Forms Revision 2000

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FEC FORM 1

STATEMENT OF ORGANIZATION

(See instructions)

Office Use Only

1. NAME OF COMMITTEE (in full) (Check if name is changed) If typing, type over the lines. 1234567

ADDRESS (number and street)

(Check if address is changed)

CITY ▲ STATE ▲ ZIP CODE ▲

COMMITTEE'S E-MAIL ADDRESS

COMMITTEE'S WEB PAGE ADDRESS (URL)

2. DATE MM / DD / YYYY

3. FEC IDENTIFICATION NUMBER ▶ C

4. IS THIS REPORT NEW (N) OR AMENDED (A)

I certify that I have examined this Statement and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer ______________________

Signature of Treasurer ______________________ Date MM / DD / YYYY

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Statement to the penalties of 2 U.S.C. §437g.

ANY CHANGE IN INFORMATION SHOULD BE REPORTED WITHIN 10 DAYS.

Office Use Only

For further information contact:
Federal Election Commission
Toll Free 800-424-9530
Local 202-694-1100

FEC FORM 1
(Revised 6/00)

5. TYPE OF COMMITTEE (Check One)

(a) ☐ This committee is a principal campaign committee. (Complete the candidate information below.)

(b) ☐ This committee is an authorized committee, and is NOT a principal campaign committee. (Complete the candidate information below.)

Name of Candidate

Candidate Party Affiliation

Office Sought: ☐ House ☐ Senate ☐ President

State

District

(c) ☐ This committee supports/opposes only one candidate, and is NOT an authorized committee.

Name of Candidate

(d) ☐ This committee is a (National, State or subordinate) committee of the (Democratic, Republican, etc.) Party.

(e) ☐ This committee is a separate segregated fund.

(f) ☐ This committee supports/opposes more than one Federal candidate, and is NOT a separate segregated fund or party committee.

6. **Name of Any Connected Organization or Affiliated Committee**

Mailing Address

CITY ▲ STATE ▲ ZIP CODE ▲

Relationship

Type of Connected Organization:

☐ Corporation ☐ Corporation w/o Capital Stock ☐ Labor Organization

☐ Membership Organization ☐ Trade Association ☐ Cooperative

Write or Type Committee Name

7. **Custodian of Records:** Identify by name, address (phone number -- optional) and position of the person in possession of committee books and records.

Full Name

Mailing Address

Title or Position ▼ CITY ▲ STATE ▲ ZIP CODE ▲

Telephone number

8. **Treasurer:** List the name and address (phone number -- optional) of the treasurer of the committee; and the name and address of any designated agent (e.g., assistant treasurer).

Full Name of Treasurer

Mailing Address

Title or Position ▼ CITY ▲ STATE ▲ ZIP CODE ▲

Telephone number

Full Name of Designated Agent

Mailing Address

Title or Position ▼ CITY ▲ STATE ▲ ZIP CODE ▲

Telephone number

9. **Banks or Other Depositories:** List all banks or other depositories in which the committee deposits funds, holds accounts, rents safety deposit boxes or maintains funds.

Name of Bank, Depository, etc.

Mailing Address

CITY ▲ STATE ▲ ZIP CODE ▲

Name of Bank, Depository, etc.

Mailing Address

CITY ▲ STATE ▲ ZIP CODE ▲

Instructions for Preparing FEC FORM 1

NOTE: Political committees (except for principal campaign committees of Senate candidates) must file reports in an electronic form under 11 CFR 104.18 if they have either received contributions or made expenditures in excess of $50,000 during a calendar year, or if they have reason to expect that they will exceed either of those thresholds during the calendar year. If your committee has reached this level of activity, you must file this form in an electronic format.

A political committee is considered to have reason to expect it will exceed the electronic filing threshold for the next two calendar years if it exceeded $50,000 in contributions or expenditures in the previous calendar year. Exception: This does not apply to an authorized committee with $50,000 or less in net debts outstanding on January 1 of the year following the general election that anticipates terminating prior to January 1 of the next election year, as long as the candidate has not qualified as a candidate in the next election and does not intend to become a federal candidate in the next election.

A new committee with no previous contributions or expenditures is considered to have reason to expect it will exceed the electronic filing threshold if it exceeds $12,500 in contributions or expenditures during the first calendar quarter of the calendar year, or $25,000 in contributions or expenditures in the first half of the calendar year.

Contact the FEC for more information on filing electronically.

LINE 1. Print or type full name and mailing address of the committee. The name of a principal campaign committee or other authorized committee must include the name of the candidate who authorized the committee. A political committee which is not an authorized committee can not include the name of any candidate in its name, except that a delegate committee must include the word "delegate(s)" in its name and may also include the name of the presidential candidate which it supports. A political committee established solely to draft an individual or to encourage an individual to become a candidate may include the name of the individual in the name of the committee, provided the committee's name clearly indicates that it is a draft committee. The name of a separate segregated fund must include the full name of its connected organization. Any abbreviation or acronym used by the fund must also be reported.

List the Internet address (URL) of the committee's official web site, if such a web site exists. If the committee is required to file electronically, also list an electronic mail address.

LINE 2. State the date the group or organization became a political committee. If this filing is an amendment, note the date of the change in information.

LINE 3. Only committees which have previously filed a Statement of Organization should fill in this block with the number which was originally assigned to the committee. All new committees will be assigned identification numbers when the completed statement has been received.

LINE 4. All political committees registering for the first time check the box labeled "NEW."~~"NO"~~. Committees which have previously filed FEC FORM 1 and are now submitting changes or corrections check the box labeled "AMENDED."~~"YES"~~. If "AMENDED ~~YES~~" is checked, complete Lines 1 through 4. With respect to Lines 5–9 include only the changes(s) in information previously submitted. Committees are reminded that any change or correction in the information previously filed in the Statement of Organization shall be reported no later than 10 days following the date of the change or correction. Committees that are required to file electronically are also required to file amendments to the Statement of Organization in an electronic format.

LINE 5. Check and fill out ONE of the six sections as follows:

(a) All principal campaign committees check (a) and fill in the corresponding information for the candidate under (b).

(b) All other authorized committees check (b) and fill in the corresponding information for the candidate. In the boxes for candidate/party affiliation, list the abbreviation of the party (e.g., for Democratic party, list "DEM, " for Republican party, list "REP," for Reform party, list "REF," for Green party, list "GRE" or for Independent, list "IND.") Consult the Commission's Web site at www.fec.gov if unsure of the proper abbreviation to use.

(c) A committee supporting/opposing a single Federal candidate which is not authorized by a candidate checks (c), and includes the candidate's name on the line provided. Delegate and draft committees must check (c), and provide the name of the candidate supported.

(d) All national, State and subordinate committees of a political party check (d) and fill in whether the party is the national party (use code NAT), state party (use code STA) or subordinate committee (use code SUB). In the boxes for candidate/party affiliation, list the abbreviation of the party (e.g., for Democratic party, list "DEM, " for Republican party, list "REP," for Reform party, list "REF," for Green party, list "GRE" or for Independent, list "IND.") Consult the Commission's Web site at www.fec.gov if unsure of the proper abbreviation to use.

~~the corresponding information~~.

(e) All separate segregated funds check (e). A separate segregated fund is a political committee established, financed, maintained, or controlled by a corporation, labor organization, membership organization, cooperative or trade association.

(f) A committee supporting/opposing more than one Federal candidate and which is not a separate segregated fund or a political party committee checks box (f).

All joint fundraising representatives check (f). A committee established to act as a joint fundraising representative is a political committee selected or established by joint fundraising participants as the committee responsible for keeping joint fundraising records, allocating proceeds and expenses among participants and reporting the overall financial activity of the fundraiser.

LINE 6. Political committees must list all affiliated committees and connected organizations (defined below) as follows:
Principal campaign committees list all other committees authorized by the same candidate. Under "Relationship," write "affiliated."

