

# STATEMENT OF SOLICITATION

(Section 106.0701, Florida Statutes)

## Office Use Only

Tracking: \_\_\_\_\_

Account: \_\_\_\_\_

## PART A

☐ Office Holder: (Choose One)

☐ Candidate: (Choose One)

Name

Telephone

Mailing Address

Email Address

City

State

Zip Code

Name of Organization

## PART B

Relationship Between Office Holder or Candidate and Organization  
(in whole or in part): (Choose One)

Organization Type:  
(Choose One)

## PART C

Web Address as Required by Section 106.0701(3), F.S. (if website has not been created, put "To be determined")

## PART D

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Office Holder or Candidate

## INSTRUCTIONS FOR COMPLETING AND FILING FORM DS-DE 102 STATEMENT OF SOLICITATION

### Introductory Information

As this form utilizes drop-down menus, you must enter the information directly on the form prior to printing. After printing, sign the document. Fax or mail **PAGE 1** of the form to the **Division of Elections, Bureau of Election Records, R. A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250; Fax Number 850-245-6259.**

### Who Must File Form DS-DE 102

The Governor, Lieutenant Governor, members of the Cabinet, state legislators, or candidates for such offices who directly or indirectly solicit, cause to be solicited, or accept any contribution on behalf of an organization that is exempt from taxation under s. 527 or s. 501(c)(4) of the Internal Revenue Code, which such individuals, in whole or in part, establish, maintain, or control, must file Form DS-DE 102.

### When to File

Each office holder or candidate must file form DS-DE 102 within 5 days after he or she directly or indirectly solicits, causes to be solicited, or accepts any contribution on behalf of a 527 or 501(c)(4) organization. An office holder or candidate is required to file this form only once for each organization.

### Completing the Form

- PART A** Indicate whether you are an office holder or candidate. Using the drop-down menu, indicate the office you hold or are a candidate for. If both, you must check both boxes.
- PART B** Using the drop-down menu, choose the entry that best describes your relationship with the 527 or 501(c)(4) organization.  
Using the drop-down menu, indicate whether the organization is a 507 or 501(c)(4) organization.
- PART C** Upon filing Form DS-DE 102, an individual subject to the requirements of s. 106.0701, must promptly create a public website that contains a mission statement and the names of persons associated with the organization. All contributions received shall be disclosed on the website within 5 business days after deposit, together with the name, address and occupation of the donor. All expenditures of the organization shall be disclosed on the website within 5 business days of being made. If the website is already in existence, please include the website address on this form. If the website has not been created, you must notify the Division of Elections in a follow-up letter within 5 business days of creating the website. This letter may be faxed or mailed to the Division of Elections.
- PART D** Form DS-DE 102 must be signed and dated.