

Before Filing for Office

Running for political office is a big decision. Things to consider before you run include but are not limited to the following:

1. Research the office: what are the duties of the office, does it have requirements such as residency, how long does the term last, and how much time is involved when in the office.
2. Talk to your family to decide if running for office is right for you.
3. Do you have the time for running the campaign, attending candidate functions, attending meetings, talking to voters?
4. Are you involved in your community? Do you belong to civic and/or political organizations?
5. Do you have volunteers you can rely on? How much time would they be available to volunteer and when would they be available?
6. Research candidates from previous elections to see how much money they collected and how they spent their funds. Go to the Duval County Supervisor of Elections website: [Candidate/Committee Lists, Reports & Profiles \(duvalelections.gov\)](http://duvalelections.gov)
7. What bank or credit union will you use to deposit campaign funds? The depository must be named on the form when filing for office. Find a depository that will open a campaign account for you and has minimal fees. Do not open the account until you have filed the DS-DE 9 with our office. The campaign account must be a completely separate account. A few depositories to consider are: VyStar Credit Union, Regions Bank, Fifth Third Bank and SunTrust/Truist
8. Banks are starting to require candidates to obtain an Employer Identification Number (EIN) prior to opening their campaign account. To obtain an EIN, you can apply online at: [How to Apply for an EIN | Internal Revenue Service \(irs.gov\)](http://www.irs.gov). You can identify yourself as a “Political Organization”, as you will primarily operate for the purpose of accepting contributions and influencing the election of yourself. An EIN is not required by campaign finance law.
9. All candidates are required to disclose personal financial information. Special District and municipal candidates are required to file a Form 1. All other candidates file a Form 6. The forms can be found on the Florida Commission on Ethics website.

REMEMBER, PETITIONS MAY NOT BE COLLECTED UNTIL YOU HAVE FILED FORM DS-DE 9 WITH THE FILING OFFICER.

CONTRIBUTIONS CANNOT BE ACCEPTED AND MONEY CANNOT BE SPENT FOR A CAMPAIGN UNTIL THE FORM DS-DE 9 IS FILED WITH THE FILING OFFICER.

IF YOU ARE INTERESTED IN A STATE OFFICE (STATE REPRESENTATIVE, STATE SENATOR) PLEASE GO TO THE DIVISION OF ELECTIONS WEBSITE: <http://dos.myflorida.com/elections/>