- Political committees authorized by the same candidate (other than the principal campaign committee) list the principal campaign committee authorized by the same candidate. Under "Relationship," write "affiliated."
- Political committees which have been established, financed, maintained, or controlled by the highest level parent organization (i.e., the corporation, labor organization, membership organization, cooperative or trade association) list:
    - The name of the parent organization. Under "Relationship" write "connected," AND
    - The name of any other political committee(s) established, financed, maintained, or controlled by the same parent organization or by a subsidiary, branch, or State, local, or other subordinate unit of the same parent organization. Under "Relationship," write "affiliated."

Political committees which have been established, financed, maintained, or controlled by a subsidiary, branch, or State, local, or other subordinate unit of an organization list:

- The name of the subsidiary branch, or State, local, or other subordinate unit and the name of the parent organization of which it is a part. Under "Relationship," write "connected," AND

- The name of the highest level political committee sponsored by the parent organization. Under "Relationship," write "affiliated."
- State, party committees list any subordinate committees (i.e., any county, district or local committee) under the control or direction of the State committee. Under "Relationship," write "affiliated." (See 11 C.F.R. 110.3(b).)
- Subordinate State party committees list the State party committee. Under "Relationship," write "affiliated." (See 11 C.F.R. 110.3(b).)
- Joint fundraising representatives list all the political committees participating in the joint fundraising effort. Under "Relationship," write "joint fundraising participant."
- Joint fundraising participants list the committee established to act as the joint fundraising representative. Under "Relationship," write "joint fundraising representative."

Separate segregated funds must check the most appropriate box for the type of "connected organization."

NOTE: The term "connected organization" means any organization which is not a political committee but which directly or indirectly establishes, administers, or financially supports a political committee. A connected organization may be a corporation (including a corporation without capital stock), a labor organization, a membership organization, a cooperative, or a trade association. The definition of "affiliated committee" is contained at 11 C.F.R. 100.5(g).

LINE 7. The name, address, and committee position or the title of custodian of the committee's books and records must be entered on Line 7. The telephone number is optional, but is helpful in expeditiously resolving potential filing problems. If the treasurer is the custodian of records, the term "treasurer" is sufficient for Line 7.

LINE 8. The name and address of the committee's treasurer must be entered on Line 8. The name and address of any designated agent (e.g., assistant treasurer) must also be included on Line 8. Every political committee must have a treasurer and may designate an assistant treasurer who shall assume the duties and responsibilities of the treasurer, in the event the treasurer is unavailable. The Commission recommends that each political committee designate an assistant treasurer because no contribution or expenditure may be accepted or made by or on behalf of a political committee at a time when there is a vacancy in the office of the treasurer. No expenditure may be made for or on behalf of a political committee without the authorization of its treasurer or another agent authorized orally or in writing by the treasurer.

LINE 9. The committee must provide the name and mailing address of any bank, repository, or depository where the committee holds funds. Each political committee must have a checking account or transaction account at one of its depositories. All receipts of a political committee must be deposited into a designated campaign depository. All disbursements must be made by check or similar drafts drawn on an account at a designated campaign depository, expect for expenditures of $100 or less made from a petty cash fund.

<u>Submit any additional information required for any Line on separate continuation sheets appropriately labeled and attached to the Statement of Organization. Indicate in the appropriate section when information is continued on separate page(s).</u>

TREASURER'S RESPONSIBILITIES

The treasurer of the political committee must preserve a copy of the Statement of Organization and each amendment for a period of not less than 3 years after the date of filing. The treasurer of the political committee is personally responsible for the timely and complete filing of this Statement and for the accuracy of any information contained in it.

~~Submit additional information on separate continuation sheets appropriately labels and attached to the Statement of Organization.~~

~~Indicate in the appropriate section when information is continued on separate page(s).~~

WHERE TO FILE

The original Statement of Organization (FEC FORM 1) and all amendments must be filed with the appropriate office as follows:

- The principal campaign committee of a candidate for the House of Representatives and political committees which support or oppose only candidates for the House file with the Federal Election Commission, 999 E Street, N.W., Washington, DC 20463.
- The principal campaign committee of a candidate for the Senate and political committees which support or oppose only candidates for the Senate file with Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510-7116.
- An authorized committee which is not the principal campaign committee of a candidate files with the principal campaign committee which must forward a copy to the appropriate office listed herein.
- All other committees, including the principal campaign committee of a candidate for the office of President or Vice President, file with the Federal Election Commission, 999 E Street, N.W., Washington, DC 20463.

Principal campaign committees of House candidates must file a copy of this form with the state in which the office is sought, with the exception of committees of House candidates in states that have qualified for the Commission's state filing waiver program. Principal campaign committees of Presidential candidates must file a copy of this form in each state in which they have made expenditures, with the exception of those states that have qualified for the Commission's state filing waiver program. A list of qualified states is available from the Federal Election Commission.

Principal campaign committees of Senate candidates must continue to file copies of this form with the state in which the office is sought. NOTE: Senate campaigns will no longer have to file copies of this form in states that have been qualified under the state filing waiver program once computer-imaged copies of the reports filed with the Secretary of the Senate are available on the Federal Election Commission's Web site. (Once the copies of Senate reports are posted on the Commission's Web site, the Commission will announce that fact in its monthly newsletter, the *Record*.)

Unauthorized political committees must continue to file copies of this form with the states in which they have their headquarters, with the exception of committees that are located in states that have qualified for the state waiver program.

~~Authorized committees of candidates for the House of Representatives and for the Senate must also file a copy of the Statement with the Secretary of State (or the appropriate State officer) of the State in which nomination or election is sought. Authorized committees of candidates for the office of President or Vice President must also file a copy of this statement in each State in which the committee makes expenditures. Political committees other than authorized committees must also file a copy of the Statement in the State in which the committee has its headquarters.~~

The Treasurer must sign the Statement of Organization.

NOTIFICATION OF MULTICANDIDATE STATUS

(See reverse side for instructions)
This form should be filed after the Committee qualifies as a multicandidate committee.

1. (a) NAME OF COMMITTEE IN FULL	
(b) Number and Street Address	2. FEC IDENTIFICATION NUMBER
(c) City, State and ZIP Code	3. TYPE OF COMMITTEE (check one) ☐ STATE PARTY ☐ OTHER

I certify that **one** of the following situations is correct (complete line 4 *or* 5):

4. **STATUS BY AFFILIATION:** The committee submitted its Statement of Organization (FEC FORM 1) on ________________ and simultaneously qualified as a multicandidate committee through its affiliation with:

   Committee Name: ______________________________

   FEC Identification Number: ______________________________.

5. **STATUS BY QUALIFICATION:**

   (a) Candidates: The committee has made contributions to the five (5) federal candidates listed below (ONLY State party committees may leave this blank.):

	Name	Office Sought	State/District	Date
(i)				
(ii)				
(iii)				
(iv)				
(v)				

   (b) Contributors: The committee received a contribution from its 51st contributor on: ________________.

   (c) Registration: The committee has been registered for at least 6 months. FEC FORM 1 was submitted on: ________________.

   (d) Qualification: The committee met the above requirements on: ________________.

I certify that I have examined this Statement and to the best of my knowledge and belief it is true, correct and complete.

TYPE OR PRINT NAME OF TREASURER	SIGNATURE OF TREASURER	DATE

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Statement to the penalties of 2 U.S.C. §437g.
ANY CHANGE IN INFORMATION SHOULD BE REPORTED WITHIN 10 DAYS.

For further information contact:
Federal Election Commission, Washington, DC 20463
Toll-free 800-424-9530
Local 202-694-1100

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INSTRUCTIONS FOR PREPARING FEC FORM 1M

MULTICANDIDATE STATUS DEFINED

FEC FORM 1M discloses supplemental information that verifies the date on which your committee became a multicandidate committee. To qualify as a multicandidate committee, a political committee must:

a) Be registered for at least 6 months;
b) Receive contributions from more than 50 persons; and
c) Make contributions to at least 5 Federal candidates. (This requirement does not apply to State party committees.)

FILING INFORMATION

After satisfying these three requirements, and before making any contributions to candidates that exceed $1000 per election, the committee must file the Notification of Multicandidate Status (FEC FORM 1M) with the appropriate office as follows:

— ~~Political committees which support or oppose only House candidates file with the Clerk of the House of Representatives, Office of Records and Registration, 1036 Longworth House Office Building, Washington, DC 20515-6612.~~

— Political committees which support or oppose only Senate candidates file with the Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510-7116.

