

State of Utah 2022 Candidate Manual

A guide for federal, statewide executive, legislative, and state board of education candidates

Published by:



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Online version: click on any section to jump to it

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Using This Manual

Disclaimer

This guide is not a substitute for Utah State Code, and it is not intended to be a comprehensive or an authoritative statement of law. For further legal information, please consult Utah State Code or other appropriate legal resources. If any inconsistency exists between this publication and statute, the statutory language governs.

The contents of this manual are subject to change by legislative or judicial action. The contents of this manual are also for the exclusive use of U.S. Senate and House, State Treasurer, legislative, and state board of education candidates. All instructions for partisan candidates within this guide are for Qualified Political Party (QPP) candidates.

About this manual & additional assistance

Congratulations on deciding to run for political office in Utah! Running for office is exhilarating, but the requirements can also be complicated and difficult to navigate—particularly if you are new to the process.

The purpose of this manual is to explain the procedures and requirements for individuals interested in filing for public office in the state of Utah.

Assistance

If you have any questions about the material covered in this manual or need further assistance, please contact:

Utah Lieutenant Governor's Office



(801) 538-1041



elections@utah.gov



www.vote.utah.gov



Utah State Capitol
350 North State Street, Suite 220
PO Box 142325
Salt Lake City, UT 84114

Icons

The following icons used in this manual are to emphasize information:



Indicates a reference to a form



Indicates additional information



Indicates a deadline



Indicates alert; warning; attention needed



Indicates a question

Qualifications for Office

Before you begin campaigning, meeting voters, or collecting campaign donations, you will want to ensure that you meet certain requirements to hold office. Review the table below to determine whether you meet the requirements of the office you plan to seek.

Office	Age	Residency	Citizenship	Other Qualifications	Term
U.S. Senate	30	Resident of Utah when elected	U.S. Citizen for 9 years	-	6 years
U.S. House of Representatives	25	Resident of Utah when elected	U.S. Citizen for 7 years	-	2 years
State Treasurer	25	Resident of Utah for 5 years	U.S. Citizen	Qualified voter ¹ ; not convicted of certain crimes ²	4 years
Utah State Senate	25	Resident of Utah for 3 years; 6 months living in the Senate district prior to the last day of filing	U.S. Citizen	Qualified voter ¹ ; not convicted of certain crimes ² ; cannot hold any public office of profit or trust ³	4 years
Utah State House of Representatives	25	Resident of Utah for 3 years; 6 months living in the House district prior to the last day of filing	U.S. Citizen	Qualified voter ¹ ; not convicted of certain crimes ² ; cannot hold any public office of profit or trust ³	2 years
State Board of Education**	18	1 year living in the school board district	U.S. Citizen	Qualified voter ¹ ; not convicted of certain crimes ² ; cannot hold any public office of profit or trust ³	4 years

[US Const., Article I, section 2-3](#); [UT Const. Article VI, section 5](#); [UT Const. Article VII, Section 3](#); [UCA 20A-14-103](#); [UCA 20A-2-101.5](#)

** State Board of Education candidates cannot have been convicted of a grievous sexual offense against a child, as defined in Utah Code [76-1-601](#).

¹ A qualified voter meets the following requirements:

- Citizen of the United States;
- At least 18 years old and a resident of Utah for 30 days by the date of the election; and
- Registered to vote in Utah.

² An individual convicted of certain crimes loses the right to hold office until convictions have been expunged OR the individual meets all of the following requirements:

- 10 years have passed since the individual's most recent felony conviction;
- The individual paid all court-ordered restitution and fines; and
- The individual completed probation, granted parole, or completed the term of incarceration associated with the felony.
- An individual convicted of an election related misdemeanor has restored their rights to hold office according to Utah Code [20A-2-101.3](#).

³ No person holding any public office of profit or trust under authority of the United States, or of this State, shall be a member of the Legislature: provided that appointments in the State Militia, and the offices of notary public, justice of the peace, United States commissioner, and postmaster of the fourth class, shall not, within the meaning of this section, be considered offices of profit or trust (see [Utah Constitution Article VI, Section 6](#)).

Political Parties



Utah state law does not regulate the way that political parties govern themselves. Each party is responsible for creating their own by-laws and nominating procedures.

What is the difference between Partisan and Non-partisan?

Partisan candidates:

If you plan on running as a party candidate and you meet the requirements for the particular office described in the chart on [page 4](#), you must be a member of that particular party at the time of filing your Declaration of Candidacy documents*. To run for federal office, statewide executive, legislative, or the state board of education as a partisan candidate, refer to [pages 7-17](#).

*Some parties may have additional requirements to be eligible to declare as a party candidate. You will want to contact party leaders to ensure that you meet all the requirements.

Non-partisan candidates:

If you wish to not take part in the political party system and you meet the requirements for the particular office described in the chart on [page 4](#), you are able to file a Declaration of Candidacy as an unaffiliated or write-in candidate. To run for federal office, statewide executive, legislative, or the state board of education as a non-partisan candidate, refer to [pages 18-21](#).

Utah Political Parties:

Constitution Party - www.utahconstitutionparty.com; 801-560-7978

Democratic Party - www.utahdemocrats.org; 801-328-1212

Independent American Party - iaputah.org; 801-970-1076

Libertarian Party - www.libertarianutah.org; 866-511-8587

Republican Party - www.utgop.org; 801-533-9777

United Utah Party - www.unitedutah.org; 385-325-1620

How do I join a party or change my party affiliation? Simply fill out a new voter registration form and select the party that you wish to be affiliated with. You can update your voter registration information online at voter.utah.gov or contact your county clerk for assistance.



Selecting your path to become a candidate

You have several paths from which to select to become a candidate. If you want to be a partisan (political party) candidate, you have three options:

- Participate in your political party's caucus and convention system.
- Gather signatures from voters.
- Participate in your political party's caucus and convention system and gather signatures from voters.

If you prefer not to be a partisan candidate, you can be an unaffiliated candidate or a write-in candidate. An unaffiliated candidate's name appears on the ballot, but a write-in candidate's name does not appear on the ballot. Below is a simple chart that illustrates the basic requirements for each path.

If you are reading this online, click anywhere on a section below to jump to the requirements.

Partisan Candidates			Non-Partisan Candidates	
Convention Path (Pages 7-10)	Gathering Signatures Path (Pages 11-17)	Convention & Gathering Signatures Path (Pages 7-17)	Unaffiliated Candidates (Pages 18-22)	Write-in Candidates (Pages 23-24)
<ol style="list-style-type: none"> 1. Get to know the convention system 2. Declare candidacy 3. Attend your party's convention 4. Primary election 5. General election 	<ol style="list-style-type: none"> 1. Determine your signature requirement 2. Declare intent to gather signatures 3. Gather signatures 4. Declare candidacy 5. Submit petition signatures for review 6. Primary election 7. General election 	<ol style="list-style-type: none"> 1. Get to know the convention system 2. Determine your signature requirement 3. Declare intent to gather signatures 4. Gather signatures 5. Declare candidacy 6. Submit petition signatures for review 7. Attend your party's convention 8. Primary election 9. General election 	<ol style="list-style-type: none"> 1. Determine your signature requirement & obtain petition template 2. Gather signatures 3. Submit signatures for verification 4. Submit the verified signatures & declare candidacy 5. General election 	<ol style="list-style-type: none"> 1. Declare Candidacy 2. General election

(Online version: click anywhere on a section below to jump to the requirements)

Partisan Candidates

Convention Path

[UCA 20A-9-407](#); [UCA 20A-9-408.5](#)

i The convention system is one path partisan candidates can take to get their name on the primary election ballot. If you select this path, you must complete 3 steps:

1. Get to know the convention system (continue reading this page).
2. Declare candidacy between March 7, 2022 and 5:00 p.m. on March 11, 2022 ([pages 8-10](#)).
3. Attend your party's convention ([page 10](#)).

Step 1: Get to know your convention system*

*Each political party will have a unique process. This is a general description of how the process works.

1 Caucus Meetings

A caucus is a neighborhood meeting of a political party's members. Caucuses are typically held in March/April. During the meeting, caucus members select representatives from the caucus to attend either the county or state convention. These representatives are known as delegates.

2 County & State Conventions

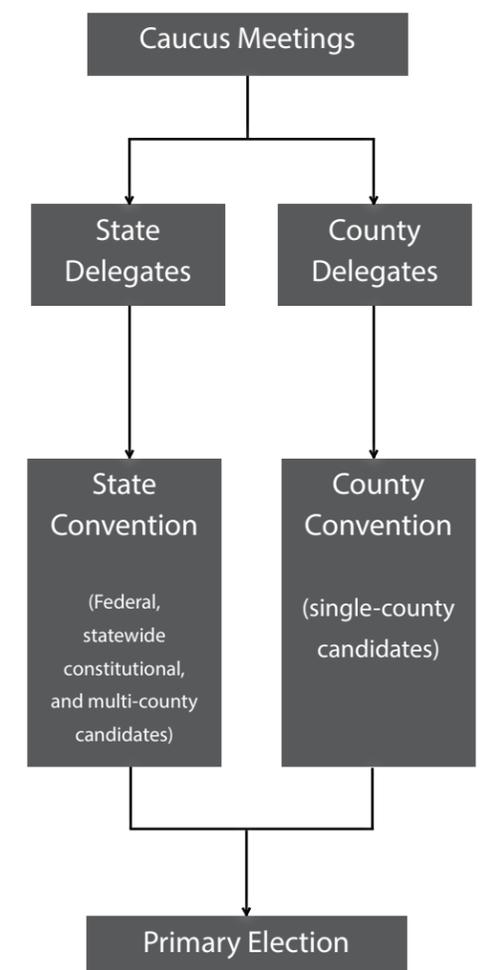
Delegates gather at the party's conventions to nominate candidates.

