



Tennessee Registry of Election Finance  
WRS Tennessee Tower, 26th Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37243

## **CERTIFICATION OF RESPONSIBLE INDIVIDUALS INSTRUCTIONS FOR CERTAIN TAX-EXEMPT ORGANIZATIONS**

**GENERAL INSTRUCTIONS.** Pursuant to the Campaign Financial Disclosure Act (T.C.A. § 2-10-105), as amended by Public Chapter 1087 (2022), certain tax-exempt organizations, including any organization that is tax exempt under United States Internal Revenue Service Code § 501(c)(4), (5), and/or (6) (26 USC § 501(c)(4), (5), (6)), that is required to file campaign financial disclosure reports pursuant to Tenn. Code Ann. § 2-10-132(b) are also required to certify the name and address of any person who directly controls expenditures (hereinafter referred to as “responsible individuals”) to the Registry of Election Finance. This form should be filed with the Registry of Election Finance at the address above, by either US Mail, hand delivery, facsimile, or by electronic mail.

Tenn. Code Ann. § 2-10-132(b) requires these organizations to file campaign financial disclosure reports with the Registry of Election Finance to report expenditures in accordance with Tenn. Code Ann. § 2-10-105(c)(1) and (h) during the remainder of the election year if the organization 1) expends and aggregate total of at least five thousand dollars (\$5,000) in organizational funds, moneys, or credits for communications that expressly contain the name or visually depict the likeness of a state candidate in a primary or general election and 2) such expenditures or communications occur within sixty (60) days immediately preceding a primary or general election in which the named or visually depicted candidate appears on the ballot.

These organizations are **NOT** required to report any form of contributions. These organizations are **NOT** deemed to be or defined as PACs, unless the organization’s activities otherwise meet the definition of a “political campaign committee” as defined by Tenn. Code Ann. § 2-10-102. All filers should review the applicable campaign finance laws, rules, and regulations.

**READ THE INSTRUCTIONS IN THIS BOOKLET CAREFULLY.** All filers should also review the applicable campaign finance laws, rules, and regulations for more information regarding permissible and prohibited political activities in Tennessee.

This form must be used to appoint a responsible individual(s) by all tax-exempt organizations, including any organization that is tax exempt under United States Internal Revenue Service Code § 501(c)(4), (5), and/or (6) (26 USC §501(c)(4), (5), (6)), that are required to file campaign financial disclosure reports pursuant to Tenn. Code Ann. § 2-10-132(b) with the Registry of Election Finance. Do **NOT** use this form if your organization is a multi-candidate political campaign committee (PAC) or if you are a candidate for state or local public office, or a single candidate committee.

Failure to timely register may result in the assessment of civil penalties by the Registry of Election Finance. A new form must be filed if any change to the appointment of a treasurer or officers occurs.

**CERTIFICATION OF RESPONSIBLE INDIVIDUALS  
For Certain Tax-Exempt Organizations**

- ITEM 1.** Enter the date the registration is completed.
- ITEM 2.** Enter the Organization's name.
- ITEM 3.** Enter the Organization's primary mailing address and a valid contact phone number.
- ITEM 4.** Select the Organization's tax-exempt status.
- ITEM 5.** Enter the name and address of each individual who directly controls the expenditures of the organization. Provide a phone number and/or electronic mail address for each responsible individual. Each organization must designate at least one (1) individual who directly controls expenditures. For each responsible individual, provide a copy of the individual's proof of identification. If additional space is needed, attach an additional page. *See below for more information on proper proof of identification.*
- ITEM 6.** The filer and/or a responsible individual must sign the form under penalty of perjury. Print the name and title of the filer below the signature. The filer's signature must be witnessed. Print the name and title (if any) of the witness below the witness signature. This form does **NOT** need to be notarized.

**PROPER PROOF OF IDENTIFICATION**

Proper proof of identification includes any document identified by Tenn. Code Ann. 2-7-112(c), including a Tennessee driver's license, a valid identification card issued by the State of Tennessee or the United States (provided that such identification includes a photograph of the individual), a valid identification card issued pursuant to Tenn. Code Ann. § 55-50-336 (photo identification licenses), a valid U.S. Passport, a valid employee identification card issued by the State of Tennessee or the United States (provided that such identification includes a photograph of the individual), a valid US military identification card, an employee identification card for retired state employees authorized pursuant to Tenn. Code Ann. § 8-50-118, **OR** any other equivalent identification issued by another state of the United States.

If you have any questions about any of the information included in this document, please feel free to contact the Registry office at (615) 741-7959.