— All other committees file with the Federal Election Commission, 999 E Street, N.W., Washington, DC 20463.

Additionally, committees must file a copy of the Notification in the ~~s~~State where the committee maintains its headquarters. EXCEPTION: Political committees maintaining headquarters in states that have qualified for the Commission's state filing waiver program are not required to file copies with those states. A list of qualified states is available from the Commission. Note: Committees supporting or opposing only Senate candidates must continue to file copies of this form with the states in which they have their headquarters until computer-imaged copies of the reports filed with the Secretary of the Senate are available on the Commission's Web site. (Once the copies of Senate reports are posted on the Commission's Web site, the Commission will announce that fact in its monthly newsletter, the *Record*.)

LINE-BY-LINE INSTRUCTIONS

LINE 1 Print or type the full name and mailing address of the committee. The name of a separate segregated fund must include the full name of its connected organization, as well as any abbreviation or acronym used by the fund.

LINE 2 Enter the committee's FEC identification number.

LINE 3 Refer to the committee's Statement of Organization (FEC FORM 1) and indicate the committee type on this line. National and local party committees, nonconnected committees, and separate segregated funds should check the "Other" box.

LINE 4 STATUS BY AFFILIATION

Enter the date on which the committee's Statement of Organization (FEC FORM 1) was submitted. Provide the name and FEC identification number of the affiliated multicandidate committee.

LINE 5 STATUS BY QUALIFICATION

(a) List the Federal candidates who have received contributions from your committee. Disclose the appropriate information regarding the office sought, the candidate's State and/or District and the contribution date. **Disregard this section if your group is a State party committee.**

(b) Enter the date on which the committee received a contribution from its 51st contributor. Each contributor should satisfy the FEC definition of "person" set forth in 11 CFR 100.10.

(c) Enter the date on which the committee's Statement of Organization (FEC FORM 1) was submitted.

(d) Enter the date on which the committee satisfied its final requirement for multicandidate status.

STATEMENT OF CANDIDACY

(see reverse side for instructions)

1. (a) Name of Candidate (in full)

(b) Address (number and street) ☐ Check if address changed

(c) City, State, and ZIP Code

2. Identification Number

3. Party Affiliation

4. Office Sought

5. State & District of Candidate

DESIGNATION OF PRINCIPAL CAMPAIGN COMMITTEE

6. I hereby designate the following named political committee as my Principal Campaign Committee for the __________ election(s).
(year of election)

NOTE: This designation should be filed with the appropriate office listed below.

(a) Name of Committee (in full)

(b) Address (number and street)

(c) City, State, and ZIP Code

DESIGNATION OF OTHER AUTHORIZED COMMITTEES

(Including Joint Fundraising Representatives)

7. I hereby authorize the following named committee, which is NOT my principal campaign committee, to receive and expend funds on behalf of my candidacy.

NOTE: This designation should be filed with the principal campaign committee.

(a) Name of Committee (in full)

(b) Address (number and street)

(c) City, State, and ZIP Code

I certify that I have examined this Statement and to the best of my knowledge and belief it is true, correct and complete.

Signature of Candidate

Date

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Statement to penalties of 2 U.S.C. §437g.

CANDIDATES FOR THE OFFICE OF:

U.S. Senate mail to:
Secretary of the Senate
Office of Public Records
232 Hart Senate Office Bldg.
Washington, DC 20510-7116

All other candidates mail to:
Federal Election Commission
999 E Street, N.W.
Washington, DC 20463

For further information contact:
Federal Election Commission
Toll-free 800/424-9530
Local 202/694-1100

FEC FORM 2
(revised 4/97)

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INSTRUCTIONS FOR PREPARING FEC FORM 2

WHO MUST FILE FEC FORM 2

Each individual who is a candidate for Federal office must file FEC FORM 2 or a letter containing the same information within 15 days of becoming a candidate. Political committees (except for principal campaign committees of Senate candidates) must file reports in an electronic format under 11 CFR 104.18 if they have either received contributions or made expenditures in excess of $50,000 during a calendar year, or if they have reason to expect that they will exceed either of those thresholds during the calendar year. If the committee has reached this level of activity, you must file this form in an electronic format.

An authorized committee of a candidate is considered to have reason to expect it will exceed the electronic filing threshold for the next two calendar years if it exceeded $50,000 in contributions or expenditures in the previous calendar year.

A new authorized committee with no previous contributions or expenditures is considered to have reason to expect it will exceed the electronic filing threshold if it exceeds $12,500 in contributions or expenditures during the first calendar quarter of the calendar year, or $25,000 in contributions or expenditures in the first half of the calendar year.

Contact the FEC for more information on filing electronically.

An individual becomes a candidate for Federal office whenever any of the following events occurs:

The individual has received contributions aggregating in excess of $5,000 or made expenditures aggregating in excess of $5,000;

The individual has given his or her consent to another person to receive contributions or make expenditures on behalf of that individual and such person has received contributions aggregating in excess of $5,000 or made expenditures aggregating in excess of $5,000;

The aggregate of contributions received in 1 and 2 above combined exceeds $5,000 or the aggregate of expenditures made in 1 and 2 above combined exceeds $5,000.

Funds received and payments made for the purpose of determining whether an individual should become a candidate are not considered "contributions" or "expenditures" which may trigger candidacy. Only funds permissible under the Act may be used for such activities. See 11 CFR 100.7(b)(1) and 11 CFR 100.8(b)(1) for further information.

WHEN TO FILE

FEC FORM 2 must be filed within 15 days after an individual becomes a candidate (i.e., exceeds the $5,000 threshold as stated in 1, 2, and 3, above).

WHERE TO FILE

(See also instructions for Line 7, below)

- Candidates seeking nomination or election to the United States Senate file with the Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510-7116;
- All other candidates seeking nomination or election to any other Federal offices file with the Federal Election Commission, 999 E Street, NW, Washington, DC 20463;

House candidates must file a copy of this form with the state in which the office is sought, with the exception of House candidates in states that have qualified for the Commission's state filing waiver program. Presidential candidates must file a copy of this form in states where they have made expenditures, with the exception of those states that have qualified for the

Commission's state filing waiver program. A list of qualified states is available from the Federal Election Commission.

Senate candidates must continue to file copies of this form with the states. NOTE: Senate candidates will no longer have to file copies of this form in states that have qualified under the state filing waiver program once computer-imaged copies of the reports filed with the Secretary of the Senate are available on the Federal Election Commission's Web site. (Once the copies of Senate reports are posted on the Commission's Web site, the Commission will announce that fact in its monthly newsletter, the *Record*.)

~~All candidates must also file a copy of this statement with the Secretary of State (or appropriate State officer) in any State where the candidate seeks election or, in the case of Presidential candidates, where the candidate's committee makes expenditures.~~

CANDIDATE DUTIES AND RESPONSIBILITIES

The candidate is personally responsible for the timely and complete filing of this Statement and for the accuracy of any information contained in it.

Any candidate who receives a contribution, obtains a loan or makes a disbursement in connection with his or her campaign is considered to have received the contribution, obtained the loan or made the disbursement as an agent of his or her authorized committee(s).

When an individual becomes a candidate, all funds received, loans obtained or disbursements made prior to becoming a candidate in connection with his or her campaign are considered to have been received, obtained, or made as an agent of his or her authorized committee(s) and must be reported in the first report filed by the candidate's principal campaign committee.

LINE-BY-LINE INSTRUCTIONS

LINE 1. Print or type complete name and street address of the candidate.

LINE 2. Candidates who have never run before, who are running in a different district, or who are seeking a different Federal office should leave this blank. When their Statement has been received, they will be assigned an identification number. Candidates who are seeking reelection, and candidates who have terminated a previous candidacy but are now running again for the same seat, should use their original identification number.

LINES 3-5. Provide the requested information.

