Qualifying checklist: running for county office in Sample County

DRAFT FOR REVIEW. *For people running for a county office that qualifies with the Sample County Supervisor of Elections. Sources: the Candidate and Campaign Treasurer Handbook (Rev. 07/14/2026) and the 2026 Florida Statutes. "HB p." = handbook page. "s." = Florida Statutes section.*

Qualifying period	**[NEED: qualifying dates from the Division of Elections calendar]**. Part 2 items are due by noon on the last day.
Qualifying fee	**[NEED: fee for this office from Sample County's official fee list]**
Where to file	**[NEED: Sample County office address, hours, phone, and candidate web page]**

Part 1. Before you raise money, spend money, or collect signatures

Done	What to do	Handbook	Florida Statutes
☐	File Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository. It names your treasurer, campaign bank, and the office you seek. File it before you open the campaign account, accept contributions, spend money, or collect petition signatures. It counts as filed only when our office receives it complete (mailing it isn't enough).	HB pp. 8, 19	s. 106.021(1)(a)
☐	Your treasurer (and any deputy treasurers, up to 3) must accept the job in writing. You may be your own treasurer.	HB pp. 19, 86	s. 106.021(1)(a), (1)(c)
☐	Within 10 days after Form DS-DE 9, file Form DS-DE 84, Statement of Candidate. With it, file a written oath that you meet, or will meet, the qualifications for the office.	HB p. 9	s. 106.023(1), (3)
☐	Open the campaign account at the bank you named, separate from any personal account. Deposit every contribution by the end of the 5th business day.	HB pp. 20, 22	s. 106.05
☐	File campaign treasurer's reports on time, starting with the quarter you file Form DS-DE 9. No regular quarterly report is due for the third quarter before a general election. **[NEED: how Sample County receives campaign reports]**	HB p. 56	s. 106.07(1), (2)(a)1.
☐	If you hold a public office now, check the resign-to-run law. If it applies, your written resignation is due at least 10 days before qualifying begins, and it can't be taken back.	HB p. 9	s. 99.012(3)(b), (3)(c)
☐	Qualifying by petition instead of paying the fee? Collect signatures (Form DS-DE 104) only after Form DS-DE 9 is filed. You need signatures equal to 1% of the registered voters in the area the office serves. Petitions are due to the Supervisor of Elections before noon on the 28th day before qualifying begins.	HB pp. 8, 19, 85	s. 106.021(1)(a); s. 99.095(2)(a), (3)

Part 2. Must be received by the end of qualifying (noon on the last day), s. 99.061(7)(a)

Done	What to do	Handbook	Florida Statutes
☐	Qualifying fee: a check drawn on your campaign account. Amount: **[NEED: fee for this office from Sample County's official fee list]**. Not needed if you got enough valid petition signatures, or if you run as a write-in candidate.	HB p. 32	s. 99.061(4)(b), (7)(a)1.; s. 99.092(1); s. 99.095(1)
☐	Candidate's oath, with your name exactly as it should appear on the ballot. The ballot name can't be changed after qualifying ends.	HB p. 8	s. 99.061(7)(a), (7)(a)2., (7)(b)
☐	Partisan office: a written statement of your party, that you've been a member for at least 365 days in a row before qualifying begins, and that any party assessment is paid. No party affiliation: a statement that you're registered without a party and haven't been a party member for the 365 days before qualifying begins. Both also ask about legal name changes and unpaid ethics or campaign finance fines totaling over $250.	HB pp. 11, 84	s. 99.021(1)(b), (1)(c), (1)(d); s. 99.061(7)(a)3.
☐	Form DS-DE 9 on file (from Part 1).	HB p. 19	s. 99.061(7)(a)5.
☐	Financial disclosure: a full and public disclosure of financial interests or a statement of financial interests, depending on the office. Ask the Commission on Ethics or your attorney.	—	s. 99.061(5), (7)(a)6.; s. 112.3144(1); s. 112.3145(2)
☐	A written oath saying whether you're a citizen of another country as well as the United States (added in 2026).	—	s. 99.061(7)(a)7.

Part 3. After qualifying

Done	What to do	Handbook	Florida Statutes
☐	Keep filing reports: the 60th day before the primary, then every other Friday through the 4th day before the general election, plus the 25th and 11th days before each election. Late fines are $50 a day for 3 days, then $500 a day ($500 a day from day 1 for the reports just before the primary and general elections), capped at 25% of receipts or expenditures. They come from your personal funds.	HB p. 57	s. 106.07(1)(b), (8)(a), (8)(b)
☐	Follow contribution limits: $1,000 per person, per election (the primary and general are separate elections). Cash: no more than $50 per person, per election.	HB pp. 28–29	s. 106.08(1)(a)3.; s. 106.09(1)(a)
☐	Put the exact disclaimer wording on paid political ads.	HB p. 40	s. 106.143(1)(a)
☐	After you win, lose, withdraw, or become unopposed: within 90 days, dispose of leftover funds and file a termination report.	HB pp. 62–63	s. 106.141(1)

This checklist is a summary, not legal advice, and it doesn't replace the handbook. The handbook and Florida law control. Our staff can explain forms and deadlines but can't tell you whether you're eligible. Legal questions: the Florida Division of Elections (850.245.6200) or your own attorney. (HB p. 1; s. 99.061(7)(c)) Handbook and forms: Division of Elections Publications/Reports. Laws: Online Sunshine.