

Instructions - New Account Setup w/Balance Transfer from Existing Account

Summary: This document provides steps for a candidate to deactivate an old campaign account and establish a new campaign account in the current election year. This step is necessary for all candidates who are running for re-election in the same office or who are running for a new office but are moving debt and cash balance from an old campaign to the new campaign in the current election year.

1. Open current active candidate account and take note of:
 - a. Loan balances, if any; Enter here or create a print screen: _____
 - b. Unfiled transactions*, if any; and _____
 - c. Final ending balance. Enter here or create a print screen: _____

*Note: If unfiled transactions exist, **do not proceed**. Candidate must file report amendments first to get an accurate final ending balance.

SUMMARY	FEES AND FINES	CORRESPONDENCE/DOCUMENT IMAGES	
Account Status		Transaction History (2022 Candidate Election Cycle)	
Beginning Balance (10/09/2023)	\$48,297.15	Filed Contributions	\$103,045.30
Unfiled Contributions	\$5,500.00	Filed Loans	\$0.00
Unfiled Loans	\$0.00	Filed Loan Forgiveness	\$0.00
Unfiled Loan Forgiveness	\$0.00	Filed Special Events	\$0.00
Unfiled Special Events	\$0.00	Filed Expenditures	\$54,748.15
Unfiled Expenditures	\$1,284.76	Ending Balance (10/09/2023)	\$44,797.15
Current Balance	\$52,512.39		

2. Add New Transaction -> Expenditures and choose Payee Type = "SELF" and Purpose = "TSF-transfer between committees of the same candidate/sponsor". Ensure the ending balance matches the amount paid in the expenditure*.

NOTE: It is best practice to enter the starting date of the 1st primary report for the transaction date (10/3/23) for this transaction.

SUMMARY	FEES AND FINES	CORRESPONDENCE/DOCUMENT IMAGES	
Account Status		Transaction History (2020 General Election - Candidate Election Cycle)	
Beginning Balance (10/10/2023)	\$158,329.84	Filed Contributions	\$195,757.46
Unfiled Contributions	\$0.00	Filed Loans	\$0.00
Unfiled Loans	\$0.00	Filed Loan Forgiveness	\$0.00
Unfiled Loan Forgiveness	\$0.00	Filed Special Events	\$0.00
Unfiled Special Events	\$0.00	Filed Expenditures	\$95,077.07
Unfiled Expenditures	\$0.00	Ending Balance (10/10/2023)	\$158,329.84
Current Balance	\$158,329.84		

New Expenditure ✕

Date Paid: 02/22/2024

Election Type: Primary ? Election Year: 2024 ?

Payee Type: SELF - Candidate/Officeholder

Purpose: TSF Transfer between committees of the same candidate/sponsor

Amount Paid: **\$158,329.84** ?

Check Number: _____

Description of Payment: Cash balance transfer to 2024 account.

38/120 SAVE

3. After saving transaction, Current Balance should reflect \$0.00

SUMMARY	FEES AND FINES	CORRESPONDENCE/DOCUMENT IMAGES
Account Status		
Beginning Balance (10/10/2023)	\$158,329.84	
Unfiled Contributions	\$0.00	
Unfiled Loans	\$0.00	
Unfiled Loan Forgiveness	\$0.00	
Unfiled Special Events	\$0.00	
Unfiled Expenditures	\$158,329.84	
Current Balance	\$0.00	
Transaction History (2020 General Election - Candidate Election Cycle)		
Filed Contributions		\$195,757.46
Filed Loans		\$0.00
Filed Loan Forgiveness		\$0.00
Filed Special Events		\$0.00
Filed Expenditures		\$95,077.07
Ending Balance (10/10/2023)		\$158,329.84

4. File the unfiled report containing the newly created expenditure as a “final report” to inactivate the account.

UNFILED FILED 2022 Candidate Election Cycle

Campaign Report Name	Start of Period	End of Period	Due Date ↑	Campaign Report Status	Unfiled Transactions	Campaign Report Type
First Bi-Annual Report	10/03/2023	04/01/2024	04/08/2024	Unfiled	There is 1 Transaction	Report of Expenditures and Contributions
Second Bi-Annual report	04/02/2024	10/07/2024	10/14/2024	Unfiled		Report of Expenditures and Contributions
First Bi-Annual Report	10/08/2024	04/07/2025	04/14/2025	Unfiled		Report of Expenditures and Contributions
Second Bi-Annual report	04/08/2025	10/06/2025	10/13/2025	Unfiled		Report of Expenditures and Contributions