LINE 6. Each candidate for Federal office (other than a nominee for the office of Vice President) must designate in writing a political committee to serve as his or her principal campaign committee. The name of the principal campaign committee must include the name of the candidate. The principal campaign committee must file a Statement of Organization (FEC FORM 1) within 10 days of designation by the candidate and must file reports of receipts and disbursements. See instructions for FEC FORM 1 for further details. On Line 6, the candidate must indicate the year of the election and the full name and street address of the candidate's principal campaign committee. If the candidate is running in a Special Election, the candidate must note that the designation is for a Special Election under the "Year of Election." If the candidate also runs in the "Regular" November General Election or in the primary for the November General Election, the candidate must file an additional FEC FORM 2 and indicate the year of the election on the appropriate line. Any such candidate may designate the same principal campaign committee for the Special Election and Regular Primary and General Elections.

Line 7. A candidate may designate additional political committees to accept contributions or make expenditures on behalf of the candidate, this includes joint fundraising representatives. The name of any committee authorized by a candidate must include the name of the candidate. For LINE 7, the candidate must fill in the name and street address of any authorized committee(s). If necessary, additional sheets or FEC FORM 2's may be attached. The FEC FORM 2 for the authorized committee must be filed with the principal campaign committee. All authorized committees must file a Statement of Organization (FEC FORM 1) within 10 days of designation by the candidate. This Statement must be filed with the candidate's principal campaign committee. See instructions for FEC FORM 1 for further details. The principal campaign committee must file a copy of the Statement of Organization for the authorized committee with the appropriate office listed above, under "Where to File."

The c~~C~~andidate must sign the Statement of Candidacy.

FEC DISCLOSURE FORM 3

Report of Receipts and Disbursements for an Authorized Committee

Use FEC FORM 3 to file your report. FEC FORM 6 is also included for filing last-minute 48-hour notices. Listed below are the summary pages and schedules of FEC FORM 3, and FEC FORM 6, with an explanation of what each discloses. Detailed instructions are included on the back of each form. These forms may be duplicated.

FEC FORM 3: **Page 1, Summary Page** – Identifies the committee; discloses the committee's total receipts and disbursements for the reporting period and the election cycle~~calendar year~~-to-date. (NOTE: If candidate sought election this year, when filing 30-day Post General report or Year-end report (for candidates who did not participate in the general election), substitute Page 3 (Post-Election Detailed Summary Page) for Lines 6-7 of Page 1 (Summary Page).

FEC FORM 3: **Page 2, Detailed Summary Page** – Summarizes receipts and disbursements by type of activity; shows reporting period and election cycle~~calendar year~~-to-date totals for each type of activity. (NOTE: If candidate sought election this year, when filing 30-day Post General report or Year-end report (for candidates who did not participate in the general election) substitute Page 3 (Post-Election Detailed Summary Page) for all of Page 2 (Detailed Summary Page).

FEC FORM 3: Schedules

A: Provides detailed information for each receipt that is required to be itemized. Use a separate Schedule A to support each line number that appears on the Detailed Summary Page.

B: Provides detailed information for each disbursement that is required to be itemized. Use a separate Schedule B to support each line number that appears on the Detailed Summary Page.

C: Shows **all** loans, endorsements and loan guarantees the committee receives or makes.

C-1: Shows **all** loans and lines of credit made by lending institutions to the committee.

D: Shows debts and obligations owed to or by the committee that are required to be disclosed.

3Z: Consolidates the financial activity of other committees authorized by the candidate for the same campaign.

FEC FORM 6

Discloses last-minute contributions of $1,000 or more received between the 20th day and 48 hours before the day of an election.

Illegible and Non-FEC Forms

- Illegible reports and reports submitted on non-FEC forms are not acceptable and must be refiled.

Electronic Filing

- Political committees (except for principal campaign committees of Senate candidates) must file reports in an electronic format if they have either received contributions or made expenditures in excess of $50,000 during the calendar year, or if they have reason to expect that they will exceed either of those thresholds. If the committee has reached this level of activity, DO NOT FILE THIS FORM ON PAPER. Instead, you must file this form in an electronic format. See the instructions for more information on filing electronically.

Computerized Filing

- FEC FORM 3 may be filed in a computerized format, but the Commission must approve the computerized format before the report is filed. Submit sample formats to the Reports Analysis Division.

Faxing Forms

- With the exception of FEC FORM 6, reports may not be filed by FAX because original signatures are required.

Other Forms and Their Uses

The forms listed below are also available. When ordering, please order by form number.

FEC FORM 3: Page 3, Post-Election Detailed Summary Page – Used only for last reporting period of election cycle, in lieu of Page 2 and portions of Page 1. Summarizes receipts and disbursements by type of activity; shows reporting period and both current and upcoming election cycle-to-date totals for each type of activity.

FEC FORM 1: Statement of Organization – Used by all political committees to register under the federal election law.

FEC FORM 2: Statement of Candidacy – Used by federal candidates to register their candidacy with the Federal Election Commission or the Secretary of the Senate.

FEC FORM 8: Debt Settlement Plan – Used by terminating committees to disclose the terms of debt settlements.

To request additional forms, call the Information Division at 800/424-9530 or 202/694-1100

FEC FORM 3

REPORT OF RECEIPTS AND DISBURSEMENTS

For An Authorized Committee

Office Use Only

1. NAME OF COMMITTEE (in full)

USE FEC MAILING LABEL OR TYPE OR PRINT ▼

If typing, type over the lines. 1234567

ADDRESS (number and street) ▼

☐ Check if different than previously reported. (ACC)

CITY ▲ STATE ▲ ZIP CODE ▲

2. FEC IDENTIFICATION NUMBER ▼

C

3. IS THIS REPORT ☐ NEW (N) OR ☐ AMENDED (A)

STATE ▼ DISTRICT

4. TYPE OF REPORT (Choose One)

(a) Quarterly Reports:

☐ April 15 Quarterly Report (Q1)

☐ July 15 Quarterly Report (Q2)

☐ October 15 Quarterly Report (Q3)

☐ January 31 Year-End Report (YE)

☐ July 31 Mid-Year Report (Non-election Year Only) (MY)

☐ Termination Report (TER)

(b) 12-Day PRE-Election Report for the:

☐ Primary (12P) ☐ General (12G) ☐ Runoff (12R)

☐ Convention (12C) ☐ Special (12S)

Election on MM / DD / YYYY in the State of

30-Day POST-Election Report for the:

☐ General (30G) ☐ Runoff (30R) ☐ Special (30S)

Election on MM / DD / YYYY in the State of

5. Covering Period MM / DD / YYYY through MM / DD / YYYY

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer

Signature of Treasurer

Date MM / DD / YYYY

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. §437g.

Office Use Only							

FEC FORM 3
(Revised 6/00)

SUMMARY PAGE
of Receipts and Disbursements

FEC Form 3 (Rev. 6/00)

Write or Type Committee Name

Report Covering the Period: From: M M / D D / Y Y Y Y To: M M / D D / Y Y Y Y

	COLUMN A This Period	COLUMN B Election Cycle-to-Date
6. Net Contributions (other than loans)		
(a) Total Contributions (other than loans) (from Line 11(e))		
(b) Total Contribution Refunds (from Line 20(d))		
(c) Net Contributions (other than loans) (subtract Line 6(b) from Line 6(a))		
7. Net Operating Expenditures		
(a) Total Operating Expenditures (from Line 17)		
(b) Total Offsets to Operating Expenditures (from Line 14)		
(c) Net Operating Expenditures (subtract Line 7(b) from Line 7(a))		
8. Cash on Hand at Close of Reporting Period (from Line 27)		
9. Debts and Obligations Owed TO the Committee (Itemize all on Schedule C and/or Schedule D)		
10. Debts and Obligations Owed BY the Committee (Itemize all on Schedule C and/or Schedule D)		

For further information contact:

Federal Election Commission
999 E Street, NW
Washington, DC 20463

Toll Free 800-424-9530
Local 202-694-1100

INSTRUCTIONS FOR PREPARING FEC FORM 3

WHO MUST FILE

A political committee designated in writing by a candidate for the House of Representatives or Senate to serve as his or her principal campaign committee is required to file periodic Reports of Receipts and Disbursements on FEC FORM 3.

