

Basic Forms for Registering a Candidate Committee:

Note: Examples of the forms discussed in this section (as submitted by a fictional candidate) may be found at this link.

Whether or not a candidate files under threshold, he or she must complete the following forms:

- a. **Certification of Treasurer (CRO-3100).** The candidate must sign this form affirming his or her choice of treasurer. Please refer to the section "[Appointment of Treasurer](#)" to review legal restrictions about who may or may not serve as treasurer.
- b. **Statement of Organization (CRO-2100A) – Candidate Committee form.** This form provides basic information about the committee, such as its name, address, the office being pursued, and the party registration of the candidate (if applicable). This form also functions to amend committee information.

What is in a name? A candidate committee must select a name that is not being used by active or inactive committees registered in North Carolina. The name that the candidate wishes to use for the committee, (rather than the candidate's personal name) is to be entered in field 1(a) on this form. The campaign finance office of the State Board of Elections or the county board of elections office will assist in determining whether a given name is in use.

- c. **Certification of Financial Account (CRO-3500).** All campaign funds must be maintained in a separate bank account used exclusively by the committee. No committee funds may be commingled with any other funds.⁶

The purpose of the account code requested on this form is to identify the affected account without disclosing the account number itself. Candidates or treasurers are asked to assign any number or letter or combination of numbers and letters to

⁶An exception to the requirement for a separate bank account is the case of a candidate using only his or her funds and none other for the campaign. As long as the candidate is accepting no funds from others, he or she is not required to set up a separate campaign finance account. That candidate shall mark the second box on the form and sign to certify that the committee will not raise nor spend any money except the candidate's personal funds.

represent account number of the campaign finance account. Candidates should not use bank account numbers as account codes, since it is unwise to post bank account information online. Form CRO-3500 is not a public document and will not be scanned for online viewing.

The campaign finance requirement that committees provide account information on form **CRO-3500** may conflict with bank policies that require that a committee be already established in a legally recognized fashion before the bank will open an account. Campaign Finance staff will work with committees to resolve this issue. Please see the section below, "Working with Bank Policies"

d. **Candidate Designation of Funds (CRO-3900) and Personal Representative Designation of Committee Funds (CRO-3900A)**

These forms are optional but recommended because contributions made to a candidate committee do not become part of the personal estate of the candidate.

Candidates should be aware that if neither form **CRO-3900** nor **CRO-3900A** is submitted, funds that remain in a candidate's account at the time of his or her death that are not otherwise obligated will be paid to the North Carolina Escheat Fund.

The purpose of form **CRO-3900** is to provide a candidate the means to designate how his or her campaign funds should be disbursed in the event of the candidate's death or incapacitation.

The purpose of form **CRO-3900A** is to permit the personal representative of the estate of a deceased candidate who did not file a form **CRO-3900** prior to death to file written designation of how the funds should be disbursed.

Note:

1. All outstanding debts and obligations shall be paid by the committee before any funds are disbursed pursuant to the designation.
2. The designation for disbursement of funds upon the death of the candidate is subject to the same restrictions for the use of those funds that are described in "Expenditures of Campaign Funds" on **page 50** of this manual. See also N.C.G.S. § 163-278.16B(a)(3).