SPECIAL DISTRICT OFFICE WRITE-IN FILING INFORMATION

Use this form to declare your intent to be a write-in candidate for special district office in Idaho.

Filing Dates and Deadlines

You must submit your complete declaration by 5:00 pm (local time) on the candidate filing deadline. *(§34-1407, Idaho Code)*

Candidate Filing Deadlines:

Primary Election: March 20, 2026

General Election: September 4, 2026

Completing the Declaration of Intent

When completing the Declaration of Intent, be sure to complete all fields and questions. Any incomplete or missing information may void your filing.

Section 1: Office Information

Enter one of the following special district offices:

- Airport Districts
- Community College
- Port Districts
- Soil Conservation Districts

Section 2: Candidate Information

When entering your Ballot Name, the following will NOT be allowed on the ballot:

- Nicknames that promote a particular political platform or are deemed offensive.
- Professional or military identifiers such as Dr., M.D., PhD., Esq., CPA, Captain, General, etc.

A phone number and email address are both required and will become publicly available upon request.

Section 3: Registered Address

- This MUST be a physical address. P.O. Boxes will not be accepted.
- If your registered address is the same as your mailing address, check the box at the bottom of this section and skip section 4.

Section 4: Mailing Address

- P.O. Boxes are acceptable.
- If your mailing address is the same as your registered address, check the box at the bottom of section 3 and leave this section blank.

Section 5: Homeowner's Exemption

If you or your spouse have claimed a Homeowner's exemption, list the address in this section.

Section 6: Campaign Finance

If your campaign finance contributions or expenditures exceed $500, you **MUST** create a campaign finance account with the Idaho Secretary of State.

Visit sunshine.voteidaho.gov for more information.

FILE ONLINE INSTEAD

Try our new online candidate filing system where you can

- file for office
- track your filing status
- search filed candidates

Simply scan the QR code with your phone camera or visit the website at:

voteidaho.gov

Scan Here To Start Your Filing Online!

Clear Form

WRITE-IN DECLARATION OF INTENT
SPECIAL DISTRICT OFFICE

Candidate Filing Deadlines:

Primary Election: March 20, 2026
General Election: September 4, 2026

FILE ONLINE INSTEAD! File for office and track your status in our new Candidate Filing system. **Visit voteidaho.gov!**

Office name

1

Filing for the office of _____

District name _____ Sub-district, zone, seat or position *(if applicable)* _____

Candidate information

Enter your name as it appears on your voter registration.

2

First name _____ Middle name _____

Last name _____ Suffix *(if applicable)* _____

Enter your name as you would like it to appear on the ballot.

Ballot name _____

NOTE: *You may not use nicknames that promote a particular political platform or are deemed offensive. Professional or military identifiers (Dr., M.D., PhD., Esq., CPA, Captain, General, etc.) are also not allowed on the ballot.*

Enter your phone number and email address.

Phone number _____ Email address _____

NOTE: *Your phone number and email address are both required and will become publicly available upon request.*

Registered address

Must be a street address. P.O. Boxes are not allowed.

3

Address *(not P.O. Box)* _____ Unit/Apt # _____

City _____ State _____ Zip _____

☐ My mailing address is the same as my residential address. *(If you check this box, then skip section 4)*

Mailing address

Provide the address where you receive mail.

4

Address or P.O. Box _____ Unit/Apt # _____

City _____ State _____ Zip _____

Homeowner's exemption

If you or your spouse have claimed a homeowner's exemption, provide the address.

5

I or my spouse have claimed a homeowner's exemption: ☐ Yes ☐ No *(If no, proceed to section 6)*

Address _____ Unit/Apt # _____

City _____ State _____ Zip _____

Campaign finance

Choose only one option.

6

☐ I have already created a Campaign Finance account and appointed a Treasurer.

Or

☐ If any campaign finance contributions or expenditures reach or exceed $500, I will create a Campaign Finance account with the Idaho Secretary of State and appoint a Treasurer.

Signature

7

I, the undersigned, do hereby declare myself a candidate for the office entered above. I certify that I possess the legal qualifications to hold said office and that the information on this declaration is true and accurate.

Candidate, sign and date here *(Required)*

X _____

Date *(mm/dd/yyyy)* ___/___/___

Official Use Only

☐ Candidate residency verified. ☐ District requirements verified. ☐ Homeowner's exemption verified *(if applicable)*.

COUNTY, CITY & LOCAL OFFICIALS

CAMPAIGN FINANCE

A GUIDE FOR CANDIDATES

WHERE TO BEGIN

Treasurer Appointment & Reporting



Once a candidate has raised or spent $500, a candidate must create a campaign finance account and begin reporting the campaign finances, including the sources and expenses for the first $500.

The Declaration of Candidacy filed to run for office designates the candidate as the default political treasurer, for those who have not met the $500 threshold, until an alternate is appointed.

FILING DEADLINES

10TH of each month in the year of the election

Annual report due January 10th following non-election years

$50 FINE

each day after 48 hours late

Campaign Finance Laws
I.C. Title 67 Chapter 66

Disclosures



All campaign material (signs, flyers, mailings, TV ads, etc.) require a disclosure statement. For example: "Paid for by [candidate's name]."

REPORTING BASICS

All money raised or spent in relation to a campaign must be accounted for and tracked. This includes the use of the candidate's personal money.

Where to Report

All candidates for all offices now report online via the Secretary of State's Campaign Finance Portal. The portal may be found at:

sunshine.voteidaho.gov

For local officials, all assistance, oversight and enforcement will be done by the County Clerk of the home county for the city, school or local district.

Remember: no one was ever fined for over-reporting

Donation Limits

Maximum contribution is $1,000 per individual, business* or political committee per election. Any single contribution of $1,000 must be reported within **48 hours** of receipt.

*Businesses sharing controlling ownership may only contribute $1,000 combined.

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VOTEIDAHO

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Campaign Finance

Tips for Setting up a Campaign

Bank Requirements: Though not a requirement for Idaho Campaign Finance, you should be aware that Federal law requires banks to obtain an Employer Identification Number (EIN) when opening new accounts. A bank may also require a business filing with the Secretary of State, depending on its rules.

How to apply for an EIN:
https://www.irs.gov/forms-pubs/about-form-ss-4
Federal CIP (insurance) requirements:
https://www.ecfr.gov/current/title-31/subtitle-B/chapter-X/part-1020#1020.220

Communication Requirements: All communication must have the name or campaign name of the person(s) responsible for the communication (see Idaho Code 67-6614A).





FEC Yard Sign Example

This is an example of the disclaimer notice required for a yard sign paid for by a candidate committee. The disclaimer notice must state that the communication was paid for by the authorized committee. In printed communications, the disclaimer must be contained within a printed box set apart from the contents of the communication. The print of the disclaimer must be of sufficient size to be "clearly readable" by the recipient of the communication, and the print must have a reasonable degree of color contrast between the background and the printed statement.

Campaign Contributions:

- Contributions from a candidate and/or their campaign to other campaigns or PACs are subject to a single contribution limit, meaning you may donate personally **or** from your campaign account, but not both.
- Leadership PACs can only use funds on other candidates, not to fund their own campaign.
- Business owners and officers of multiple businesses are subject to a single contribution limit.

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