Any other political committee authorized in writing by a candidate for the House of Representatives or Senate to receive contributions or make expenditures on the candidate's behalf is required to file FEC FORM 3 with the principal campaign committee. The principal campaign committee must compile and consolidate the reports required to be filed with it. These consolidated reports must include: the candidate's activity, reports submitted to the principal campaign committee by any other authorized committees, and the principal campaign committee's own activity. This consolidation must be made on FEC FORM 3Z.

NOTE: Political committees (except for principal campaign committees of Senate candidates) must file reports in an electronic format if they have either received contributions or made expenditures in excess of $50,000 during a calendar year, or if they have reason to expect that they will exceed either of those thresholds during the calendar year. If the committee has reached this level of activity, DO NOT FILE THIS FORM ON PAPER. Instead, you must file this form in an electronic format.

An authorized committee is considered to have reason to expect it will exceed the electronic filing threshold for the following two calendar years if it exceeded $50,000 in contributions or expenditures in the previous calendar year. Exception: This does not apply to an authorized committee with $50,000 or less in net debts outstanding on January 1 of the year following the general election that anticipates terminating prior to January 1 of the next election year, as long as the candidate has not qualified as a candidate in the next election and does not intend to become a federal candidate in the next election.

A new authorized committee with no previous contributions or expenditures is considered to have reason to expect it will exceed the electronic filing threshold if it exceeds $12,500 in contributions or expenditures during the first calendar quarter of the calendar year, or $25,000 in contributions or expenditures in the first half of the calendar year.

Contact the FEC for more information on filing electronically.

ALL POLITICAL COMMITTEES AUTHORIZED IN WRITING BY A CANDIDATE FOR THE OFFICE OF PRESIDENT OR VICE PRESIDENT MUST FILE ON FEC FORM 3P.

ALL POLITICAL COMMITTEES OTHER THAN THOSE AUTHORIZED BY A CANDIDATE MUST FILE ON FEC FORM 3X.

WHEN TO FILE

In any calendar year in which there is a "Regular" November General Election for which the candidate is seeking nomination for election or election, the candidate's principal campaign committee must file the following reports on FEC FORM 3:

- Quarterly reports must be filed no later than April 15, July 15, October 15 and January 31 of the following calendar year. Each such report must disclose all transactions from the last report filed through the last day of the calendar quarter. A quarterly report is not required to be filed if a Pre-election Report is required to be filed during the period beginning on the 5th day and ending on the 15th day after the close of the calendar quarter.

- A 12 Day Pre-election Report must be filed no later than the 12th day before any primary or general election in which the candidate seeks election and must include all transactions from the closing date of the last report filed through the 20th day before the election. A 12 Day Pre-election Report sent by certified or registered mail must be mailed no later than the 15th day before the election.
- A 30 Day Post-general Election Report must be filed no later than 30 days after the general election and include transactions from the closing date of the last report filed through the 20th day after the general election.

In any other calendar year, the following reports are required:

- A Mid Year Report must be filed no later than July 31 and include transactions beginning January 1 and ending June 30.
- A Year End Report must be filed no later than January 31 of the following calendar year and include transactions beginning July 1 and ending December 31.

A document is timely filed upon delivery to the appropriate office (see "Where to File") by the close of the prescribed filing date or upon deposit as registered or certified mail in an established U.S. Post Office and postmarked no later than midnight of the day the report is due, except that a Pre-election Report so mailed must be postmarked no later than midnight of the 15th day before the date of the election. Reports and statements sent by first class mail must be received by the appropriate office by the close of business of the prescribed filing date to be timely filed. <u>Reports filed electronically must be received and validated by the Commission's computer system on or before 11:59 p.m. Eastern Standard/Daylight Time on the prescribed filing date in order to be timely filed.</u>

WHERE TO FILE

An original report and any amendments to an original report must be filed as follows:

- The principal campaign committee of a candidate for the House of Representatives must file with the Federal Election Commission, 999 E Street, NW, Washington DC 20463. Other authorized committees of the candidate must file with the principal campaign committee.
- The principal campaign committee of a candidate for the Senate must file with Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510-7116. Other authorized committees of the candidate must file with the principal campaign committee.

A copy of each report filed by the principal campaign committee must be filed with the Secretary of State (or appropriate State officer) of the State in which nomination or election is sought. <u>EXCEPTION: Principal campaign committees of House candidates in states that have qualified for the Commission's state filing waiver program are not required to file copies of their reports and statements with those states. A list of qualified states is available from the Federal Election Commission. Principal campaign committees of Senate candidates must continue to file copies of their reports with the states. NOTE: Senate campaigns will no longer have to file copies of their reports in states that have qualified under the state filing waiver program once computer-imaged copies of the reports filed with the Secretary of the Senate are available on the Federal Election Commission's Web site. (Once the copies of Senate reports are posted on the Commission's Web site, the Commission will announce that fact in its monthly newsletter, the *Record*.)</u>

OVERVIEW OF THE RECORDKEEPING AND REPORTING REQUIREMENTS

A political committee may use any recordkeeping or accounting system which will enable it to comply with the Act. The Commission recommends that the recordkeeping or accounting system of a political committee keep a separate accounting for each of the various categories of receipts and disbursements on the Detailed Summary Page. This separate accounting will assist the political committee in filling out the reporting forms, since separate reporting schedules are required for each category. The reporting schedules should be filled out first so that the totals can be derived for each category. The total figures should be carried forward to the Detailed Summary Page and then (where appropriate) from the Detailed Summary Page to the Summary Page.

TREASURER'S RESPONSIBILITIES

A copy of this Report must be preserved by the treasurer of the political committee for a period of not less than three years from the date of filing. The treasurer of the political committee is personally responsible for the timely and complete filing of the report and for the accuracy of any information contained in it.

It is recommended that committees complete the Detailed Summary Page before completing the Summary Page.

ELECTION CYCLE REPORTING

Beginning with the reporting period that starts on or after January 1, 2001, authorized committees must report receipts and disbursements on an election-cycle basis, rather than on a calendar year basis. The election cycle for disclosure purposes begins the day after the previous general election for a seat or office, and ends on the day of the next general election for that seat or office. Note that the length of the election cycle varies depending on office sought (i.e., two years for House committees and six years for Senate committees). See 11 CFR 100.3(b).

LINE BY LINE INSTRUCTIONS

LINE 1. Please use the mailing label we sent you. If your address has changed or you do not have a label, print or type the complete name and mailing address of your committee. (Note: If your mailing label has a mistake on it simply mark through and correct any errors on it.)

LINE 2. Enter the FEC Identification Number assigned to the committee.

LINE 3. If this is an original report, check the "NEW~~NO~~" box. If this is an amendment to a previous report, check the "AMENDED~~YES~~" box.

LINE 4. Check the appropriate boxes. If the report is a 12 Day Pre-election or 30 Day Post-general Election Report, supply the type of election (primary, general, convention, special or run-off), the date of the election, and the State in which the election is held. ~~In addition, check the appropriate box(es) which indicate which election this report contains activity for. For example, if a political committee is raising funds to pay off primary debts and simultaneously raising funds for the general election, check both the "Primary Election" box and the "General Election" box. If a political committee is raising funds for a primary election which is part of a special election, check the "Primary Election" box and the "Special Election" box.~~

LINE 5. Enter the coverage dates (day/month/year) for this report. All activity from the ending coverage date of the last report filed must be included.

LINE 6(a). Transfer the amounts from Column A and Column B of Line 11(e) of the Detailed Summary Page to the corresponding columns on Line 6(a).

LINE 6(b). Transfer the amounts from Column A and Column B of Line 20(d) of the Detailed Summary Page to the corresponding columns on Line 6(b).

LINE 6(c). For both Column A and Column B subtract Line 6(b) from 6(a) to derive the figures for 6(c).

LINE 7(a). Transfer the amounts from Column A and Column B of Line 17 of the Detailed Summary Page to the corresponding columns on Line 7(a).

LINE 7(b). Transfer the amounts from Column A and Column B of Line 14 of the Detailed Summary Page to the corresponding columns on Line 7(b).

