



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION
210 NORTH OFFICE BUILDING
HARRISBURG, PENNSYLVANIA 17120-0029
TELEPHONE (717) 787-5280 FAX (717) 705-0721

January 4, 2018

TRISHA ROBINSON
Chief, Division of Campaign Finance and
Lobbying Disclosure
trisrobins@pa.gov

Dear Filer:

Effective with the 2018 Election Cycle, we will be assessing late fees for online reports that are not complete with a notarized cover page. The Department allows ten (10) calendar days for the notarized cover page to be received in our office before the report is marked as late. In the event the notarized cover page is not received timely, a late fee will be assessed. All filers are encouraged to provide up-to-date contact information for email and print notifications from the Department. Please see the bullet points below that may cover any questions you may have.

- The Department will **not** accept faxed or emailed copies of notarized cover pages.
- If a report is submitted late online, the report will not be considered filed until the notarized cover page is received in our office. The late fee will continue to accrue until the notarized cover page is received.
- If the tenth calendar day falls on a weekend or holiday, the ten-day deadline will be moved to the following business day.
- Once you submit your report online, a confirmation of submission will be emailed to you listing the due date for the online notarized cover page.
- The Department will send a warning notice via email if the notarized cover page is still not received on the fifth day.
- The Department will send a late notice via email on the eleventh day to advise we have not received the notarized cover page.
- Requests to add or amend an email address can be submitted via email or letter. Please include in your correspondence the committee or candidate registration number, committee or candidate name, and the email address you wish to add.

Should you have any questions, please contact our office at 717-787-5280 (option3) or via email at RA-stcampaignfinance@pa.gov

Sincerely,

A handwritten signature in black ink that reads "Trisha Robinson".

Trisha Robinson
Chief
Division of Campaign Finance & Lobbying Disclosure