



**STATE OF CONNECTICUT**  
**STATE ELECTIONS ENFORCEMENT COMMISSION**  
**Citizens' Election Program**

Rev. January, 2024

## PRE-APPLICATION REVIEW (PAR) CHECKLIST

**Committee Name:** \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_

**Office/District #:** \_\_\_\_\_

Complete this checklist fully and accurately. Check your documents and filings. Any issues may hold up your pre-application review.

(Pre-Application Reviews will NOT be available to candidates who are STILL in Exploratory Committee)

### Exploratory Committee:

**Y / N** Did the candidate have an exploratory committee?

*If yes, did the committee already provide documentation to the SEEC to complete a Rollover Review?*

**Y / N** Already provided

**Y / N** Documentation is provided today and submitted separately for a Rollover Review

***In this cycle, the exploratory committee must have filed the following before the candidate committee applies for a grant:***

**Y / N** a Notice of Intent to Dissolve ([SEEC Form 5](#))

**Y / N** a termination disclosure statement ([SEEC Form 30](#))

**Y / N** a "carry forward form" detailing money, or debts carried forward from the exploratory committee to the candidate committee (If there not any money, assets nor debts being carried forward, then the carry forward form must state so)

Also: **Y / N** The committee has received feedback on the status of their rollover review

### Candidate Committee Registration ([SEEC Form 1 and 1A](#))

**Y / N** The candidate registered his or her candidacy and his or her candidate committee by filing the Registration by Candidate and Candidate Committee Registration Statement ([SEEC Form 1 and 1A](#)).

*Pre-Application Reviews will not be available to candidates who are still in Exploratory Committee.*

**N/A Y / N** If there has been any change in the committee information, such as a change in address or other contact information since the candidate initially filed the registration statement ([SEEC Form 1 and 1A](#)), the candidate filed an amended registration before or with the application.

### Test Transaction (Electronic Funds Transfer – [SEEC Form CEP 12](#))

***Please note, if this has not been done at the time of PAR submission, it will need to be completed before the results of the PAR review are released.***

**Y / N** The treasurer completed and either previously submitted or attached a copy here of the Electronic Funds Transfer Form ([SEEC Form CEP 12](#)).

**Y / N** The treasurer or deputy treasurer already confirmed via email to the Candidate Services Unit the committee's receipt of the test transaction amount.



## Qualifying Contributions

- Y / N The committee raised qualifying contributions to meet or exceed, as a "buffer", the qualifying threshold amount required for PAR consideration.
- Y / N The committee raised "in-district" qualifying contributions to meet or exceed the second part of the two-part threshold required for PAR consideration.
- Y / N The campaign provided one copy of a [Qualifying Contribution Certification \("QC Cert"\) Form](#) or other permissible documentation for each contribution received by this committee.
- Y / N The treasurer has kept all original documentation of qualifying contributions.  
*(Treasurers must keep internal records, including originals and solicitor records, for four years.)*
- Y / N The treasurer has reviewed each [QC Cert Form](#) to ensure that it has been completed in full and signed by the contributor. (Documentation listing employer as "self-employed" is not acceptable.)
- Y / N **Each QC document copy has a unique Contribution ID number marked in its upper right corner that matches the Contribution ID number reported in Section B of [SEEC Form 30](#).**
- Y / N The copies are organized in order of Contribution ID number.
- Y / N Check/Money Order Contributions: When making copies, a copy of the check or money order is placed at the bottom of the corresponding [QC Cert Form](#). Also, the check copy still allows a full, visible contributor signature. *(If the copy of the check or money order is on a separate page from the corresponding [QC Cert Form](#), the check or money order **must** also be numbered with the Contribution ID number).*
- Y / N Cash Contributions: **Do not copy cash!** If cash is copied to the bottom of a QC Cert Form, recopy with a piece of white paper over the cash, but make sure the re-copy clearly shows the contributor's signature on the [QC Cert Form](#).
- Y / N Each [QC Cert Form](#) shows a **residential address** for the contributor. (Documentation with a P.O. Box is not acceptable.)
- Y / N The paper copies are **not** bound, stapled, clipped, taped, or hole-punched, and are **not** in a vinyl cover, sleeve or notebook.

**If the committee collected online contributions via a website, the SEEC staff reviewed/approved:**

- N/A Y / N The website interface
- N/A Y / N A sample transactional receipt
- N/A Y / N The spreadsheet
- N/A Y / N The initial merchant account processor (MAP) letter
- N/A Y / N The Treasurer certifies that no changes have been made to the online contribution page since the SEEC's review.



**If a contribution was made by credit card, the committee has provided all required backup documentation:**

- N/A   Y /   N   The individual transactional receipts (which will serve as the certification forms and should be printed and numbered in accordance to their contribution ID number)
- N/A   Y /   N   A copy of the summary statement from the merchant account provider in a workable format (Excel/CSV)
- N/A   Y /   N   The initial MAP letter

### Deposits

- Y /   N   At the time of PAR submission, every contribution reported has also been deposited. All contributions, including cash and all contributions received via the website, **MUST** be deposited into the committee's bank account **BEFORE** they are spent.

At the time of PAR submission, the committee depository holds **only** the following:

- Y /   N   Unspent qualifying contributions of no more than the applicable threshold plus the amount of any buffer collected for which you intend to write a check to the SEEC.
- N/A   Y /   N   Unspent personal funds provided to the committee by the candidate of no more than the allowable limit (outlined in chart below)
- N/A   Y /   N   Unspent bank interest not yet transmitted to the Citizens' Election Fund

### SEEC Form 30

- Y /   N   A copy of the SEEC Form 30 page showing the aggregate amounts that the threshold for amount collected has been met is attached.
- Y /   N   The treasurer has completed every applicable section, signed and submitted the [SEEC Form 30](#) reporting all funds received, expenditures made and expenses incurred but not yet paid by the committee through the end of the time period covered by the financial report for the PAR.
- Y /   N   **The treasurer has reported any personal funds from the candidate in Section E. Personal Funds of the Candidate. (Note: Candidates CANNOT contribute to their own candidate committee.)**
- Y /   N   The treasurer has confirmed with the candidate that **all** expenses paid by the candidate to date, whether or not reimbursement has been sought, have been reported in the [SEEC Form 30](#) submitted with this application.
- Y /   N   The treasurer confirmed that all filings made during the life of the committee utilizing a [SEEC Form 21](#) or Section A of [SEEC Form 30](#) have been amended to report each contribution received during the relevant timeframe in Section B of a [SEEC Form 30](#).

**I understand that the 2024 PAR process is voluntary. The above information is accurate. I understand that if my committee is deemed to currently meet the necessary thresholds then I will need to follow instructions, including writing a buffer check in the amount specified after review in order to obtain pre-application review status.**

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

**Applicant Printed Name:** \_\_\_\_\_

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

**Committee Name:** \_\_\_\_\_