LINE 7(c). For both Column A and Column B subtract Line 7(b) from 7(a) to derive the figures for Line 7(c).

LINE 8. Transfer the total amount of cash on hand at the close of the reporting period from Line 27 of the Detailed Summary Page to Line 8.

LINE 9. Transfer the total amount of debts and obligations owed TO the committee from Schedule C or D.

LINE 10. Transfer the total amount of debts and obligations owed BY the committee from Schedule C or D.

SPECIAL INSTRUCTIONS FOR LAST REPORT FILED FOR YOUR ELECTION CYCLE

For this report ONLY, principal campaign committees must fill out Parts III and IV on Page 3, Post-Election Detailed Summary Page, in lieu of filling out Lines 6-7 on the Summary Page. (Note: Committees must also fill out the Post-Election Detailed Summary Page in lieu of the Detailed Summary Page for this report only.) This requirement applies to the Post-general report filed by general election candidates or to the year-end report covering through December 31 of the election year and filed by all other candidates in that election cycle.

DETAILED SUMMARY PAGE
of Receipts

Write or Type Committee Name

Report Covering the Period: From: MM / DD / YYYY To: MM / DD / YYYY

I. RECEIPTS	COLUMN A Total This Period	COLUMN B Election Cycle-to-Date
11. CONTRIBUTIONS (other than loans) FROM:		
(a) Individuals/Persons Other Than Political Committees		
(i) Itemized (use Schedule A)		
(ii) Unitemized		
(iii) TOTAL of contributions from Individuals .... ▶		
(b) Political Party Committees		
(c) Other Political Committees (such as PACs)		
(d) The Candidate		
(e) TOTAL CONTRIBUTIONS (other than loans) (add Lines 11(a)(iii), (b), (c), and (d))		
12. TRANSFERS FROM OTHER AUTHORIZED COMMITTEES		
13. LOANS:		
(a) Made or Guaranteed by the Candidate		
(b) All Other Loans		
(c) TOTAL LOANS (add Lines 13(a) and (b))		
14. OFFSETS TO OPERATING EXPENDITURES (Refunds, Rebates, etc.)		
15. OTHER RECEIPTS (Dividends, Interest, etc.)		
16. TOTAL RECEIPTS (add Lines 11(e), 12, 13(c), 14, and 15) (Carry Total to Line 24, page 4) .... ▶		

DETAILED SUMMARY PAGE
of Disbursements

II. DISBURSEMENTS	COLUMN A Total This Period	COLUMN B Election Cycle-to-Date
17. OPERATING EXPENDITURES		
18. TRANSFERS TO OTHER AUTHORIZED COMMITTEES		
19. LOAN REPAYMENTS:		
(a) Of Loans Made or Guaranteed by the Candidate		
(b) Of All Other Loans		
(c) TOTAL LOAN REPAYMENTS (add Lines 19(a) and (b))		
20. REFUNDS OF CONTRIBUTIONS TO:		
(a) Individuals/Persons Other Than Political Committees		
(b) Political Party Committees		
(c) Other Political Committees (such as PACs)		
(d) TOTAL CONTRIBUTION REFUNDS (add Lines 20(a), (b), and (c))		
21. OTHER DISBURSEMENTS		
22. TOTAL DISBURSEMENTS (add Lines 17, 18, 19(c), 20(d), and 21) ▶		

III. CASH SUMMARY

23. CASH ON HAND AT BEGINNING OF REPORTING PERIOD	
24 TOTAL RECEIPTS THIS PERIOD (from Line 16, page 3)	
25. SUBTOTAL (add Line 23 and Line 24)	
26. TOTAL DISBURSEMENTS THIS PERIOD (from Line 22)	
27. CASH ON HAND AT CLOSE OF REPORTING PERIOD (subtract Line 26 from Line 25)	

An authorized committee must report the total amount of receipts and disbursements during the reporting period and during the election cycle~~calendar year~~ for each category of receipts and disbursements on FEC FORM 3. The committee's full name and the coverage dates for the report must be entered in the appropriate blocks. If there are no receipts or disbursements for a particular category for a reporting period or election cycle~~calendar year~~ enter "0".

To derive the "election cycle~~Calendar Year~~-to-d~~D~~ate" figure for each category, the political committee should add the "election cycle~~Calendar Year~~-to-d~~D~~ate" total from the previous report to the "Total This Period" from Column A for the current report. For the first report filed for an election cycle~~calendar year~~, the "election cycle~~Calendar Year~~-to-d~~D~~ate" figure is equal to the "Total This Period" figure.

LINE 11(a)(i) Enter the total amount of **contributions (other than loans) from individuals,** partnerships, and other persons who are not political committees that are required to be itemized on Schedule A. For each such person who has made one or more contributions during the election cycle~~calendar year~~ aggregating in excess of $200, the committee must itemize on Schedule A and provide the identification (full name, mailing address, occupation and name of employer) of the person, date and amount of each contribution aggregating in excess of $200, the aggregate election cycle~~year~~-to-date total and whether the contributions is for a primary, general, or other election.

LINE 11(a)(ii) Enter the total amount of all contributions from individual persons other than political committees not required to be itemized on Schedule A.

LINE 11(a)(iii) Add lines 11(a)(i) and 11(a)(ii) to derive the figure for Column A. For the Column B figure, see above instructions for how to calculate the election cycle~~Calendar Year~~-to-d~~D~~ate figure.

LINE 11(b) Enter the total amount of **contributions (other than loans) from political party committees** on Line 11(b). These contributions must be itemized on Schedule A, regardless of the amount. For each contribution, provide the identification (full name and address) of the committee, date and amount of the contribution, the aggregrate election cycle~~year~~-to-date total and whether the contribution is for a primary, general or other election.

LINE 11(c) Enter the total amount of **contributions (other than loans) from other political committees** on Line 11(c). These contributions must be itemized on Schedule A, regardless of the amount. For each contribution, provide the identification (full name and address) of the committee, date and amount of the contribution, the aggregate election cycle~~year~~-to-date total, and whether the contribution is for a primary, general or other election. Do not abbreviate committee names.

LINE 11(d) Enter the total amount of **contributions (other than loans) from the candidate** on Line 11(d). If the candidate makes one or more contributions during the election cycle~~calendar year~~ aggregating in excess of $200, the committee must provide on Schedule A the identification (full name, mailing address, occupation and name of employer), date and amount of each contribution aggregating in excess of $200, and the aggregate year-to-date totals.

LINE 11(e) For both Column A and Column B add Lines 11(a)(iii), 11(b), 11(c) and 11(d) to derive the figures for Line 11(e).

LINE 12 Enter the total amount of **transfers from other authorized committees** of the same candidate on Line 12. Loans and loan repayments received from other authorized committees of the same candidate must be included on this line and not on Line 13(b). These transfers must be itemized on Schedule A, regardless of the amount. For each transfer, provide the identification (full name and mailing address) of the committee, date and amount of the transfer and the aggregate election cycle ~~year~~-to-date total.

LINE 13(a) Enter the total amount of **loans made or guaranteed by the candidate** on Line 13(a). This category includes personal loans from the candidate and loans from lending institutions which are secured, endorsed or guaranteed by the candidate and used in connection with the candidate's campaign for Federal office. All loans made, guaranteed or endorsed by the candidate must be itemized on Schedule A, regardless of the amount. For each loan, provide the identification (full name, mailing address, occupation and name of employer), date and amount of the loan and the aggregate election cycle~~year~~-to-date total (see also instructions for Schedule C). NOTE: A loan guaranteed by the candidate and any other person(s) must be apportioned between the candidate on Line 13(a) and the other person(s) on Line 13(b).

LINE 13(b) Enter the total amount of **all other loans** received on Line 13(b). This category includes all other types of loans. These loans must be itemized on Schedule A, regardless of the amount. For each loan provide the identification (full name, mailing address and where applicable, occupation and name of employer) of the person making the loan, date and amount of the loan, the aggregate election cycle~~year~~-to-date total and whether the loan is for a primary, general or other election. The committee must also provide on Schedule C the identification of any endorser or guarantor and the amount of the endorsement or guarantee (see also instructions for Schedule C).

