



## KENTUCKY REGISTRY OF ELECTION FINANCE

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140 Walnut Street  
Frankfort, Kentucky 40601-3240  
Phone: (502) 573-2226  
Fax: (502) 573-5622  
[www.kref.ky.gov](http://www.kref.ky.gov)

John R. Steffen  
Executive Director  
Leslie M. Saunders  
General Counsel

### NOTICE AND INSTRUCTIONS TO ALL CANDIDATES

- **Mandatory electronic reporting** – All candidates are required to **electronically** submit all required campaign finance reports to the Registry of Election Finance.
- **Candidates MUST first submit a KREF 001 form electronically to the Registry** – In order to comply with the mandatory electronic filing requirements, **ALL** candidates for office in Kentucky must create an account in the Registry's electronic filing system and submit a KREF 001 form electronically to the Registry **before** starting their campaigns.
- **Rule 4.4 from the Kentucky Code of Judicial Conduct requires all candidates seeking judicial office who intend to raise campaign funds for that purpose establish a candidate campaign committee** – The Registry's electronic filing system provides judicial candidates with the opportunity to select this option when submitting their KREF 001 form.
- **Candidates must also submit a hard copy of their KREF 001 with the Secretary of State or County Clerk** – After candidates submit their KREF 001 form electronically to the Registry, they must also print a hard copy of the form. The hard copy should accompany the candidates' filing form for ballot access when the candidates file for office with the Secretary of State or County Clerk.
- **INSTRUCTIONS FOR ACCESSING THE REGISTRY'S ELECTRONIC FILING SYSTEM** – In order to initiate the filing process, candidates should go to <https://kref.ky.gov>, click on the "EFILE" button on the Registry's homepage, and follow the instructions found there for creating their account and submitting their KREF 001 form electronically. Once their form has been submitted and approved by the Registry, candidates will be able to print out their completed forms and file them with the Secretary of State or their County Clerk, as appropriate.
- **Please note that the County Clerks or Secretary of State CANNOT file this form for you** – It is the responsibility of the candidates to create an account and electronically submit their KREF 001 form and their reports with the Registry.
- **ASSISTANCE** – Candidates needing assistance with the electronic filing process should call the Registry at 502-573-2226.