4 Results

← First Bi-Annual Report: 10/03/2023 - 04/01/2024 REVIEW PREVIEW FILE

Due in 32 Days

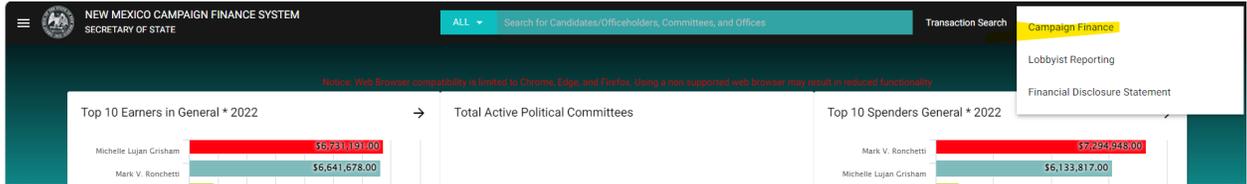
Inactivation ?

Check here if you are inactivating and this is your final report.

I hereby declare that I did not have any contributions or expenditure or other reportable financial activity since my last report was filed. In order to file a No Activity report, there can not have been any financial activity in this reporting period.

Beginning Cash Balance	\$42,470.05
Ending Cash Balance	\$0.00

5. Register for a new candidate campaign account
 - a. Register using the same email address to use the same login credentials (system will give warning for which you can click ok and bypass).
 - b. System may also warn that the committee name or treasurer email is already in use, click ok to continue with this as well.



6. After submitting registration, you will await approval email from the SOS. Once received, you may continue with these instructions.
7. Login to new account and add New Transaction → Contributions with Contributor Type = “intra-candidate transfer” and Original Contributor Code = “SELF.” Ensure all other required fields are entered and ensure the contribution amount is the same as the closing balance from the old account. The required dates may be entered as today’s date.
NOTE: It is best practice to enter the starting date of the 1st primary report for the transaction date (10/3/23) for the transfer date and the original contribution date.

New Contribution

Transfer Date: 02/22/2024

Election Type: Primary | Election Year: 2024

Contribution Type: Intra-Candidate Transfer

Original Contributor Code: SELF - Candidate/Officeholder

Amount: \$158,329.84

This contribution was a transfer from another committee.
 Transferring Committee: JOSEPH CERVANTES

Original Contribution Date: 02/22/2024

Check Number: _____

Description: Cash balance transfer from 2020 [account](#)

8. If you have any loans from the old account, enter those now as well. Enter date and lender information shown from prior account. **If you do not have any loans skip to step #9.**

Loans Received						
	Lender Name	Lender Address	Lender Type	Date Received	Original Loan Amount	Outstanding Balance
▼	Unpaid Debt from Legacy System	25 Don Gaspar, Suite 300, Santa Fe, NM 87501	Other (e.g. business entity)	12/31/2019	\$1,105,000.00	\$1,051,443.42

Date Received

12/31/2019

Election Type

General

Election Year

Contributor Code

OTH - Other (e.g. business entity)

Lender Name

Unpaid Debt from Legacy System

To get the opening cash balance to equal what was closed in the old account, Candidate will need to enter an expenditure reflecting unpaid debt equaling the loan amount.

NOTE: It is best practice to enter the starting date of the 1st primary report for the transaction date (10/3/23) for this transaction.

Edit Expenditure

Date Paid

 02/22/2024 ▼

Election Type

Primary ▼

Election Year

2024 ▼

Payee Type

OTH - Other (e.g. business entity)

Payee

Unpaid debt from legacy system

Purpose

TSF Transfer between committees of the same candidate/sponsor

Amount Paid

\$1,051,443.42



9. You will now have the correct opening balance for your new candidate campaign account and can proceed to enter any new transactions. The first report due is in April.

SUMMARY		FEES AND FINES	CORRESPONDENCE/DOCUMENT IMAGES
Account Status		Transaction History (2024 Candidate Election Cycle)	
Beginning Balance ()	\$0.00	Filed Contributions	\$0.00
Unfiled Contributions	\$158,329.84	Filed Loans	\$0.00
Unfiled Loans	\$1,051,443.42	Filed Loan Forgiveness	\$0.00
Unfiled Loan Forgiveness	\$0.00	Filed Special Events	\$0.00
Unfiled Special Events	\$0.00	Filed Expenditures	\$0.00
Unfiled Expenditures	\$1,051,443.42	Ending Balance ()	\$0.00
Current Balance	\$158,329.84		

If at any time during the new account setup process you have questions, please contact the Office of the Secretary of State at elections@sos.nm.gov. Please include your contact information and specific details regarding your question.