Delegates at the county convention vote for candidates for county and legislative offices that lie entirely within one county.

Delegates at the state convention vote for candidates for federal, statewide, legislative, and state school board offices that are located within multiple counties.

i Candidates who receive a certain percentage of delegates' votes will be nominated and their name will be placed on the primary ballot. The Primary Election will be held on Tuesday, June 28, 2022.

3 Primary Election



Step 2: Declare Candidacy

[UCA 20A-9-201](#), [UCA 20A-9-202](#), [UCA 20A-9-206](#), [UCA 20A-9-407](#), [UCA 20A-9-701](#)

All candidates must declare candidacy with their filing officer. If you choose to gather signatures in addition to participating in your party's convention, you do not need to declare candidacy twice.

 Use this chart to determine who your filing officer is:

County Clerk in Resident County	Office of Lieutenant Governor
Utah State House of Representatives Utah State Senate State Board of Education	U.S. Senate U.S. House of Representatives State Treasurer Utah State House of Representatives Utah State Senate

When do I declare candidacy?

 You must declare candidacy between Monday, March 7, 2022 and 5:00 p.m. on Friday, March 11, 2022*. Late declarations cannot be accepted.

Where do I declare candidacy?

Federal and statewide executive candidates file in-person with the Lieutenant Governor's office. State House and Senate candidates may file in either their respective county clerk's office or the Lieutenant Governor's office.

What paperwork do I need to declare candidacy?

You must submit the forms listed below to declare candidacy. Your filing officer will make these forms available during the filing period. After you file the forms they will be posted on vote.utah.gov.

 Declaration of Candidacy Form. This form requires your name, contact information, party, and whether you will go through convention, gather signatures, or both. You may also provide your campaign's email address and website.

 Conflict of Interest Form. (File prior to declaring). This form is required for Utah legislative and statewide executive office candidates (not candidates for U.S. House of Representatives). The process for filing this form requires each candidate to file online at disclosures.utah.gov. Here are the steps that a candidate must take to submit this form:

1. Create a username and register your campaign (follow instructions on [page 31](#).)
2. After creating your account and registering the page, return to the disclosures.utah.gov home page. (Instructions continued on next page)

What paperwork do I need to declare candidacy?
(cont. from previous page)

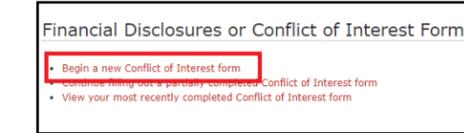
3. Click on "My Folder" on the left hand side of the screen.



4. Click "Submit or Update Conflict of Interest Forms"



5. Click "Begin a new Conflict of Interest Form."



6. Fill out the required fields and submit the form. This form must be completed prior to declaring candidacy.

 Pledge of Fair Campaign Practices (optional). This is a pledge to conduct your campaign according to the statements outlined in the pledge.

 Address Protection Form (optional). This form allows a candidate to have their residential or mailing address classified as a protected record. If you choose to file this form, you must provide the filing office another address or phone number where you may be contacted.

What fees do I need to pay?

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf.

Office	Filing Fee
U.S. Senate	\$1,355
U.S. House of Representatives	\$485
State Treasurer	\$755.71
State Senator	\$114.12
State House of Representatives	\$82.06
State Board of Education	\$99.88

What if I can't declare candidacy in person?

What if I can't declare candidacy in person?
(cont. from previous page)

Your signature must be notarized on the declaration of candidacy—your designated agent cannot sign for you. To file on your behalf, the designated agent must file your paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (Facetime).

How do I pay my filing fee?

 Payment of filing fees to the Office of the Lieutenant Governor can be made with all major credit cards, personal check, or cash (with exact change). You will want to contact your county clerk about acceptable payment methods, as they could vary.

Step 3: Attend your party's convention

[UCA 20A-9-407](#)

Which convention do I attend?

If you are a candidate for a legislative or state board of education office that is located entirely within a single county, you will likely attend your party's county convention.

If you are a candidate for federal, statewide executive office, or multi-county legislative or state board of education office, you will likely attend your party's statewide convention. Each party may have different rules regarding convention attendance.

 Reach out to your party leaders to inquire about convention if you are unsure about which convention to attend.

County conventions are typically held between late March and mid-April. State conventions are typically held in late April after the county conventions. Contact your party (refer to [page 5](#)) to determine the exact date of your convention.

When are conventions held?

Are there other requirements?

Your party's constitution or bylaws may require you to perform additional steps to qualify for the convention. You should contact your party (refer to [page 5](#)) to determine if any additional steps exist.

Partisan Candidates

Gathering Signatures Path

[UCA 20A-9-201](#), [UCA 20A-9-202](#), [UCA 20A-9-406](#), [UCA 20A-9-408](#), [UCA 20A-9-408.5](#), [UCA 20A-9-409](#)

 Gathering voters' signatures is one path partisan candidates can take to get their name on the primary election ballot. If you select this path, you must complete 5 steps:

1. Determine your signature requirement (continue reading this page).
2. Declare intent to gather signatures between January 3, 2022 and 5:00 p.m. on March 11, 2022 ([page 12](#)).
3. Begin gathering signatures ([pages 12-14](#)).
4. Declare candidacy between March 7, 2022 and 5:00 p.m. on March 11, 2022 ([pages 14-15](#)).
5. Submit petition signatures at least 2 weeks before your convention ([pages 16-17](#)).

Step 1: Determine your signature requirement

How many signatures do I need to gather?

[UCA 20A-9-408](#)

The number of signatures you need to gather depends on the office you are seeking. The table below outlines signature requirements.

Office	Valid Signatures Required
U.S. Senate	28,000
U.S. House of Representatives	7,000
Statewide Offices	28,000
State Senator	2,000
State House of Representatives	1,000
State Board of Education	The lesser of 2,000 registered voters permitted to vote in the Primary Election in the District, OR 3% of registered voters affiliated with the political party in the District.

Who can sign my petitions?

A good rule of thumb is to collect more signatures than what is required because not every signature you collect will be valid.

 All signers must meet the following requirements in order for their signature to be considered valid:

- Registered to vote in Utah (or will be registered before the signature is verified by the election officer).
- Live in the district or area of the office you are seeking.
- Allowed to vote in your party's primary election.
- Did not sign a petition for another candidate running for the same office.

Step 2: Declare intent to gather signatures

[UCA 20A-9-408](#)



Before you begin to gather signatures, you must declare an intent to gather signatures. You may not collect any signatures before filing this notice. Declaring your intent is not the same as declaring for candidacy.

When do I declare my intent to gather signatures?



You must declare your intent to gather signatures between January 3, 2022 and 5:00 p.m. on March 11, 2022. Late submissions cannot be accepted.

Where do I declare my intent?

Federal, statewide executive, and legislative candidates file with the Lieutenant Governor's Office. All other candidates, regardless of whether they are multi- or single-county candidates, file with the county clerk of their county of residence.

How do I declare my intent?

You need to submit one form to declare your intent to gather signatures. Your filing officer will make this form available during the filing period. Your form will be posted on www.vote.utah.gov. There is no fee to declare your intent to gather signatures.

Submitting In-person or Electronically

Candidates filing that file with the Lieutenant Governor's Office may file in-person or electronically over Facetime. Candidates that file electronically will need to meet with a member of the lieutenant governor's staff electronically to verify the information on the intent to gather signature page before receiving a packet.

The candidate is required to fill out the form prior to submitting it to the filing officer. For candidates that file with the county clerk, this option may not be available. Please contact them for assistance.

Exceptions



Please note this only applies to declaring intent to gather signatures. Candidates will still be required to submit their declaration of candidacy in person, unless the candidate is out of the state during the entire declaration period.

Once you submit your form, the filing officer will provide you with instructions and 3 documents to compile your petition packets:

Forms



- Petition cover sheet (Microsoft Word format)
- Petition signature sheet (PDF format)
- Petition verification sheet (PDF format)



Please note that these petition materials differ from those of unaffiliated candidate petitions. Do not use unaffiliated candidate petitions.

Step 3: Gather signatures

[UCA 20A-9-405](#), [UCA 20A-9-408](#)

You may begin gathering signatures after you file your declaration of intent to gather signatures. The first thing to do is compile your petition packets.

Barcodes on petition materials

You will notice there is a barcode on your petition packet materials. These unique barcodes are linked to you, so do not use or share petition materials with other campaigns or candidates.

Printing, binding, & arranging petition packets

You are responsible for printing and binding your petition packets. They must be bound across the top (long edge of paper) in at least 3 places using either staples or spiral binding. Packets must be bound before they are circulated, and they cannot be taken apart or rearranged once they are bound. Your packets may be rejected if you do so.

Printing, binding, & arranging petition packets (cont.)



Petition packets must include 3 sheets and be arranged in the order below.

Cover Sheet

1

This indicates the office you are seeking, your name, party affiliation, and address. The Microsoft Word format will allow you to insert your photograph.

Each petition packet needs 1 cover sheet.



Signature Sheet

2

This is where voters will sign your petition. Voters provide their name, signature, address, and the date. They have the option of providing their age or birth date.

Each petition packet may have up to 50 signature sheets.



Verification Sheet

3

The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the packet and sign. A packet must be circulated by only one person.

Each petition packet needs 1 verification sheet.



Who can circulate petitions?

Any resident of Utah who is over 18 years of age may circulate a petition. They do not need to be registered to vote; however, the filing officer can better verify the circulator's age if they are registered to vote. If a circulator does not meet these requirements, the signatures they gathered are not valid.

Responsibilities of petition circulators

Circulators must complete and sign the verification sheet of every petition packet they use to gather signatures. Circulators cannot sign the signature sheets of any petitions they circulate—they must sign a petition packet of another circulator if they wish to sign the petition.

Each petition packet must be used by only one circulator. If you have multiple circulators, they will each need one packet.

