



Type of Statement					
<input type="checkbox"/> NEW This committee is registering with the Virginia State Board of Elections for the first time.	<input type="checkbox"/> AMENDED This committee is filing an amended Statement of Organization.				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Date Changes Took Effect</td> <td style="width: 50%; text-align: center;">Elections Issued Committee ID</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>		Date Changes Took Effect	Elections Issued Committee ID		
Date Changes Took Effect	Elections Issued Committee ID				
Committee Information					
Full Name of Committee					
Street Address/P.O. Box	Suite #				
City	State				
Zip Code					
Email Address	Business Phone				
Committee Website					
Elected Official Information					
Salutation	Last Name				
First Name					
Middle Name					
Suffix					
Residence Address	Apt #				
City	State				
Zip Code					
Elected Office:					
<input type="checkbox"/> Governor <input type="checkbox"/> Lieutenant Governor <input type="checkbox"/> Attorney General <input type="checkbox"/> Other office: _____					
Committee Depository					
Name of Primary Financial Institution	Name of Other Financial Institution (if applicable)				
City	State				
	City				
	State				



Treasurer					
Treasurer Information	Salutation	Last Name	First Name	Middle Name	Suffix
	Email Address		Daytime Phone #		
Treasurer Residential Address	Street Address				Apt #
	City		State	Zip Code	
	Street Address/P.O. Box				Suite #
Treasurer Business Address	City		State	Zip Code	
Principal Custodian of the Books					
Principal Custodian Information	<input type="checkbox"/> Check this box if the Principal Custodian of the Books is the same person as the Treasurer. If they are the same person, skip this section.				
	Salutation	Last Name	First Name	Middle Name	Suffix
	Email Address		Daytime Phone #		
Principal Custodian Residential Address	Position or Title				
	Street Address				Apt #
	City		State	Zip Code	
Principal Custodian Business Address	Street Address/P.O. Box				Suite #
	City		State	Zip Code	
Address Where Books are Maintained					
Address Where Books are Maintained	Street Address (P.O. Boxes are not acceptable)				Suite #
	City		State	Zip Code	



Statement of Organization INAUGURAL COMMITTEE

Filing Method

Please indicate the method by which this committee will submit its campaign finance reports:

- File electronically using **COMET online application**
- File electronically using an **Virginia Department of Elections Approved Vendor**

(Please indicate Name of Vendor : _____)

Signature

Date

Committee Activity

Please provide the following dates. (If an action has not yet occurred for this committee, write "N/A")

Date first contribution accepted: _____

Date first expenditure made: _____

Date committee depository designated: _____

Date treasurer appointed: _____

Date committee organized: _____

Statement of Treasurer

I accept the appointment of Treasurer for this committee. I understand that I am required to comply with the provisions of the Campaign Finance Disclosure Act (Title 24.2, Chapter 9.3 of the *Code of Virginia*). I understand that I must truthfully report all monies and things of value which this political committee receives or expends in a timely manner. Civil penalties will be assessed in the manner required by the *Code of Virginia* for late or un-filed reports. I also understand that if I provide false information on any document submitted to the State Board of Elections that I may be subject to the provisions of § 24.2-1016 which is punishable by a Class 5 felony.

Signature

Date



Instructions for Completing This Form

General Guidelines

- An original of this form must be submitted to the Virginia Department of Elections, 1100 Bank Street, 1st Floor, Richmond, VA 23219.
- All requested information on the form is **required** unless otherwise noted below.
- An amended Statement is required to be filed within 10 days of the change if **any** of the information reported on this form changes. Failure to amend this form in a timely fashion may result in civil penalties of up to **\$500** to be assessed according to the procedure described in §24.2-929 of the Code of Virginia.

Type of Statement

- Check the box that applies to the type of Statement that you are filing.

Committee Mailing Address

- Please insert the full name of your committee.
- Insert the committee's primary mailing address.
- Insert the committee's email address.
- Insert the committee's primary business phone and fax number.
- Insert the committee's website.

Elected Official Information

- Enter the name and residence address of the elected official for whom the Inaugural Committee is supporting.
- Indicate the elected office to which the individual has been elected.

Committee Depository

- Insert the name of the committee's primary depository (Bank Name).
 - Insert the address of the committee's secondary depository (if one).
- *Depositories must be in an account located within the Commonwealth.

Treasurer and Books Information

- Treasurer
 - Insert the name and residential address of the person who will be responsible for maintaining and keeping accurate financial records and reporting these records on the prescribed forms
***Note:** The Treasurer must be a resident of the Commonwealth of Virginia.
 - Email Address
***Note:** An email address for the treasurer is required if the committee intends to file electronically (see below for e-filing requirements). The email address is optional for all other committees.
- Custodian of the Books (if one)
 - You may leave this section blank if the treasurer also serves as the Custodian of the Books.
***Note:** The Custodian of the Books must be a resident of the Commonwealth of Virginia.

Address Where Books are Maintained

***Note:** The books must be maintained at an address within the Commonwealth of Virginia.



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Statement of Organization
Inaugural Committee
(Governor, Lt. Gov and Attorney General)

(Continued on Next Page)



Filing Method

- Indicate whether the committee intends to file all of their campaign finance disclosure reports electronically.
- **Electronic Filing Option**
 - If you choose to file electronically, log into the following Web site address: _____
- **Approved Vendor Option**
 - If you choose to contract with a private company, SBE recommends that you use an “Approved Vendor.” These companies meet SBE’s standards for e-filing. Although you are free to use any company you wish, we cannot guarantee that the company you choose will completely comply with SBE’s standards. As a result, your committee may end up paying penalties for incomplete, late or un-filed reports. For a list of “Approved Vendors” please visit our website: http://www.sbe.virginia.gov/cms/Campaign_Finance/