



Instructions for Filing the Business Entity Annual Statement (Form BE)

Part 1: General Information

Date of Statement – Select the date of the statement from the drop-down menu.

Activity for Calendar Year – Select the calendar year for which the activity is being reported from the drop-down menu.

Check if Amendment – If this is not the first report you are filing for the relevant calendar year, check this box.

Note: When filing an amended statement, you must report not only changes or additions, but all information relevant to the calendar year.

Part 2: Business Entity Information

Business Name – Enter the name of the business entity.

Business Type – Select either “Sole Proprietorship” or “Other Business Organization” from the drop-down menu.

Address – Enter the business entity’s street address.

City, State and Zip – Enter the business entity’s city, state and zip code.

Telephone Number – Enter the telephone number with area code. Leave this field blank if the number is unlisted.

Acknowledgement:

Enter the full name of the person authorized to file the statement, the person’s title or position, date, and telephone number with area code. Leave the telephone field blank if the number is unlisted.

Check the box under the name, title, date and telephone number to certify that the statements and/or information contained in the form are true.

Check the next box if the business entity has received \$50,000 or more in the aggregate through government contracts but has made no reportable contributions to candidates or committees during the calendar year. Checking the box will hide the remaining portions of the form.

Note: Reportable contributions are those in excess of \$300.00 in the aggregate per election or any amount in cash made to or received by a candidate committee, joint candidates committee, or political committee; or per calendar year made to or received by a political party committee, legislative leadership committee, or continuing political committee.