Petition circulators should receive permission from the appropriate entity or owner if they want to gather signatures in private and public areas.

Paid signature gatherers

You can pay circulators to gather signatures. If you choose to do so, keep these rules in mind:

- Gatherers cannot be paid based on the total number of signatures they collect.
- Gatherers can be paid based on the total number of valid signatures they collect, an hourly rate, or any other legal method of payment.
- Using companies that offer signature collection services is allowed, but they must follow all applicable state laws.

Volunteer signature gatherers

You can also use volunteers to gather signatures. Volunteers and their time do not qualify as campaign contributions. However, if volunteers are paid by a third party (e.g., a political action committee or corporation), this would be considered an in-kind contribution from the third party.



Refer to [page 27](#) for more information on in-kind contributions.

Registering petition signers to vote

If an individual wishes to sign your petition but is not registered to vote or affiliated with your party*, you may provide them with a registration form. Please ensure that the completed registration form is submitted to the appropriate county clerk before you submit the individual's petition signature.

*Some parties do not require voters to register with their party in order to sign a petition or vote in the party's primary. You will want to contact your party leadership to determine your party's policies on this matter.



County clerks cannot guarantee that a voter registration form will be processed prior to the petition signature.

Step 4: Declare candidacy

[UCA 20A-9-408.5](#)



All candidates must declare candidacy with their filing officer. Declaring candidacy is not the same as declaring your intent to gather signatures. If you choose to participate in your party's convention in addition to gathering signatures, you do not need to declare candidacy twice.

When do I declare candidacy?



You must declare candidacy between Monday, March 7, 2022 and 5:00 p.m. on Friday, March 11 2022*. Late declarations cannot be accepted.

Where do I declare candidacy?

Federal and statewide constitutional candidates file in-person with the Lieutenant Governor's Office. State House and Senate candidates may file at their respective county clerk's office or in the Lieutenant Governor's office.

How do I declare candidacy?

All other candidates, regardless of whether they are multi- or single-county candidates, file with the county clerk of their county of residence.

You must submit the forms listed on the next page to declare candidacy. Your filing officer will make these forms available during the filing period. After you filed the forms they will be posted, and publicly accessible, on vote.utah.gov.

How do I declare candidacy? (cont.)

 Declaration of Candidacy Form. This form requires your name, contact information, party, and whether you will go through convention, gather signatures, or both. You may also provide your campaign’s email address, and website.

 Conflict of Interest Form. (File prior to declaring). This form is required for Utah legislative and statewide executive office candidates (not candidates for U.S. Senate and House of Representatives). The process for filing this form is different in 2020 from previous years and requires each candidate to file online at disclosures.utah.gov. Here are the steps that a candidate must take to submit this form:

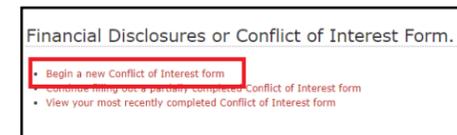
1. Create a username and register your campaign (follow instructions on [page 33](#))
2. After creating your account and registering the page, return to the disclosures.utah.gov home page.
3. Click on “My Folder” on the left hand side of the screen.



4. Click “Submit or Update Conflict of Interest Forms”



5. Click “Begin a new Conflict of Interest Form.”



6. Fill out the required fields and submit the form. This form must be completed prior to declaring candidacy.

 Pledge of Fair Campaign Practices (optional). This is a pledge to conduct your campaign according to the statements outlined in the pledge.

 Address Protection Form (optional). This form allows a candidate to have their residential or mailing address classified as a protected record. If you choose to file this form, you must provide the filing office another address or phone number where you may be contacted.

You must pay a filing fee when you declare candidacy. The table on the next page lists the filing fee for each office.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability

What fees do I need to pay?

What fees do I need to pay? (cont.)

What if I can’t declare candidacy in person?

to pay and then determine whether the fee will be waived.

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf. Your signature must be notarized on the declaration of candidacy—your designated agent cannot sign for you.

In order to file on your behalf, the designated agent must file your paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (Facetime) when you declare candidacy.

Office	Filing Fee
U.S. Senate	\$1,355
U.S. House of Representatives	\$485
State Treasurer	\$792.50
State Senator	\$114.12
State House of Representatives	\$82.06
State Board of Education	\$99.88

Step 5: Submit petition signatures for review

[UCA 20A-9-408](#)

When do I submit petition signatures?

 You must submit petition signatures no later than 2 weeks prior to your party’s nominating convention—even if you are not participating in the convention process. The deadline will be extended to the following business day if the 2 week deadline falls on a weekend or holiday. You may submit petition signatures any time before this deadline.

You must also obtain the required number of signatures before you submit them for verification. For example, if you are required to obtain 1,000 signatures, you cannot submit any petition signatures until you have collected at least 1,000 signatures.

You are encouraged to submit your petition signatures earlier than the deadline. This will allow you to gather and submit more signatures if you fail to reach the required number of valid signatures with your first submission.

All federal, statewide executive office, and multi-county candidates must submit petition signatures to the Lieutenant Governor’s Office. Single-county candidates must submit petition signatures to the county clerk.

Where do I submit petition signatures?



How do I submit petition signatures?



You or a designated agent must submit your petition signatures in-person and complete a petition submission form that includes the following information:

- Name and contact information.
- Estimated number of petition packets being submitted.
- Estimated number of signatures being submitted.
- You or your designated agent's signature.

After you submit this form and your petitions, the election official will provide a copy of the form. Keep this copy for your records.

Can I supplement my petition signatures?

Yes. You may submit additional petition signatures if it is before the deadline and you have not yet obtained the required number of signatures. The requirements to submit supplemental signatures are identical to those of your first submission.

How will petition signatures be verified?

Election officials will verify that each signer in your petition is qualified to sign (refer to [page 11](#) to read about these qualifications).

Election officials will also verify petitions in the order in which they are received. If your opponent submits their petition before you, election officials will verify your opponent's entire petition before yours.



A submission of supplemental signatures will be considered a new submission and will take its place at the bottom of the verification order.

Voters may only sign for one candidate per office. If a voter signs two separate candidate petitions for the same office, the candidate who submits the signature first will receive credit for the signature.

When will petition signatures be verified?

Election officials will verify your petition signatures until you meet the signature requirement.

The time required to verify your petition signatures will depend on the size of your petition and the number of petitions submitted before yours. Avoid submitting your petition near the deadline, as the number of submissions is expected to increase during that period of time.

Regardless of your petition size and submission date, election officials will complete the verification of your petition within 14 days after the signatures are submitted, OR, at least 1 day prior to your party's convention (13 days after the submission deadline)—whichever is earlier.

How will I know if I meet the signature requirement?

Once your petition signatures are verified, your election official will notify you within 1 business day whether you meet the signature requirement. If the signature verification process is still underway, you can check on your petition's status on the Lieutenant Governor's website, vote.utah.gov.

Unaffiliated Candidates

If you prefer not to participate in the political party process, you can run for office as an unaffiliated candidate. As an unaffiliated candidate, you are entitled to all the rights and subject to all the regulations and penalties of political party candidates. You will have your name printed on the ballot, but your name will be accompanied with a short explanation that you are not affiliated with a political party. Follow the 4 steps below to become an unaffiliated candidate:

1. Determine your signature requirement and obtain petition templates (continue reading this page).
2. Gather signatures ([pages 19-20](#)).
3. Submit signatures to county clerks for verification ([page 20](#)).
4. Submit the verified signatures and declare candidacy between March 7, 2022 and 5:00 p.m. on March 11, 2022 ([pages 21-22](#)).

Step 1: Determine your signature requirement and obtain petition template

[UCA 20A-9-502](#)

How many signatures do I need to gather?

The number of signatures you need to gather depends on the office you are seeking. U.S. House, legislative, and state board of education candidates must gather signatures from at least 300 or 5% of registered voters within the district, whichever is less. If you are seeking statewide office, you will need to gather from at least 1,000 registered voters residing within the state.

Who can sign my petition?

A good rule of thumb is to collect more signatures than what is required because not every signature you collect will be valid.

All signers must meet the following requirements in order for their signature to be considered valid:

- Registered to vote in Utah (or will be registered before the signature is verified by the election officer).
- Live in the district or area of the office you are seeking.
- Did not sign a petition for another unaffiliated candidate running for the same office.

Where can I obtain petition templates?



You can access the petition template form on the vote.utah.gov website or by clicking [here](#). Refer to the next page to determine how to compile your petition packets.

Step 2: Gather signatures

[UCA 20A-9-502](#)

Please follow the steps listed below to begin gathering signature.

Printing, binding, & arranging petition packets



You are responsible for printing and binding your petition. It must be bound across the top (long edge of paper) in at least 3 places using either staples or spiral binding. The packet must be bound before it is circulated, and it cannot be taken apart or rearranged once it is bound. Your packet will be rejected if you do so.



The petition must include 2 sheets and be arranged in the order below:

1

Signature Sheet(s)

This is where voters will sign your petition. Voters provide their name, signature, and address. They have the option of providing their age or birth date.

2

Verification Sheet

The person circulating the petition packet must complete this sheet. The circulator must count the number of signatures in the packet and sign. A packet must be circulated by only one person.

Each petition packet needs 1 verification sheet.

Who can circulate petitions?

Any resident of Utah who is over 18 years of age may circulate a petition. They do not need to be registered to vote; however, the county clerk can better verify the circulator's age if they are registered to vote. If a circulator does not meet these requirements, the signatures they gathered are not valid.

Responsibilities of petition circulators

Circulators must complete and sign the verification sheet of every petition packet they use to gather signatures. Circulators cannot sign the signature sheets of any petitions they circulate—they must sign a petition packet of another circulator if they wish to sign the petition.

Each petition packet must be used by only 1 circulator. If you have multiple circulators, they will each need 1 packet.