LINE 14 Enter the total amount of **offsets to operating expenditures** (including refunds, rebates, and returns of deposits) on Line 14. For each person who provides rebates, refunds and other offset to operating expenditures aggregating in excess of $200 during~~for~~ the election cycle~~calendar year~~, the committee must provide on Schedule A the identification of the person, date and amount of each receipt aggregating in excess of $200 and the aggregate election cycle~~year~~-to-date total.

LINE 15 Enter the total amount of **other receipts** (including dividends and interest) on Line 15. For each person who provides any dividends, interest or other receipts aggregating in excess of $200 during~~for~~ the election cycle~~calendar year~~, the committee must provide on Schedule A the identification of the person, the date and amount of each receipt aggregating in excess of $200 and the aggregate election cycle~~year~~-to-date total.

LINE 16 For both Column A and Column B add Lines 11(e), 12, 13(c), 14 and 15 to derive the figures for Line 16.

LINE 17 Enter the total amount of **operating expenditures** on Line 17. Examples of operating expenditures are: media advertising, newspaper advertising, salaries, travel, rent and telephones. For each person who receives payments for operating expenditures aggregating in excess of $200 during~~for~~ the election cycle~~calendar year~~, the committee must provide on Schedule B the full name and mailing address, date and amount of each operating expenditure aggregating in excess of $200 and the purpose of the expenditure (see also instructions for Schedule B).

LINE 18 Enter the total amount of **transfers to other authorized committees** of the same candidate on Line 18. These transfers must be itemized on Schedule B, regardless of the amount. For each transfer, provide the full name and mailing address of the recipient committee, date and amount and state that the purpose of the disbursement is a "transfer".

LINE 19(a) Enter the total amount of **loan repayments of loans made or guaranteed by the candidate** on Line 19(a). All loan repayments must be itemized on Schedule B, regardless of the amount. For each person who receives a loan repayment, provide the full name, mailing address, date, amount and state that the purpose of the disbursement is a "loan repayment" (see also instructions for Schedule C).

LINE 19(b) Enter the total amount of **loan repayments of all other loans** on Line 19(b) (see instructions for Line 19(a) for other reporting requirements).

LINE 19(c) For both Column A and Column B add Lines 19(a) and 19(b) to derive the figures for Line 19(c).

LINE 20(a) Enter the total amount of **contribution refunds to individuals/persons other than political committees** on Line 20(a). For each person who receives a refund of a contribution which was previously itemized on Schedule A, the committee must provide on Schedule B the full name, mailing address, date, amount and state that the purpose of the disbursement is a "contribution refund".

LINE 20(b) Enter the total amount of **contribution refunds to political party committees** on Line 20(b). All such refunds must be itemized on Schedule B, regardless of the amount. For each contribution refund, provide the full name, mailing address, date, amount, and state that the purpose of the disbursement is a "contribution refund".

LINE 20(c) Enter the total amount of **contribution refunds to other political committees** on Line 20(c) (see instructions for Line 20(b) for other reporting requirements).

LINE 20(d) For both Column A and Column B add Lines 20(a), 20(b) and 20(c) to derive the figures for Line 20(d).

LINE 21 Enter the total amount of **other disbursements** on Line 21. For each such person who receives any disbursement(s) not otherwise disclosed where the aggregate amount or value is in excess of $200 <u>during the election cycle</u>, the committee must provide the full name and address of each such person, together with the date, amount and purpose of any such disbursement.

LINE 22 For both Column A and Column B add the totals on Lines 17, 18, 19(c), 20(d) and 21 to derive the figures for Line 22.

LINE 23 Enter the total amount of **cash on hand at the beginning of the reporting period.** This amount includes: currency; balance on deposit in banks, savings and loans institutions, and other depository institutions; traveler's checks owned by the committee; certificates of deposit, treasury bills and other committee investments valued at cost.

LINE 24 Transfer the amount from Column A of Line 16 to Line 24.

LINE 25 Add Lines 23 and 24 to derive the figure for Line 25.

LINE 26 Transfer the amount from Column A of Line 22 to Line 26.

LINE 27 Subtract Line 26 from Line 25 to derive cash on hand at the close of the reporting period for Line 27.

SPECIAL INSTRUCTIONS FOR LAST REPORT FILED FOR YOUR ELECTION CYCLE

For this report ONLY, principal campaign committees must fill out Parts I and II on Page 3, Post-Election Detailed Summary Page, in lieu of filling out Page 2, the Detailed Summary Page. (Note: Committees must also fill out Parts III and IV of Page 3, Post-Election Detailed Summary page, in lieu of filling out Lines 6 and 7.) This requirement applies to the Post-general report filed by general election candidates or to the year-end report filed by all other candidates in that election cycle.

POST-ELECTION DETAILED SUMMARY PAGE
Report of Receipts and Disbursements
(Page 3, FEC Form 3)

- If the candidate participated in the general election, use this form for the 30-day Post-General report.
- If the candidate did NOT participate in the general election, use this form for the Year-end report covering through December 31 of the election year (due on January 31).

This form is used in lieu of filling out Line Numbers 6 through 7 on the Report of Receipts and Disbursements (Summary Page) and Page 2 (the Detailed Summary Page) for the last report filed by a candidate during the current election cycle.

Name of Committee (in full):	Report covering the Period from: to:		
I. RECEIPTS	**COLUMN A** Total this Period	**COLUMN B** Election Cycle Total as of ______ (date of general election)	**COLUMN C** Total for ______ (date after general election) through ______ (last day of reporting period)
11. CONTRIBUTIONS (other than loans) FROM:			
(a) Individuals/Persons Other than Political Committees			
(i) Itemized (use Schedule A)			
(ii) Unitemized			
(iii) Total of contributions from individuals			
(b) Political Party Committees			
(c) Other Political Committees			
(d) The Candidate			
(e) TOTAL CONTRIBUTIONS (other than loans) (add 11(a)(iii), (b), (c) and (d))			
12. TRANSFERS FROM OTHER AUTHORIZED COMMITTEES			
13. LOANS:			
(a) Made or Guaranteed by the Candidate			
(b) All Other Loans			
(c) TOTAL LOANS (add 13(a) and (b))			
14. OFFSETS TO OPERATING EXPENDITURES (Refunds, rebates, etc.)			
15. OTHER RECEIPTS (Dividends, interest, etc.)			
16. TOTAL RECEIPTS (add 11(e), 12, 13(c), 14 and 15)			
II. DISBURSEMENTS			
17. OPERATING EXPENDITURES			
18. TRANSFERS TO OTHER AUTHORIZED COMMITTEES			
19. LOAN REPAYMENTS:			
(a) Of Loans Made or Guaranteed by the Candidate			
(b) Of All Other Loans			
(c) TOTAL LOAN REPAYMENTS (add 19(a) and (b))			
20. REFUNDS OF CONTRIBUTIONS TO:			
(a) Individuals/Persons Other Than Political Committees			
(b) Political Party Committees			
(c) Other Political Committees (such as PACs)			
(d) TOTAL CONTRIBUTION REFUNDS (add 20(a), (b) and (c))			
21. OTHER DISBURSEMENTS			
22. TOTAL DISBURSEMENTS (add 17, 18, 19(c), 20(d) and 21)			
III. NET CONTRIBUTIONS (OTHER THAN LOANS) (Note: Substitute in lieu of Line #6 of Summary Page for this report only; subtract Line 20(d) from Line 11(e))			
IV. NET OPERATING EXPENDITURES (Note: Substitute in lieu of Line #7 of Summary Page for this report only; subtract Line 14 from Line 17)			

V. CASH SUMMARY	
23. CASH ON HAND AT BEGINNING OF REPORTING PERIOD	
24. TOTAL RECEIPTS THIS PERIOD (from Line 16)	
25. SUBTOTAL (add Line 23 and Line 24)	
26. TOTAL DISBURSEMENTS THIS PERIOD (from Line 22)	
27. CASH ON HAND AT CLOSE OF REPORTING PERIOD (subtract Line 26 from Line 25)	

NOTE: ALL NEW TEXT

INSTRUCTIONS FOR FEC FORM 3, PAGE 3

When to Use This Form

Use this form in lieu of Page 2, the Detailed Summary Page, and Line Numbers 6-7 of the Report of Receipts and Disbursements (Summary Page) for the first report filed after the completion of the election cycle. (The election cycle for disclosure purposes begins the day after the previous general election for a seat or office, and ends on the day of the next general election for that seat or office. See 11 CFR 100.3(b).) Thus, if the candidate participates in the general election, use this form for the 30-day Post-General report. If the candidate does not participate in the general election, but was a candidate in the just-ended election cycle, use this form for the Year-end report covering the end of the election year.

