

TYPE 3-7;  
3H-7H

CONSTITUTED/PARTY COMMITTEES  
AND HOUSEKEEPING  
CAMPAIGN FINANCE REGISTRATION FORM

NEW YORK STATE BOARD OF ELECTIONS

Section 14-118 and 14-124(3) of NYS Election Law

THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

New Registration  Amended Registration (Provide Filer ID#): \_\_\_\_\_

Check all boxes that apply. See instructions for details about the Party designation.

**A. PARTY** (Choose one):

Democratic  Republican  Conservative  Green  
 Working Families  Independence  Women's Equality  Reform

**B. COMMITTEE TYPES** (Choose one):

**State Level Committee:**

Constituted  Constituted Housekeeping  Party  Party Housekeeping

**County Level Committee**

Provide name of County: \_\_\_\_\_

Constituted  County Housekeeping  Party  Party Housekeeping

**Duly Constituted Sub-Committee of a County Committee**

Provide name of Municipality; if NYC, Assembly District #: \_\_\_\_\_

City  Town  Village  Housekeeping

**C. COMMITTEE NAME:** \_\_\_\_\_

For Acronyms (See instructions): \_\_\_\_\_

**D. TREASURER:**

Full Name: \_\_\_\_\_

Residential Address (No P.O. Box): \_\_\_\_\_ Apartment #: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (P.O. Box allowed): \_\_\_\_\_ Apartment #: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number (Optional): \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

**E. DEPOSITORY/BANK:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**F. PERSON(S) OTHER THAN TREASURER AUTHORIZED TO SIGN CHECKS** (Attach additional sheets if necessary):

Full Name: \_\_\_\_\_

Residential Address (No P.O. Box): \_\_\_\_\_ Apartment #: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

The above information is true to the best of my knowledge and belief:

\_\_\_\_\_  
*Signature of Treasurer*

\_\_\_\_\_  
*Date*

# CONSTITUTED/PARTY COMMITTEES AND HOUSEKEEPING REGISTRATION INSTRUCTIONS

## A CONSTITUTED/PARTY COMMITTEE AND HOUSEKEEPING COMMITTEE MUST:

- File this form within five days of choosing a treasurer and depository **and** prior to receiving or expending any funds.
- Complete this form and provide original signature(s) in ink. Copies of signatures, including those on faxes, PDFs or other electronic files are not acceptable.
- File this form at each appropriate board of elections where your committee is required to file their campaign financial disclosure reports.

**New Registration:** If registering a new committee, check this box. A Filer ID# may be assigned to the committee by the board of elections where you are filing this form, and should be used on all documents and correspondence to the appropriate board(s).

**Amended Registration:** For an existing committee if any information previously filed has changed, other than the election year, check this box. A fully completed amended registration must be filed within two days of any change. Provide Filer ID# that was assigned by the board of elections where this form was originally filed. State and county boards of elections Filer ID#s may be different.

- **Party** is a political organization that ran a candidate in the last gubernatorial election who polled at least 50,000 votes.
- **Constituted Committee** (EL 14-100 (3)): A state committee or a county committee, or a duly constituted subcommittee of a county committee of a party as defined by NYS Election Law.
- **Party Committee** (EL 14-100 (2)): Any committee provided for (defined) in the rules of a Constituted Committee (state or county). Examples are Democratic Assembly Campaign Committee (DACC) and Senate Republican Campaign Committee (SRCC).
- **Housekeeping Committee** (EL 14-124 (3)): An optional committee that is only allowed to be registered by a Party or Constituted Committee for the sole purpose of reporting "Housekeeping Receipts and Expenditures" made and received pursuant to NYS Election Law, to maintain a permanent party headquarters and staff and carry on ordinary activities that are not for the express purpose of promoting the candidacy of specific candidates. Note: Housekeeping must be maintained in a separate, segregated account. However, it does not have to be a separately registered committee. If you choose to have a separate Housekeeping committee, you must submit a separate registration form for that committee.
- **Duly Constituted Subcommittee of a County Committee** (EL 14-100 (4)): Outside the City of New York: a city, town or village committee, which consists of all county committee members from that city, town or village, as the case may be, and only such members. Within the City of New York: an assembly district committee, which consists of all county committee members from that assembly district, and only such members.
- **Multi-Candidate Committee:** An authorized committee supporting more than one candidate that is not a Constituted Committee or Party Committee should **not** use this form, but should file the Authorized Multi-Candidate Campaign Finance Registration Form (Type 9).

**Item A:** Select your party name.

**Item B:** Committee Type: Select committee type and check the box that also applies.

**Item C:** Enter the name of the committee. If an acronym is used in the name of the committee (e.g. "NYSBOE" = "New York State Board of Elections"), please also spell out the acronym in the space provided.

**Item D:** Enter the full name of the treasurer of record for the committee. Residential address is mandatory; include building and apartment number, city or town, state and zip code. Social Security number is optional.

**Item E:** Your account must be opened at a banking organization authorized to do business in New York State. The branch where the account is opened and held must be physically located in New York State. **"Housekeeping"** is a term that refers to the receipts and expenditures of a party or constituted committee used to maintain permanent headquarters and staff, and to carry on ordinary activities that are not for the **express purpose of promoting the candidacy of specific candidates; provided** that such monies shall be deposited in a separate account. (EL 14-124 (3))

**Item F:** Provide the name and related information of the person(s), other than the treasurer, authorized to sign checks as applicable.