Petition circulators should receive permission from the appropriate entity or owner if they want to gather signatures in private and public areas.

Volunteer signature gatherers

You can also use volunteers to gather signatures. Volunteers and their time do not qualify as campaign contributions. However, if volunteers are paid by a third party (e.g., a political action committee or corporation), this would be considered an in-kind contribution from the third party.



Refer to [page 27](#) for more information on in-kind contributions.

Registering petition signers to vote

If an individual wishes to sign your petition but is not registered to vote, you may provide them with a registration form. Please ensure that the completed registration form is submitted to the appropriate county clerk before you submit the individual's petition signature.



County clerks cannot guarantee that a registration form will be processed prior to the petition signature.

Step 3: Submit signatures for verification

[UCA 20A-9-502](#)

Once you gather the required number of signatures, you must get the signatures verified by the county clerk.



This step must be done before you declare candidacy ([step 4](#)).

Where do I submit petition signatures for verification?

Signatures must be verified by a county clerk—even if you are a federal, statewide executive office, or multi-county candidate. If you obtain signatures within multiple counties, you must submit a voter's signature to the voter's county clerk. It is advised that you circulate each petition or petition packet within one county so you can easily determine which signatures go to a particular county clerk.

When do I submit signatures for verification?



The petition signatures must be verified before you declare candidacy between March 7, 2022 and 5:00 p.m. on March 11, 2022 Depending on the time of year and the number of signatures you collected, signature verification could take several days or weeks.

Can I supplement my petition signatures?

It is highly advised that you coordinate with the county clerks to ensure that clerks have enough time to verify the signatures before the end of the declaration period. Refer to [page 42](#) for county clerk contact information.

How do I know if and when my signatures are verified?

Yes. If you continue to gather signatures after submitting a packet to a county clerk for verification, you may submit additional signatures. The procedure for doing this is exactly the same as described in steps 1-2. Again, please coordinate with the respective county clerk to ensure there is enough time to verify supplemental signatures before the end of the declaration period.

The county clerk will give the petition back to the candidate after verification.

Step 4: Submit the verified signatures & declare candidacy

[UCA 20A-9-201](#), [UCA 20A-9-206](#)

After your petition signatures are verified, you must submit the verified signatures and declare candidacy with the appropriate filing officer.

When do I submit verified signatures & declare candidacy?

4 You must submit verified signatures with your filing officer and declare candidacy between March 7, 2022 and 5:00 p.m. on March 11, 2022*. Late submission cannot be accepted.

Federal candidates and statewide constitutional offices submit signatures and file in-person with the Lieutenant Governor's Office. All other candidates can submit signatures and file in-person with the county clerk of their county of residence.

You must submit the following items and forms listed below to declare candidacy. Your forms, with the exception of the petition, will be posted on vote.utah.gov.

Where do I submit verified signatures & declare candidacy?

How do I declare candidacy?

 Declaration of Candidacy Form. This form requires your name, contact information, party, and whether you will go through convention, gather signatures, or both. You may also provide your campaign's email address, website, and Twitter handle.

 Conflict of Interest Form. (File prior to declaring). This form is required for Utah legislative and statewide executive office candidates (not candidates for U.S. Senate and House of Representatives). The process for filing this form is different in 2020 from previous years and requires each candidate to file online at disclosures.utah.gov. Here are the steps that a candidate must take to submit this form:

1. Create a username and register your campaign (follow instructions on [page 33](#))
2. After creating your account and registering the page, return to the disclosures.utah.gov home page.
3. Click on "My Folder" on the left hand side of the screen.



4. Click "Submit or Update Conflict of Interest Forms"



(Instructions continued on next page)

How do I declare candidacy? (cont.)

What fees do I need to pay?

What if I can't declare candidacy in person?

5. Click "Begin a new Conflict of Interest Form."



6. Fill out the required fields and submit the form. This form must be completed prior to declaring candidacy.

 Pledge of Fair Campaign Practices (optional). This is a pledge to conduct your campaign according to the statements outlined in the pledge.

 Address Protection Form (optional). This form allows a candidate to have their residential or mailing address classified as a protected record. If you choose to file this form, you must provide the filing office another address or phone number where you may be contacted.

You must pay a filing fee when you declare candidacy. The table to the right lists the filing fee for each office.

Office	Filing Fee
U.S. Senate	\$1,355
U.S. House of Representatives	\$485
State Treasurer	\$792.50
State Senator	\$114.12
State House of Representatives	\$82.06
State Board of Education	\$99.88

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

If you are located outside of Utah during the entire declaration of candidacy period, you can designate another individual to file your declaration paperwork on your behalf. Your signature must be notarized on the declaration of candidacy—your designated agent cannot sign for you.

To file on your behalf, the designated agent must file your petition and paperwork in-person with your filing officer during the declaration period. The designated agent must also use an electronic device that allows you and the filing officer to hear and see each other (Facetime).

Write-in Candidates

[UCA 20A-9-601](#)

As a write-in candidate, your name does not appear on the ballot. Voters must write or type your name on the write-in line for a vote to count. The process to become a write-in candidate is simple: you must declare candidacy with the appropriate election official.

 You cannot be elected to any office as a write-in candidate unless you officially declare candidacy.

When do I declare candidacy?

 The deadline to declare write-in candidacy is 5:00 p.m. on September 5, 2022*. Late submissions cannot be accepted.

Where do I declare candidacy?

Federal and statewide executive office candidates file in-person with the Lieutenant Governor's Office. All other candidates, regardless of whether they are multi- or single-county candidates, file in-person with the county clerk of their county of residence.

How do I declare candidacy?

You must submit the forms listed below to declare candidacy. Your filing officer will provide these forms when you declare. After you declare candidacy, your declaration forms will be posted on vote.utah.gov.

 Declaration of Candidacy Form. This form requires your name, contact information, party, and whether you will go through convention, gather signatures, or both. You may also provide your campaign's email address, website, and Twitter handle.

 Conflict of Interest Form. (File prior to declaring). This form is required for Utah legislative and statewide executive office candidates (not candidates for U.S. Senate and House of Representatives). The process for filing this form is different in 2020 from previous years and requires each candidate to file online at disclosures.utah.gov. Here are the steps that a candidate must take to submit this form:

1. Create a username and register your campaign (follow instructions on [page 33](#))
2. After creating your account and registering the page, return to the disclosures.utah.gov home page.
3. Click on "My Folder" on the left hand side of the screen.

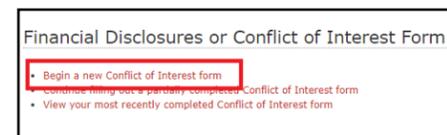


(Instructions continued on next page)

4. Click "Submit or Update Conflict of Interest Forms"



5. Click "Begin a new Conflict of Interest Form."



6. Fill out the required fields and submit the form. This form must be completed prior to declaring candidacy.

 Pledge of Fair Campaign Practices (optional). This is a pledge to conduct your campaign according to the statements outlined in the pledge.

 Address Protection Form (optional). This form allows a candidate to have their residential or mailing address classified as a protected record. If you choose to file this form, you must provide the filing office another address or phone number where you may be contacted.

Write-in candidates are subject to the same filing fees as affiliated and unaffiliated candidates.

If you are unable to pay due to financial hardship, you may file an affidavit of impecuniosity. The filing officer may ask you to provide evidence of your inability to pay and then determine whether the fee will be waived.

If you are a federal write-in candidate, check with the [Federal Election Commission \(FEC\)](#) to determine whether you need to file financial disclosure reports.

If you are a statewide executive office, state legislative or state board of education candidate, you must file financial disclosure reports with the Lieutenant Governor's Office. Refer to [page 25](#) for more information.

Do I need to pay any fees?

Do I need to file campaign finance reports?

Campaign Finance & Reporting

 Reporting your campaign finances is required by law. Federal candidates file with the Federal Election Commission (FEC). If you are a federal candidate, refer to the FEC's website, www.fec.gov, for more information on federal campaign finance regulations.

If you are a statewide executive candidate, a legislative candidate, or a state board of education candidate (including unaffiliated and write-in candidates), you will follow state campaign finance law and file with the Lieutenant Governor's Office at www.disclosures.utah.gov.

 Failure to adhere to campaign finance requirements may lead to financial penalties and disqualification from the election.

Continue reading the sections below to find out how to follow these requirements.

- Opening a campaign bank account ([page 28](#)).
- Contributions ([pages 28-29](#)).
- Expenditures ([page 30](#)).
- Reporting schedule & deadlines ([pages 31-32](#)).
- How to report campaign finances ([pages 33-35](#)).
- When to start & stop reporting finances ([page 36](#)).
- Penalties & fines ([page 37](#)).

Who do I report my campaign finances to?

Federal Election Commission	Utah Lieutenant Governor's Office
U.S. Senate U.S. House of Representatives	State Treasurer State Senate State House of Representatives State Board of Education

Opening a campaign bank account

[UCA 20A-11-101](#), [UCA 20A-11-201](#), [UCA 20A-11-301](#), [UCA 20A-11-1301](#)

If you are a statewide executive office candidate, a legislative candidate, or a state board of education candidate, opening a bank account for your campaign is one of the first things you must do. Utah law does not allow a statewide executive office, legislative or a state board of education candidate to use their personal OR business banking accounts for a campaign—a separate bank account that is only used for campaign purposes must be created and used for campaign finances. However, you are allowed to contribute money from your personal account to a campaign account. These contributions would need to be reported following the guidelines on [page 31](#). This would be considered a contribution from yourself to your campaign.

 Some banks require an Employer Identification Number (EIN) to open an account. The Lieutenant Governor's Office or your county clerk cannot provide this number. Refer to the IRS's website, www.irs.gov, for more information.

