

**Yavapai County**  
**Department of Elections**

1015 Fair Street-Room 228  
Prescott, Arizona 86305  
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**Lynn A. Constabile**  
Elections Director

**TO:** Write-In Candidate  
**FROM:** Yavapai County Elections Department  
**SUBJECT:** WRITE-IN CANDIDATE PACKET

The forms, booklets and laws contained in this packet are subject to change without notice, in accordance with changes in State and/or Federal law. It is the responsibility of the candidate/committee to obtain updated information before filing. Please note that everything you submit is subject to challenge by any elector. If you have questions on the legality of the forms/booklets, please seek your own legal counsel. The Elections office does not give out legal advice.

### What Is A Write-In Candidate?

- Your name will not be printed on the ballot.
- You will need to advertise your candidacy and ask voters to write you in.
- Write-in space on the ballot will be similar to the following:

 Write-In

- Any abbreviation, misspelling or other minor variation in the form of the name of a candidate or political party shall be disregarded in determining the validity of the ballot if the intention of the voter can be ascertained. The intent of the voter must be able to be ascertained by the election board. For more information see A.R.S. §16-543.02 (C)

☐ **DO NOT** provide stickers with your name for use on the ballot.

### Write-In Candidate Filing Checklist

***The Write-In Nomination Paper and Financial Disclosure Statement must be filed at the same time.***

☐ **STEP 1A - FILE A WRITE-IN NOMINATION PAPER** - (A.R.S. §16-312) Must be submitted to the Elections office no later 5:00 pm, on the deadline for that election.

☐ **STEP 1B – FILE A FINANCIAL DISCLOSURE STATEMENT** (Note: County candidates only)

- Covers the 12-month period preceding the filing.
- The candidate must sign the form.

**Note:** In addition to this Financial Disclosure Statement, current public officials are required to file their annual Financial Disclosure Statement with the Clerk of the Board of Supervisors in January of each year.

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**FOR ELECTION RESULTS VISIT OUR WEB PAGE:** [www.yavapai.us/govote](http://www.yavapai.us/govote)

Hearing or speech disability? Call 7-1-1 and ask to be connected to 928.771.3250 or e-mail [web.elections@yavapai.us](mailto:web.elections@yavapai.us)

**Toll Free Numbers:** Ash Fork \ Bagdad \ Seligman \ Yarnell Areas 1-800-771-2797  
Black Canyon City 602-495-8800 Cottonwood \ Camp Verde \ Sedona Areas 928-639-8100

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#### FOR MORE INFORMATION ON FINANCIAL DISCLOSURE

- A.R.S. Title 38 – Public Officers and Employees, Chapter 3.1 – Standards for Financial Disclosure:  
<http://www.azleg.gov/arsDetail/?title=38>
- Arizona Secretary of State *Financial Disclosure Handbook* included in this packet.  
[https://azsos.gov/sites/default/files/2020.12.08-Financial\\_Disclosure\\_Handbook.pdf](https://azsos.gov/sites/default/files/2020.12.08-Financial_Disclosure_Handbook.pdf)

- ☐ **STEP 2A – FORM A COMMITTEE (if required) – Can be submitted to the Election’s Office at any time.**
  - ☐ Within 10 days after your campaign’s combined receipts and disbursements exceed \$1,200, your committee must file a **Statement of Organization**. As long as your campaign’s combined receipts and disbursements do not exceed \$1,200, you may skip this step.
  - ☐ Campaign Finance Forms are available at <http://yavapai.us/govote/forms>
- ☐ **STEP 2B – CAMPAIGN FINANCE REPORTS** (Only required if a Statement of Organization was filed)  
***Obligations to file Campaign Finance Reports begin as soon as the Statement of Organization is filed.***
  - Yavapai County accepts paper and electronic copies of Campaign Finance Reports.
  - Paper forms must be filed in the Elections Office at 1015 Fair St., Room 228, Prescott, AZ by 5:00 p.m. on the last business day on or before the due date. Electronic filings must be filed on or before the due date by emailing to [web.elections@yavapai.us](mailto:web.elections@yavapai.us).
  - Forms **cannot** be accepted at Yavapai County’s Cottonwood Annex building.
  - Filers who choose to mail their paperwork must allow sufficient time for a possible delay in mail delivery.
  - Please refer to the Yavapai County Elections website (<http://www.yavapai.us/govote>) for Campaign Finance reporting deadlines.
  - Campaign Finance Forms are available at <http://yavapai.us/govote/forms>

#### PENALTIES FOR LATE FILING (A.R.S. §16-937)

- Late filing penalties accrue daily; beginning the day after the report was due, including weekends and holidays.
- Late filing penalties of \$10 per day for the first 15 days, increasing to \$25 per day thereafter, will apply.

#### FOR MORE INFORMATION ON CAMPAIGN FINANCE REPORTING REQUIREMENTS

- A.R.S. Title 16 – Elections and Electors, Chapter 6 – Campaign Contributions and Expenses:  
<http://www.azleg.gov/arsDetail/?title=16>
- Arizona Secretary of State Campaign Finance & Reporting webpage (includes *Campaign Finance Candidate Guide*): <https://www.azsos.gov/elections/campaign-finance-reporting>

- ☐ **STEP 2C – TERMINATION STATEMENT** (Only required if a Statement of Organization was filed)
  - After the election cycle is complete, committees must terminate. Until terminated, committees are required to continue filing periodic Campaign Finance Reports. A final Campaign Finance Report is due upon termination.
  - Campaign finance forms are available at <http://yavapai.us/govote/forms>

*All forms contained in this packet are subject to change without notice. It is the candidate’s responsibility to use the correct form when collecting signatures and filing paperwork.*