

Starting a Campaign for City Office

Make sure your campaign starts off on the right path! This checklist is an overview of the basic requirements under the City's Campaign Finance Law and the State Election Code.

Is this checklist for me??

This checklist is designed for campaigns for **City Elective Office**, which means the following offices in the City of Philadelphia:

- Mayor
- Councilmember (District & At-Large)
- Controller
- City Commissioner
- District Attorney
- Sheriff



Announce your candidacy

Once you publicly announce that you are running for City Elective Office (or file nominating papers with the City Commissioners), you are subject to the City's Campaign Finance Law. This includes:

- contribution limits
- reporting requirements
- restrictions on the use of political committees and bank accounts



File a Candidate Information Form

Within **three business days** of becoming a candidate, you must complete and submit a **Candidate Information Form** to the Board of Ethics. You must submit this form even if you used the same political committee for a previous City election.

Haven't set up a committee yet? That's okay! Just provide a street address, phone number, and email address. You will need to update your form once you establish a committee. These forms are publicly posted on the Board of Ethics website.



Set up a Political Committee

Candidates can only accept and spend money through a political committee. To set up a committee, you must file two forms with the **City Commissioners**:

- **Political Committee Registration Statement**
- **Authorization for a Political Committee to Receive Funds on Behalf of a Candidate**

These forms are required by the State Election Code. ***The Board of Ethics cannot accept these forms.*** They must be received by the City Commissioners.



Create Campaign Finance Filing System accounts

Electronic filing is **mandatory**. You need to create two accounts separate accounts with the City's **Campaign Finance Filing System**: one for you personally and another for your political committee. *(If your committee already has an account, you do not need to create a new one.)*



Register for Campaign Finance training

The Board of Ethics hosts several Campaign Finance training sessions each election season. These sessions cover the requirements of the City's Campaign Finance Law as well as the process for electronic filing of reports. Training is currently conducted via Zoom. Click [here](#) to register for upcoming sessions.



Check out our Campaign Finance resources

The requirements of the City's Campaign Finance Law are set forth in **Board Regulation No. 1**. The Board provides additional guidance through a compilation of **FAQs**.



Stay informed

Make sure you have the latest information about the City's Campaign Finance Law by joining our **Campaign Finance mailing list**.