Contributions

[UCA 20A-11-101](#), [UCA 20A-11-201](#), [UCA 20A-11-301](#), [UCA 20A-11-1301](#), [UCA 20A-11-601](#)

What is a contribution?

A contribution is generally anything of value that your campaign receives. The state does not place limits on contributions.

Utah Code [20A-11-101\(6\)](#) provides the legal definition of a contribution. Here are the 4 most common types:

- Money donations;
- Gifts;
- Loans (including ones from yourself); or
- In-kind services or donations

Every contribution your campaign receives must be reported, including contributions from your personal accounts. When reporting contributions, you must include the contribution's value, date, and the contributor's name and address.

 Unpaid volunteers and goods or services that your campaign did not authorize or coordinate do not need to be reported.

Individuals, corporations, political action committees (PAC), and political parties may contribute to your campaign.

If you receive a contribution from a PAC or political party, they may have additional requirements to file financial disclosure reports separate from yours. It is recommended that you notify these entities of this possible requirement to ensure they comply with the law and avoid fines.

 Federal law prohibits any foreign nationals from making any contributions or expenditures in connection with any election. ([Refer to the FEC's "Foreign Nationals" brochure for more information](#)).

Who can contribute to my campaign?

What is an in-kind contribution?

If your campaign receives anything of value that is not money, this is considered an in-kind contribution. Just like monetary donations, you must report all in-kind contributions to your campaign.

If your campaign receives an in-kind contribution, you are responsible for determining its value to report it. You can typically ask the contributor to provide an estimate of the market value of the service or product. For example, if a farmers' market typically charges \$100.00 for booth space but waived the fee for your campaign, you received a \$100.00 in-kind donation from the farmers' market for booth space.

It is recommended that in-kind contributions are reported at the time that the candidate benefits. If the value of the contribution is not known, it is advised that you report an approximate value and then amend it later if and when you become aware of a more precise value.

Although the in-kind amount is displayed on your online financial ledger and on your disclosure reports, it will not affect the balance of your financial ledger. For example, if you have a \$0.00 balance and add a \$100.00 in-kind contribution to your financial ledger, your balance will remain \$0.00. For more information about your financial ledger, refer to [page 32](#).

Can I aggregate (or combine) my contributions when reporting?

No, each contribution received must be reported as a separate contribution. It is unlawful to aggregate—or combine—contributions, no matter how small they may be. Whether the contribution was \$1.00 or \$10,000.00, you must include the contributor's name and address as well as the contribution's value and date.

Anonymous contributions

You cannot use a campaign contribution if it is from an anonymous source and greater than \$50.00. If you receive an anonymous contribution greater than \$50.00, you must transfer the money to the state, county, city or a 501(c)(3) non-profit organization.

Contributions from pass-through entities

Many candidates use pass-through entities to collect donations (such as PayPal, Act Blue, Square, or GoFundMe). When you report your contributions that come through an entity like this, report the original source of the contribution instead of the pass-through entity.



Pass-through entity example: Jane Doe contributes \$100 to your campaign using PayPal. Because you received the money from Jane Doe and not PayPal, you would report the contribution as received from Jane Doe.

When is a contribution considered received?

A contribution is considered received when you:

- Deposit a check;
- Have the cash in hand; or
- Benefit from an in-kind contribution.

Expenditures

[UCA 20A-11-101](#), [20A-11-101.3](#), [UCA 20A-11-104](#), [UCA 20A-11-201](#), [UCA 20A-11-301](#), [20A-11-601](#), [UCA 20A-11-1301](#)

What is an expenditure?

An expenditure is anything of value that your campaign spends.

Utah Code [20A-11-101\(15\)](#) provides the legal definition of expenditure, but here are some common types:

- Purchases or payments related to the campaign;
- Compensation for staff or services;
- Campaign loan repayments.

Every expenditure that your campaign makes must be reported. When you report expenditures, you must include the amount, the date, and where the expenditure falls within a list of specified categories:

Utah law prohibits using your campaign funds for you or your family's personal use.

Below is a non-exhaustive list of prohibited expenditures:

- | | |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| • Rent, mortgage, or utilities for your personal property (campaign office space is exempt) | • Admission to events |
| • Household food items or supplies | • Dues or fees to clubs or gyms |
| • Clothing (except clothing that bears your campaign's logo and is used for the campaign) | • Salary or payment to anyone who does not work for your campaign |
| • Personal services (e.g., attorney & physician fees) | • Vehicle payment |
| • Membership fee to a professional organization | • Personal debt |
| | • Travel expenses unrelated to the campaign |
| | • Meal expenses unrelated to the campaign |
| | • Vacation or vacation related expenses |



We recommend that you contact a disclosures specialist in the Office of the Lieutenant Governor. Call (801) 538-1041 or email disclosures@utah.gov for guidance on your specific circumstances.

You can use credit cards to pay for campaign expenses. However, do not report your monthly credit card payment as an expenditure. Instead, report each transaction on your credit card's billing statement.

For example, if you charged \$200.00 on your credit card, report the individual transactions (such as \$100.00 paid to Printing, Inc. for printing and \$100.00 paid to

Prohibited expenditures

What should I do if I'm not sure whether an expenditure is legal or not?

Making expenditures using credit cards

Reporting Schedule & Deadlines

[UCA 20A-11-201](#), [UCA 20A-11-203](#), [UCA 20A-11-204](#), [UCA 20A-11-302](#), [UCA 20A-11-303](#), [UCA 20A-11-1302](#), [UCA 20A-11-1303](#)

i Utah campaign finance law requires candidates and current officeholders to report contributions on a rolling basis AND on specific dates throughout the year.

31 day contribution reporting requirement

7 day contribution reporting requirement



You must report each contribution within 31 calendar days of receiving it. See [page 27](#) for an explanation of when a contribution is considered received.

If you have an opponent for the convention, primary election, or general election, you must report all campaign contributions within 7 business days beginning the 30 days before the convention or election. Refer to the table below to determine when this requirement begins:

Contest	7-Business Day Reporting Requirement Begins:
Convention	Contact your party (page 5) to determine your convention dates, and then calculate 30 calendar days prior to that date
Primary Election	Sunday, May 29, 2022
General Election	Sunday, October 9, 2022

! The 31 day rule and 7 day rule only applies to campaign contributions. However, the report chart below applies to contributions and expenditures.

In addition to regular contribution reporting, state executive, legislative and state board of education candidates are required to submit 5 reports on [disclosures.utah.gov](#) throughout the 2022 election cycle. Refer to the table below for these reporting deadlines:

Report Name	Report Deadline	Report Includes Transactions Between	Candidates who file
Convention	7 days before convention (April 18, 2022 at 11:59 p.m.)	When financial activity begins - 5 days before convention report is due	All partisan candidates (Not state board of education candidates)
March 28th	March 28, 2022 (11:59 p.m.)	When candidacy begins - March 23, 2022	*Unaffiliated candidates
May 15th	May 15, 2022 (11:59 p.m.)	When candidacy begins - May 10, 2022	State board of education candidates only
Primary Election	June 21, 2022 (11:59 p.m.)	4 days before the previous report - June 16, 2022	All candidates
September 30th	September 30, 2022 (11:59 p.m.)	June 17, 2022 - September 25, 2022	All candidates
General Election	November 1, 2022 (11:59 p.m.)	September 26, 2022 - October 27, 2022	All candidates
Year-End	January 10, 2023 (11:59 p.m.)	October 28, 2022 - December 31, 2022	All candidates

Reporting requirements (cont.)

You must include all campaign contributions and expenditures made during the reporting period (3rd column from left in the table on [page 29](#)).



Refer to [pages 26-29](#) to learn how to file these reports



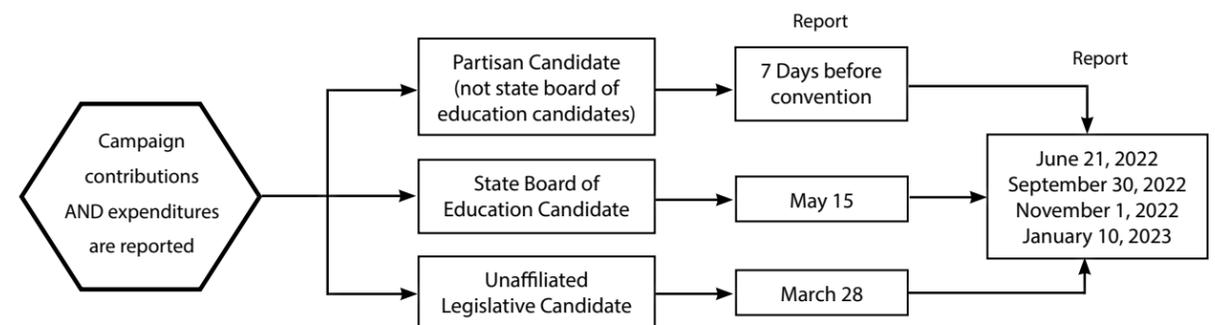
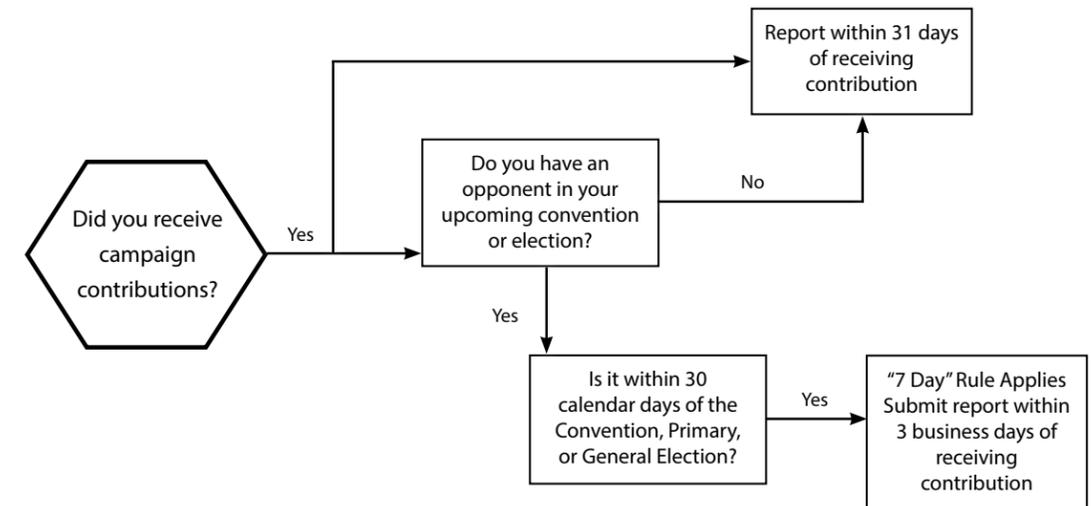
Reporting deadlines are the same for all candidates except for the Convention, March 28th, and May 15th reports. The Convention report is due 7 days before your party's convention (if you are a partisan candidate) - even if you do not participate in the convention process. If the reporting deadline falls on a weekend or holiday, the report will be due the following business day.



