

Campaign Contribution Refund Process

Amendment Language

- Registered elector
- Refund amount of the elector's monetary contributions made in the calendar year to candidates for Mayor and City Commission of the City of Tallahassee.
- Maximum refund for an individual is \$25.
- *See* Section 4(b) of Charter Amendment

Amendment Language

- A refund is allowed only if the elector files a form, signed under penalty of perjury, with the Ethics Board and attaches to the form a copy of an official refund receipt form(s) issued by the candidate's principal campaign committee after each contribution was received.
- *See* Section 4(b) Charter Amendment

Eligibility

- Individuals who are registered electors in the City of Tallahassee and donate in 2016 to a Filed Candidate for City Commission (a candidate who has filed a DS-DE9 and appointed a Campaign Treasurer). *See* Section 4 of Charter Amendment. *See also* 1S-2.0001(4)(a)(1), Florida Administrative Code

Statutory Definition

- Candidate is someone who does any of the following:
 - Seeks to qualify through petition
 - Receives contributions or makes expenditures or consents for someone else to do it to bring about election
 - Appoints a treasurer and designates a primary depository
 - Files qualification papers
 - See Section 106.011(3), F.S.

Citizen Campaign Financing, Refund of contributions to candidates

- No receipt can be accepted from a Candidate who has not met all legal requirements for a filed candidate. *See* Section 4(b) of Charter Amendment.

Steps

- Candidates provide their receipt form examples to Ethics Office.
- Use candidate-generated receipt provided to donor for refund processing purposes. Donor sends receipt with application.
- Refund claim form will be available online;
- Email box electionsrefunds@talgov.com, hand deliver or US Mail
- Candidate education (at 2-16 Meeting and after)
- Reach out to Supervisor of Elections for inclusion on website
- Voter education (identify and work with potential partners including Democrat, WCOT, talgov.com, League of Women Voters, Rotary, etc.)

Process

- Refund claim forms and refund receipt forms received by Ethics Office Staff via electionsrefunds@talgov.com, in person or US Mail;
- Ethics Office Staff checks Supervisor of Elections website and verifies claimant donated to candidate;
- Ethics Office Staff verifies that claimant is registered City elector.

Process When All Conditions Met

- If the refund claim form and receipt are in good order and claimant status is verified, then refund claim form is provided to Ethics Officer for approval.
- Ethics Officer approves and requests check be issued and mailed by Treasurer-Clerk.

Process When Something is Missing

- Ethics Officer notifies claimant that claimant is ineligible for refund because:
 1. Refund claim form is missing or inaccurate;
 2. Receipt is missing or inaccurate;
 3. Claimant is not a registered city elector;
- Claimant has one opportunity to provide corrected or complete documentation within ten business days;
- Letter is reviewed and signed by Ethics Officer and sent to claimant.

Process When Second Application Incomplete

- Ethics officer sends letter informing claimant that they are ineligible because
 1. Application is inaccurate;
 2. Receipt is missing or inaccurate;
 3. Claimant is not a registered city elector;
- Ethics officer determination is final at that point.

If Second Submission Meets All Conditions

- Submission is approved by Ethics Officer if resubmission is received within 10 business days and all conditions are met.
- Documents sent to Treasurer Clerk for issuance of refund check.

Process

- Ethics Office/Treasurer Clerk staff tracks refunds issued on behalf of each candidate.
- Ethics Office staff also tracks returned unapproved refund claim forms.
- *See Section 4(b) of Charter Amendment.*

Citizen Campaign Financing, Refund of contributions to candidates

- The City Commission shall establish procedures consistent with Section 4(c) of the Charter Amendment.

Citizen Campaign Financing, Refund of contributions to candidates

- The amount the Ethics Board states is necessary to pay refunds as provided for in this section shall be appropriated in amounts from the general fund or any other fund as determined by the City Commission within their sole budgetary discretion and powers. *See Section 4(c) of Charter Amendment.*

Timing

- Refund claim forms and receipt forms may be submitted as soon as process is approved;
- Refunds will be processed after Board approval of modified refund claim procedure;
- No refunds issued for refund claim forms received after January 15, 2017.

Questions?

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