

# IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD

An Independent Agency of the Executive Branch

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[www.iowa.gov/ethics](http://www.iowa.gov/ethics)

## BOARD MEMBERS:

James Albert, Chair  
John Walsh  
Saima Zafar  
Carole Tillotson  
Mary Rueter  
Jonathan Roos

**TO: LOCAL CANDIDATES, PARTIES, AND LOCAL PACS**  
**FROM: IOWA ETHICS AND CAMPAIGN DISCLOSURE BOARD**  
**Re: CAMPAIGN FINANCE ISSUES**

The Iowa Ethics and Campaign Disclosure Board administers the campaign laws in Iowa Code chapter 68A.

1. The Board's Web site has campaign finance information at <http://www.iowa.gov/ethics>. Click on **Campaigns** on the main menu and then select your committee type.

2. Contact information:

| <b>Executive Director</b>  | <b>Statewide PACs and<br/>County Central Committees</b>  | <b>County/Local Candidates<br/>And Committees</b>  |
|--|--|--|
| Megan Tooker<br>(515) 281-3489<br><a href="mailto:megan.tooker@iowa.gov">megan.tooker@iowa.gov</a> | Patti Newton<br>(515) 281-4411<br><a href="mailto:patti.newton@iowa.gov">patti.newton@iowa.gov</a> | Brian Woline<br>(515) 281-4104<br><a href="mailto:brian.woline@iowa.gov">brian.woline@iowa.gov</a> |

3. A committee is registered by filing a statement of organization (DR-1). The form must be filed within 10 days of receiving contributions, making expenditures, or incurring debts in excess of \$750 (a debt is incurred when an item is ordered). If you are not going to cross the \$750 threshold but want to use the shorter "paid for by" attribution (see #7 below) you can file Form DR-SFA prior to distributing political material.
4. Know your campaign report due dates. Once you have filed a DR-1, you must start and continue filing reports until you dissolve your committee. Penalties are assessed for late reports. All reports for Statewide PACs and County Central Committees are required to be filed electronically via the Board's Web Reporting System. County/Local Candidates and Committees must file electronically if the committee crosses a \$2,000.00 threshold within a calendar year. All committees required to file electrically must submit their reports by 4:30 on the due dates. All reports due 5 days or less prior to an election must be physically received by the Board by 4:30 p.m. on the day the report is due.
5. Remember that if an organization gives your committee a contribution in excess of \$750 it has separate filing requirements and it should immediately contact the Board for assistance.
6. Do not accept contributions from corporations, insurance companies, or financial institutions (NOTE: this prohibition does not apply to ballot issue PACs).
7. Put the words "paid for by" on printed political materials (see Iowa Code section 68A.405 and rule 351-4.38). A "paid for by" must be placed even if a committee is not registered (the "paid for by" then includes name and address). If the material is paid for by a registered committee or by filing Form DR-SFA, only the name of the committee needs to be part of the "paid for by." Some campaign signs and other items are exempt, so read the law and rules carefully.
8. Review the campaign laws in Chapter 68A and the Board's rules found in Chapter 351 of the Iowa Administrative Code.