Refer to [page 5](#) to contact your party and determine the exact date of your convention.

The March 30th report applies to unaffiliated legislative candidates only and the May 15th report applies to State Board of Education candidates.

Campaign Contribution/Expenditure Reporting Chart



How to report your campaign finances

All statewide constitutional offices, legislative, and state board of education candidates must file financial disclosure reports on the Lieutenant Governor’s Office website, www.disclosures.utah.gov. Candidates should follow the steps below to report contributions, expenditures, and file reports.

1 Create a username & register your campaign

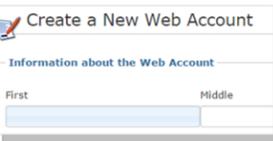
Using a web browser, go to www.disclosures.utah.gov



On the top left-hand section of the screen, select “New User.” Skip this and the next item if you already have a username.



The “Create a New Web Account” screen should appear. Here you will create a username which allows you to access the disclosures website. This is not the same as registering your campaign—that will be done in the next step.



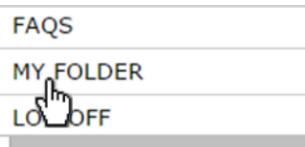
Fill out your personal information and create your username and password. Click “Register.”

Your username information will not be public

Once the user account has been created and you are logged in, click the “Create Entity” tab on the left hand side of the screen and select “Candidates & Officeholders”. After the required information has been filled in and saved, the registration will need to be approved by the office, which could take anywhere from 1- business days. Once the registration is approved, you will be able to access your financial ledger through the “My Folder” tab.

All contributions and expenditures are entered into your online financial ledger. This is also where reports are filed.

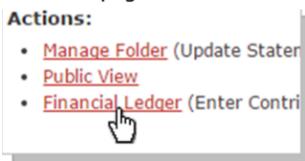
To access your ledger, log on www.disclosures.utah.gov and click “My Folder” on the left of your screen.



On the “My Folder” screen, there are three red links in the middle of the screen under the bolded word “Actions.”

Click on “Financial Ledger.”

You will want to familiarize yourself with the “Financial Ledger” tool. See the next page for instructions on using the various functions.



2 Navigate your online financial ledger



Completing the Financial Ledger

#	Date	Name	Purpose/Address	Contributions (+) Add	Expenditures (-) Add	Balance	L	A	P	Show Filters
Manage		Beginning Balance for 2018				\$1,203.52				
Show Details		Convention		\$0.00	\$0.00	\$1,203.52				File Report
Show Details		Primary		\$0.00	\$0.00	\$1,203.52				File Report
Show Details		September 30th		\$0.00	\$0.00	\$1,203.52				File Report
Show Details		General		\$0.00	\$0.00	\$1,203.52				File Report
Show Details		Year End		\$0.00	\$0.00	\$1,203.52				File Report
Year-end Totals:				\$0.00	\$0.00	\$1,203.52				
2019 2018 2017 2016 2015 2014 2013 2012 2011 2010										

1 Name of Reports

These are the names of the required reports for a regular general election year. When you enter a contribution or expenditure, the ledger automatically sorts them under the appropriate report based on the reporting period. You can view reporting period dates by hovering your cursor over a report name. To view all contributions and expenditures under a particular report, simply click “Show Details” next to the report’s name.

2 Purpose/Address

This column displays the expenditure purpose or the address of a contribution. This information is only displayed if you click “Show Details” for a report.

3 Contributions/Expenditures/Balance

These columns display the total amount of contributions and expenditures, as well as the total account balance for each report. If you click “Show Details,” each column will display amounts for individual contributions and expenditures. Use the “Add” button in the top row to enter a new contribution or expenditure.

4 Special Reporting Categories

These columns represent four items:

- I = in-kind contribution
- L = loan
- A = report amendment
- P = public service assistance (for current office holders only)

If a transaction falls into one or more of these categories, the ledger will make a note of it in these columns. Remember that in-kind contributions will not affect the balance of your ledger.

5 File Report

These are the buttons to file your reports. Simply click “File Report” once you have entered all contributions and expenditures for the applicable reporting period.

6 Year Tabs

These tabs display the years your account has been active since you last declared candidacy. If you are a new candidate, you will only have one tab for the current year. For older accounts, simply click on a year to view the ledger for that year.

7 Download Import Sheet

If you prefer, you can complete an import sheet in Microsoft Excel and email the file to disclosures@utah.gov.

i Unaffiliated Candidates
The “convention” report will be displayed as the May 15th report.

i In-kind Contributions
These contributions do not affect your total balance, but they still must be reported.

i Loan
Means any funds received by the filing entity if the person expects repayment or reimbursement. Loans can be from a personal account.

i Public Service Assistance
Can be a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to an officeholder. Can also include goods or services provided at less than fair market value for the benefit of the officeholder.

i Changes/Edits
You may make changes to your report once you submit it, but any changes will be publicly displayed as amendments.

! Emailing Disclosures
All emailed disclosure documents must be received before the reporting deadline.

How to report your campaign finances (cont.)

3 Add a contribution or expenditure

To add a contribution or expenditure, simply click "Add" in the appropriate ledger column.

Contributions (+)	Add	Expenditures (-)	Add
\$0.00		\$0.00	
\$0.00		\$0.00	

Contribution

Clicking the "Add" button will display a pop-up. Here you will enter the amount and date of the contribution (refer to [page 29](#) to determine when a contribution is received) as well as the contributor's name and address.

Contribution

Received Date: 1/1/2016
 Name of Contributor: Jane Smith
 Amount: \$23.00

Contributor's Address:
 1: 123 Main Street
 2:
 City: Anytown State: UT Zip: 84000

You can also designate the contribution as in-kind, loan, or public service assistance (for current office holders only).

Expenditure

"Clicking the "Add" button will display a pop-up. Here you will enter the date of the expenditure, the amount of the expenditure, and select the category from the dropdown menu under which the expenditure falls.

Expenditure

Expenditure Date: 1/1/2016
 Name of Payee: Bill's Grocery Store
 Amount: \$20.00

Specific Purpose: Food for campaign event

Please refer to 20A-11-101.3 for the list of categories. If the expenditure does not fall within one of the specific categories, choose the "other" category and include a description of the expenditure. Including the name of the ultimate payee is optional but encouraged. Also, there is a check box to use if the expenditure is related to a loan."

4 Edit or delete a contribution or expenditure

To edit or delete a specific transaction, click on the row you would like to change. The row will highlight and the "Edit" and "Delete" buttons will appear. Make changes as desired. Note: If the report is already filed and you are making changes, "Amend" and "Delete" buttons will appear instead.

\$0.00				File Report
\$20.00				File Report
\$20.00				Edit Delete
\$20.00				File Report

To edit a transaction, click the "Edit" button. After editing a transaction, it will be noted as an amendment.

\$0.00				File Report
\$25.00				File Report
\$25.00				File Report

To delete a transaction, click the "Delete" button. The transaction's details will be deleted and it will no longer affect your balance, but the transaction's name will be changed to "[DELETED]".

Transaction Details	Convention
[DELETED]	
Report Totals:	

5 File your disclosure report

Before submitting your report, we recommend that you review all of your contributions and expenditures to ensure they have accurately been entered into the ledger. When you are ready to submit a report, click the "File Report" button on the ledger. You will be asked to confirm the filing.

File Report
File Report

You will receive an on-screen and email confirmation each time you file a report.

When to start & stop reporting finances

[UCA 20A-11-104](#), [UCA 20A-11-304](#)

When do I start reporting my campaign finances?



Once you declare candidacy, receive a contribution, or spend money on campaigning, you must begin reporting finances (even if you have not officially declared candidacy or your intent to gather signatures).

When do I stop reporting my campaign finances?

If you lose an election, resign from office, or no longer receive or spend campaign money, you have the option of closing your bank account and financial disclosure account. By closing your accounts, you will no longer need to report your campaign finances.

If you plan to run for office in the future, you can keep your campaign money and accounts, but you will be required to continue reporting your finances. If you close your accounts now but run again in the future, you must open a new bank account and disclosures.utah.gov account.

You must return or donate your remaining campaign funds to close your accounts.

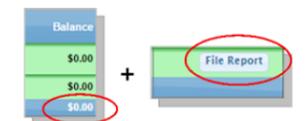
You may:

- Pay back any loans your campaign received (including loans you made to your own campaign);
- Return funds to contributors;
- Donate the funds to a candidate, political party, or political action committee (PAC); or
- Donate the funds to a 501(c)(3) organization.

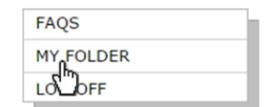
Note: Refer to your bank for specific instructions to close your bank account.

