



Welcome to Pima County Campaign Finance FAQs – Frequently Asked Questions

Who needs to file Campaign Finance forms with the Pima County Elections Department?

All candidates running for Countywide Offices, Board of Supervisors, Justice of the Peace, Constable, Pima Community College, School Districts, JTED Districts, Fire Districts, Central Arizona Water Conservation District, Water Districts and Health Districts. Political Action Committees (PACs) are also required to file.

Who needs to file electronically?

Anyone who files a Statement of Organization will need to file periodic Campaign Finance reports electronically.

What if I am filing a \$500 Threshold Statement?

\$500 Threshold Statements are not filed electronically. The form must be filed at the Pima County Elections Department located at: 6550 S. Country Club Road, Tucson, AZ 85756.

What if I filed a \$500 Threshold Statement and have exceeded the \$500 limit?

A Statement of Organization will have to be filed with the Pima County Elections Department located at: 6550 S. Country Club Road, Tucson, AZ 85756. Anyone who files a Statement of Organization will need to file periodic Campaign Finance reports electronically.

How do I get started?

Please read the manual first. This will help you with the installation and setup.

Where do I access the software after it has been installed?

Once installed on your computer, an icon will be on your computer's desktop. This icon will be your access to the program.

Does the program work on Apple or MAC products?

No. At this time, the program will only work with Microsoft Windows 98 and above.

What if I don't have a compatible computer or a computer at all?

You will need to contact another individual or political party representative to help you with access to the program.

How do I do the initial filing to establish the committee?

You will need to print and bring your Statement of Organization to the Pima County Elections Department located at: 6550 S. Country Club Road, Tucson, AZ 85756.

Why do I have to come into the office with the initial filing?

Pima County requires a "wet" signature for all Statement of Organizations, \$500 Thresholds and Termination Statements. At that time you will be issued a committee ID number.

What if I don't file my report on time?

The software does not accept late filings. You will have to print a hard copy of your report, sign it, and bring it to the Elections Department along with your late fee.

How do I get a User Name and Password for the Campaign Finance software login?

After you bring in the initial filing and a committee ID number has been assigned, the User Name and Password will be sent to the email address that is provided on the initial filing.

Where is my data stored?

Information you enter into the software is saved to the hard drive of your computer. When you file a report electronically, Pima County only receives a PDF of your report. Therefore, it is extremely important that you back up your data regularly. This can be done by clicking on the "File" menu, clicking on "Database," and then clicking "Backup."

Who do I contact if I have questions about the software?

Please email: CFS Solutions at info@cfsaz.com.

Who do I contact if I have questions about Campaign Finance?

Please email: electionscf@pima.gov.