To close your online financial disclosures account, follow these instructions:

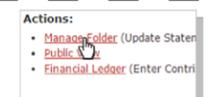
1. Log in to www.disclosures.utah.gov. Ensure that your financial ledger is updated, your account balance is \$0.00, and you have filed the next upcoming report.



2. Return to the home page after updating your ledger. Click "My Folder" on the toolbar located on the left side of the screen.



3. You will notice three red links in the middle of the screen under "Actions." Click "Manage Folder."



4. In this new screen, click "Close Account." A pop-up will appear and ask for confirmation. Read this carefully and then click "Submit."



Note: If the ledger balance is not \$0.00 or other reports need to be filed, you will be instructed to complete these tasks prior to closing the account.

Campaign Finance Penalties & Fines

If you fail to adhere to campaign finance and disclosure laws, you may face fines, criminal penalties, and disqualification from the election.

What if I file a report late?

This table outlines the penalties for filing a late report:

Report Name	Report Deadline	Fine/Penalty	Candidates who file
Convention	7 days before convention (11:59 p.m.)	\$100 fine	All partisan candidates
March 26th	March 26, 2020 (11:59 p.m.)	\$100 fine	*Nonpartisan legislative candidates only
May 15th	May 15, 2020 (11:59 p.m.)	\$100 fine & potential disqualification*	State board of education candidates only
Primary Election	June 23, 2020 (11:59 p.m.)	\$100 fine & potential disqualification*	All candidates
September 30th	September 30, 2020 (11:59 p.m.)	\$100 fine & potential disqualification*	All candidates
General Election	October 27, 2020 (11:59 p.m.)	\$100 fine & potential disqualification*	All candidates
Year-End	January 10, 2021 (11:59 p.m.)	\$100 fine	All candidates

*If you fail to file the Primary, September 30th, or General Election report, you will be fined and given a 24-hour grace period to file the report. If you do not file the report within this grace period, you will be disqualified from the election.

 Separate from the deadlines and penalties listed in the table above, there are penalties for failing to report contributions within the 31 calendar days or 7 business day requirement (refer to [pages 29-31](#)) for more information on these requirements:

- 10% of each late contribution if it is reported within 60 days after the deadline
- 20% of each late contribution if it is reported more than 60 days after the deadline

Statewide executive, legislative, and state board of education candidates must pay fines through the Lieutenant Governor’s Office. You may pay with a check (made payable to the State of Utah), or you can call the Lieutenant Governor’s Office at 801-538-1041 to conduct a credit card transaction over the phone.

Statewide executive, legislative, and state board of education candidates are required to pay within 30 calendar days of receiving the fine. Failure to pay within this time frame may result in a class B misdemeanor.

If you fail to file, or the filed report contains errors, the lieutenant governor will notify the candidate of the issue within 5 business days of discovering the issue. If a corrected report is not submitted within 7 business days after receiving this notice, the candidate could be guilty of a class B misdemeanor, and violations may be reported to the Utah Attorney General.

Reporting late contributions

How do I pay a fine?

When do I need to pay a fine?

What if I don’t file or there are errors?

Other Useful Information

- Campaign regulations ([pages 36-38](#)).
- Important election dates ([page 39](#)).
- County Clerk contact information ([page 40](#)).
- Single vs. Multi-county legislative and state board of education districts (coming soon)

Campaign Regulations

Utah law prohibits certain activities related to campaigning. Familiarize yourself with these laws to avoid possible legal issues, fines, and penalties. The laws listed below are some of the most common issues that arise during the campaign season, but this list is not all-inclusive. Refer to [Title 20A of the Utah State Code](#) for more information. To determine whether there are additional regulations for federal candidates, you should consult the appropriate federal agency.

Advertisements

If your campaign pays for any type of advertisement (e.g., mailers, TV, radio, newspaper, billboard, etc.), the advertisement must clearly state that your campaign authorized and paid for the advertisement.

If your campaign does not pay for an advertisement, but it is approved by your campaign, the advertisement must clearly state who paid for the advertisement and that your campaign authorized it.

However, this requirement does not apply to certain campaign items such as:

- Lawn signs smaller than 4ft. by 8ft. in size;
- Bumper stickers;
- Campaign buttons, stickers, and pens; and
- Items that are too small to conveniently print the disclaimer.

Bribery

Any type of bribery is strictly prohibited by law. You cannot:

- Offer or promise an individual money, prizes, benefits, or employment to vote, refrain from voting, remain away from the polls, or receive political support.
- Offer or promise anything to other candidates to drop out of the race, stay in the race, or perform any other action.
- Pay for endorsements.

A person convicted of these offenses is guilty of a third degree felony.

Campaigning near a polling location

When voting is taking place at a polling location, you are not allowed to campaign or electioneer on public property within 150 feet of the building. This includes wearing campaign or campaign-related shirts and buttons or displaying signs or bumper stickers. You also cannot interfere with voters or the administration of the polling place.

<p>Campaign signs</p>	<p>State election law does not prohibit you from placing campaign signs on public property with the exception of state rights-of-way (see next page), but a government or other public entity may prohibit it. Ask the appropriate public entity whether you may place signs on public property. If a public entity allows campaign signs on public property, all candidates must be allowed to place signs. You are not allowed to move, remove, tamper, or vandalize any campaign signs unless the sign is your own. It is a class B misdemeanor to do so.</p> <p>If you have permission from the property owner, you are allowed to place campaign signs on private property. Property owners can remove your signs without your consent and are not obligated to return the signs to you.</p>
<p>Campaign signs on public roadways</p>	<p>State and federal law prohibit campaign signs within state rights-of-way (Utah Code Section 72-7-102). This includes all state highways, medians, road shoulders, sound walls, on-ramps, off-ramps, overpasses, and adjoining fence lines. Candidates are encouraged to place signs on private property with the consent of the property owner. The only restriction for signs on private property is that they must not block the view of oncoming traffic.</p> <p>If a campaign sign is placed within the state rights-of-way or poses a traffic hazard, it may be removed. Signs that have been removed will be stored by UDOT, and the sign owner may retrieve the signs for future use.</p> <p>A local government may allow campaign signs in its own rights-of-way. Please contact your local government for more information; regulations and restrictions vary among cities and counties.</p> <p>For more information about state sign regulations please email OutdoorAdvertisingControl@udot.gov, or call (801) 965-4209.</p>
<p>Names on the ballot</p>	<p>The order of candidates' names on the ballot is established by a random alphabet—the master ballot position list. The ballot position list will be determined after the declaration of candidacy period. The list will be posted on vote.utah.gov.</p>
<p>Poll watchers</p>	<p>Poll watchers are not required, but you may designate poll watchers. Poll watchers should register with the county clerk beforehand.</p> <p>Watchers are there to observe the voting and tabulation process. They are not there to interfere. Watchers may make written memos, but they cannot communicate the progress of the voting or counting in any way. Doing so will result in a third degree felony.</p> <p>Counties may make other rules regarding poll watching. Watchers may be required to surrender their cell phone or remain in a certain area of the room.</p>
<p>Using public email for political purposes</p>	<p>If you are a current office holder or work in the public sector (including public education), you cannot use your public entity email address for political or campaign-related purposes. The fine for the first offense is \$250. Fines for subsequent offenses are \$1,000 and over.</p>

<p>Withdrawing your candidacy or intent to gather signatures</p>	<p>You may withdraw your candidacy or your declaration of intent to gather signatures by submitting a written affidavit to your filing officer. If you withdraw your intent to gather signatures, any signatures you submitted prior to withdrawal will not be verified.</p>
<p>Submitting ballots</p>	<p>Candidates or their campaigns cannot collect or submit mail ballots on behalf of voters. They can, however, give voters rides to polling locations.</p>

Important Election Dates



Below is a calendar of important dates for the election. Note that not all election related dates and deadlines are represented in this calendar.

January 3, 2022	Declaration of intent to gather signatures begins
March 7, 2022	Declaration of candidacy period begins of candidacy period begins
March 11, 2022	Declaration of candidacy period ends; declaration of intent to gather signatures period ends
2 weeks before convention	Candidate petition signatures must be submitted
7 days before convention	Financial disclosure report due (except for unaffiliated candidates)
Late March - Late April	Political parties hold nominating conventions
March 28, 2022	Financial disclosure report due for unaffiliated legislative candidates
May 16, 2022	Candidate biographies/profiles must be submitted to vote.utah.gov.
May 13, 2022	Primary Election ballots are sent to military and out-of-country voters
May 15, 2022	Financial disclosure report due for state board of education candidates
June 1, 2022	Last day a voter can register to vote for the Primary Election by mailing a registration form
June 7, 2022	Primary Election mail ballots are sent to voters
June 14, 2022	Primary Election in-person early voting begins
June 17, 2022	Last day to register to vote for the primary election
June 21, 2022	Financial disclosure report due & last day a voter can register to vote for the Primary Election online or at the county clerk's office
June 21, 2022	Last day a voter may request an absentee ballot for the Primary Election
June 24, 2022	Primary Election in-person early voting ends (a county may extend early voting until June 27th)
June 28, 2022	PRIMARY ELECTION DAY
July 12, 2022	Final Primary Election results are certified by the county clerks
September 9, 2022	Candidate biographies/profiles must be submitted for voter information website for general election
September 23, 2022	General Election ballots are sent to military and out-of-country voters
September 30, 2022	Financial disclosure report due
October 18, 2022	General Election mail ballots are sent to voters
October 25, 2022	General Election in-person early voting begins
October 28, 2022	Last day to register to vote before the November General Election
October 30, 2022	General election in-person early voting ends (a county may extend early voting until November 2nd)
November 1, 2022	Financial disclosure report due
November 1, 2022	Last day a voter may request an absentee ballot for the General Election
November 8, 2022	GENERAL ELECTION DAY
November 22, 2022	Final General Election results are certified by the county clerks
November 28, 2022	Federal and multi-county candidates are certified by the State Board of Canvassers

County Clerk Contact Information

Beaver Clerk/Auditor: Ginger McMullin gingermcmullin@beaver.utah.gov 105 E. Center St. P.O. Box 392 Beaver, UT 84713 Phone: 435-438-6463 Fax: 435-213-1752	Garfield Clerk: Camille Moore gcclerk@mountainwest.net 55 S Main Panguitch, UT 84759 Phone: 435-676-1120 Fax: 435-676-8239	Rich Clerk: Becky Peart bpeart@richcountyut.org 20 South Main, P.O. Box 218 Randolph, UT 84064 Phone: 435-793-2415 Fax: 435-793-2410	Utah Clerk/Auditor: Josh Daniels joshd@utahcounty.gov 100 E. Center, Room 3100 Provo, UT 84606 Phone: 801-851-8128 Fax: 801-370-8122
Box Elder Clerk: Marla Young myoung@boxeldercounty.org 01 S. Main St. Brigham City, UT 84302 Phone: 435-734-3393 Fax: 435-723-7562	Grand Clerk: Quinn Hall qhall@grandcountyutah.net 125 E. Center Moab, UT 84532 Phone: 435-259-1321 Fax: 435-259-2959	Salt Lake Clerk: Sherrie Swensen sswensen@slco.org 2001 South State Street #S1100 Salt Lake City, UT 84190 Phone: 385-468-7400 Fax: 385-468-7401	Wasatch Clerk/Auditor: Joey Granger clerkauditor@wasatch.utah.gov 25 North Main Heber City, UT 84032 Phone: 435-657-3190 Fax: 435-654-0834
Cache Clerk: Jess Bradfield jess.bradfield@cachecounty.org 179 North Main Street Suite 102 Logan, UT 84321 Phone: 435-755-1460 Fax: 435-755-1980	Iron Clerk: Jon Whittaker jwhittaker@ironcounty.net 68 S. 100 E. P.O. Box 429 Parowan, UT 84761 Phone: 435-477-8340 Fax: 435-477-8847	San Juan Clerk: Lyman Duncan lduncan@sanjuancounty.org P.O. Box 338 Monticello, UT 84535 Phone: 435-587-3223 Fax: 435-587-2425	Washington Clerk/Auditor: Susan Lewis susan.lewis@washco.utah.gov 197 East Tabernacle St. St. George, UT 84770 Phone: 435-634-5712 Fax: 435-634-5763
Carbon Clerk: Seth Marsing seth.marsing@carbon.utah.gov 751 East 100 North, St. 1100 Price, UT 84501 Phone: 435-636-3221 Fax: 435-636-3210	Juab Clerk: Alaina Lofgran alainal@juabcounty.com 160 North Main Nephi, UT 84648 Phone: 435-623-3410 Fax: 435-623-5936	Sanpete Clerk: Sandy Neil sneill@sanpetecounty-ut.gov 160 N. Main, Ste. 202 Manti, UT 84642 Phone: 435-835-2131 Fax: 435-835-2144	Wayne Clerk: Ryan Torgerson ryan@wayne.utah.gov 18 South Main P.O. Box 189 Loa, UT 84747 Phone: 435-836-1300 Fax: 435-836-2479
Daggett Clerk: Brian Raymond 95 N 1st West P.O. Box 400 Manila, UT 84046 Phone: 435-784-3154 Fax: 435-784-3335	Kane Clerk: Karla Johnson clerkkj@kane.utah.gov 76 N. Main St. Kanab, UT 84741 Phone: 435-644-2458 Fax: 435-644-4939	Sevier Clerk/Auditor: Steven Wall scwall@sevier.utah.gov P.O. Box 607 Richfield, UT 84701 Phone: 435-893-0401 Fax: 435-893-0496	Weber Clerk/Auditor: Ricky Hatch rhatch@co.weber.ut.us 2380 Washington Blvd., #320 Ogden, UT 84401 Phone: 801-399-8034 Fax: 801-399-8300
Davis Clerk: Curtis Koch ckoch@co.davis.ut.us 61 S Main St. Farmington, UT 84025 Phone: 801-451-3213 Fax: 801-451-3421	Millard Clerk: Marki Rowley mrowley@co.millard.ut.us 765 S. Highway 99, Ste. 6 Fillmore, UT 84631 Phone: 435-743-6223 Fax: 435-743-6923	Summit Clerk: Eve Furse efurse@summitcounty.org 60 N Main, P.O. Box 128 Coalville, UT 84017 Phone: 435-336-3204 Fax: 435-336-3030	
Duchesne Clerk: JoAnn Evans jevans@duchesne.utah.gov 734 N Center St. P.O. Box 270 Duchesne, UT 84021 Phone: 435-738-1228 Fax: 435-738-552	Morgan Clerk: Stacy Netz Clark sclark@morgan-county.net 48 West Young St., Room 18 P.O. Box 886 Morgan, UT 84050 Phone: 801-845-4011 Fax: 801-829-6176	Tooele Clerk/Auditor: Tracy Shaw tracyshaw@tooeleco.org 47 S. Main #318 Tooele, UT 84074 Phone: 435-843-3140 Fax: 435-882-7317	
Emery Clerk: Brenda Tuttle brendat@co.emery.utah.gov 75 East Main P.O. Box 907 Castle Dale, UT 84513 Phone: 435-381-3550 Fax: 435-381-5183	Piute Clerk: Kali Gleave kgleave@piute.utah.gov 550 N. Main P.O. Box 99 Junction, UT 84740 Phone: 435-577-2840 Fax: 435-577-2433	Uintah Clerk/Auditor: Michael Wilkins mwilkins@co.uintah.ut.us 147 East Main Vernal, UT 84078 Phone: 435-781-5360 Fax: 435-781-6701	

UPDATED 02/24/2022

Single vs. Multi-County Legislative and State Board of Education Districts

(click on District to see demographic profiles prepared by the Utah OLRGC)

House Single-County Districts

- | | |
|----------------------------------------|-----------------------------------------|
| District 2: Utah | District 37: Salt Lake |
| District 3: Cache | District 38: Salt Lake |
| District 4: Cache | District 39: Salt Lake |
| District 5: Cache | District 40: Salt Lake |
| District 6: Utah | District 41: Salt Lake |
| District 7: Weber | District 42: Salt Lake |
| District 8: Weber | District 43: Salt Lake |
| District 9: Weber | District 44: Salt Lake |
| District 10: Weber | District 45: Salt Lake |
| District 13: Davis | District 46: Salt Lake |
| District 14: Davis | District 47: Salt Lake |
| District 15: Davis | District 48: Utah |
| District 16: Davis | District 49: Salt Lake |
| District 17: Davis | District 50: Salt Lake |
| District 18: Davis | District 51: Salt Lake |
| District 19: Davis | District 52: Salt Lake |
| District 20: Davis | District 56: Utah |
| District 21: Tooele | District 57: Utah |
| District 22: Salt Lake | District 59: Utah |
| District 23: Salt Lake | District 60: Utah |
| District 24: Salt Lake | District 61: Utah |
| District 25: Salt Lake | District 62: Washington |
| District 26: Salt Lake | District 63: Utah |
| District 27: Utah | District 64: Utah |
| District 30: Salt Lake | District 65: Utah |
| District 31: Salt Lake | District 66 Utah |
| District 32: Salt Lake | District 67: Utah |
| District 33: Salt Lake | District 72: Iron |
| District 34: Salt Lake | District 74: Washington |
| District 35: Salt Lake | District 75: Washington |
| District 36: Salt Lake | |

House Multi-County Districts

- [District 1: Box Elder; Cache](#)
[District 11: Davis; Weber](#)
[District 12: Davis; Weber](#)
[District 28: Salt Lake; Summit](#)
[District 29: Box Elder; Weber](#)
[District 53: Daggett; Duchesne; Morgan; Rich; Summit](#)
[District 54: Summit; Wasatch](#)
[District 55: Duchesne; Uintah](#)
[District 58: Juab; Sanpete](#)
[District 68: Beaver; Juab; Millard; Tooele; Utah](#)
[District 69: Carbon; Duchesne; Emery; Grand](#)
[District 70: Emery; Grand; Sanpete; Sevier](#)
[District 71: Iron; Washington](#)
[District 73: Beaver; Garfield; Kane; Piute; San Juan; Sevier; Wayne](#)

Senate Single-County Districts

(Only districts up for election in 2020 listed)

- [District 1: Salt Lake](#)
[District 6: Salt Lake](#)
[District 7: Utah](#)
[District 8: Salt Lake](#)
[District 10: Salt Lake](#)
[District 14: Utah](#)
[District 29: Washington](#)

Senate Multi-County Districts

(Only districts up for election in 2020 listed)

- [District 13: Salt Lake; Utah](#)
[District 16: Utah; Wasatch](#)
[District 19: Morgan; Summit; Weber](#)
[District 20: Davis; Weber](#)
[District 23: Davis; Salt Lake](#)
[District 24: Beaver; Garfield; Juab; Kane; Millard; Piute; Sanpete; Sevier; Utah; Wayne](#)
[District 25: Cache; Rich](#)
[District 27: Carbon; Emery; Grand; San Juan; Utah; Wasatch](#)

State Board of Education

Single-County Districts

(Only districts up for election in 2020 listed)

- [District 8: Salt Lake](#)
[District 10: Salt Lake](#)
[District 13: Utah](#)

State Board of Education

Multi-County Districts

(Only districts up for election in 2020 listed)

- [District 4: Davis; Weber](#)
[District 7: Salt Lake; Summit](#)
[District 11: Salt Lake; Utah](#)
[District 12: Daggett; Duchesne; Summit; Uintah; Utah; Wasatch](#)
[District 15: Iron; Washington](#)