This form covers activity spanning two election cycles. There are three Columns of activity disclosed on the report. The first column, Column A, is used to report the total amount of receipts and disbursements for each category of activity during the reporting period; these figures will include activity that occurred both before and after the date of the general election. The second column, Column B, discloses the aggregate election cycle-to-date totals for each category of activity, incorporating information from the last report filed. Finally Column C is a subset of Column A but only includes activity that occurred after the date of the general election.

If there are no receipts or disbursements for a particular category for a reporting period or election cycle, enter "0."

Instructions for Column A

Column A includes the total receipts and disbursements for each category of activity during the reporting period. Use the appropriate Schedules A or B to list each receipt or disbursement required to be itemized. The total for each category ("Total This Period" from Schedule A or Schedule B) should then be added to the unitemized receipts or disbursements for that category, and entered on the appropriate line of the Post-Election Detailed Summary Page, Page 3, in Column A.

Instructions for Column B

Fill in the date of the just-ended general election. To derive the totals for Column B first separate the Column A receipts and disbursements for each category by date—those that occurred through the date of the general election, and those that occurred after the date of the general election. Column B will include those receipts and disbursements received or made from the beginning of the reporting period through the date of the general election, added to the "Election Cycle-to-Date" figure from Column B of the Detailed Summary Page, Page 2, of the committee's last report. Column B will then represent all of the activity that occurred during the just-ended election cycle up through the date of the general election.

Instructions for Column C

Fill in the date of the day after the just-ended general election (e.g., for the 2002 Post-General report, fill in "11/06/02"). Fill in the last day of the reporting period. To derive the total for each line, include only those transactions included in Column A that occurred during the period beginning the day after the general election through the end of the reporting period. Column C will include those receipts and disbursements received or made the day after the general election and throughout the remainder of the reporting period.

LINE 11(a) Enter the total amount of contributions (other than loans) from individuals, partnerships, and other persons who are not political committees. Include unitemized contributions and those that are required to be itemized on Schedule A. Each contribution made by a person who has made one or more contributions during the election cycle aggregating in excess of $200 must be itemized on Schedule A. The committee must provide the identification (full name, mailing address, occupation and name of employer) of the person, date and amount of each contribution aggregating in excess of $200, the aggregate election cycle-to-date total and whether the contribution is for a primary, general, or other election.

LINE 11(b) Enter the total amount of contributions (other than loans) from political party committees on Line 11(b). These contributions must be itemized on Schedule A regardless of the amount. For each contribution, provide the identification (full name and address) of the committee, date and amount of the contribution, the aggregate election cycle-to-date total and whether the contribution is for a primary, general or other election.

LINE 11(c) Enter the total amount of contributions (other than loans) from other political committees on Line 11(c). These contributions must be itemized on Schedule A regardless of the amount. For each contribution, include the aggregate election cycle-to-date total, and whether the contribution is for a primary, general or other election. Do not abbreviate committee names.

LINE 11(d) Enter the total amount of contributions (other than loans) from the candidate on Line 11(d). If the candidate makes one or more contributions during the election cycle aggregating in excess of $200, the committee must provide on Schedule A the identification of the candidate (full name, mailing address, occupation and name of employer), date and amount of each contribution aggregating in excess of $200, and the aggregate election cycle-to-date totals.

LINE 11(e) For Columns A, B and C, add Lines 11(a), 11(b), 11(c) and 11(d) to derive figures for Line 11(e).

LINE 12 Enter the total amount of transfers from other authorized committees of the same candidate. Loans and loan repayments received from other authorized committees of the same candidate must be included on this line and not on Line 13(b). These transfers must be itemized on Schedule A, regardless of the amount. For each transfer, provide the identification (full name and mailing address) of the committee, date and amount of the transfer and the aggregate election cycle-to-date total.

LINE 13(a) Enter the total amount of loans made or guaranteed by the candidate on Line 13(a). This category includes personal loans from the candidate and loans from lending institutions which are secured, endorsed or guaranteed by the candidate and used in connection with the candidate's campaign for Federal office. All loans made, guaranteed or endorsed by the candidate must be itemized on Schedule A, regardless of the amount. For each loan, provide the identification of the candidate (full name, mailing address, occupation and name of employer), date and amount of the loan and the aggregate election cycle-to-date total (see also instructions for Schedule C-1). NOTE: A loan guaranteed by the candidate and any other person(s) must be apportioned between the candidate on Line 11(a) and the other person(s) on Line 11(b).

LINE 13(b) Enter the total amount of all other loans received on Line 13(b). This category includes all other types of loans. These loans must be itemized on Schedule A, regardless of the amount. For each loan provide the identification (full name, mailing address and where applicable, occupation and name of employer) of the person making the loan, date and amount of the loan, the aggregate election cycle-to-date total and whether the loan is for a primary, general or other election. The committee must also provide on Schedule C-1 the identification of any endorser or guarantor and the amount of the endorsement or guarantee (see also instructions for Schedule C-1).

LINE 13(c) For Columns A, B and C, add Lines 13(a) and 13(b) to derive the figures for Line 13(c).

LINE 14(a) Enter the total amount of offsets to operating expenditures (including refunds, rebates, and returns of deposits) on Line 14(a). For each person who provides rebates, refunds and other offsets to operating expenditures aggregating in excess of $200 during the election cycle, the committee must provide on Schedule A the identification of the person, date and amount of each receipt aggregating in excess of $200 and the aggregate election cycle-to-date total.

LINE 15 Enter the total amount of other receipts (including dividends, interest, and repayments by persons of loans made by the committee) on Line 15. For each person who provides any dividends, interest or other receipts aggregating in excess of $200 during the election cycle, the committee must provide on Schedule A the identification of the person, the date and amount of each receipt aggregating in excess of $200 and the aggregate election cycle-to-date totals.

LINE 16 For Columns A, B and C, add Lines 11(e), 12, 13(c), 14 and 15 to derive the figures for Line 16.

LINE 17 Enter the total amount of operating expenditures on Line 23. Examples of operating expenditures are: media advertising, newspaper advertising, salaries, travel, rent and telephones. For each person who receives payments for operating expenditures aggregating in excess of $200 during the election cycle, the Committee must provide on Schedule B the full name and mailing address, date, amount and purpose of the expenditure (see also instructions for Schedule B).

LINE 18 Enter the total amount of transfers to other authorized committees of the same candidate on Line 18. These transfers must be itemized on Schedule B, regardless of the amount. For each transfer, provide the full name and mailing address of the recipient committee, date and amount and state that the purpose of the disbursement is a "transfer."

LINE 19(a) Enter the total amount of loan repayments of loans made or guaranteed by the candidate on Line 19(a). All loan repayments must be itemized on Schedule B, regardless of the amount. For each person who receives a loan repayment, provide the full name, mailing address, date, amount and state that the purpose of the disbursement is a "loan repayment" (see also instructions for Schedule C-1).

LINE 19(b) Enter the total amount of loan repayments of all other loans on Line 19(b). (See instructions for Line 19(a) for other reporting requirements.)

LINE 19(c) For Columns A, B and C, add Lines 19(a) and 19(b) to derive the figures for Line 19(c).

LINE 20(a) Enter the total amount of contribution refunds to individuals/ persons other than political committees on Line 20(a). For each person who receives a refund of a contribution which was previously itemized on Schedule A, the committee must provide on Schedule B the full name, mailing address, date, amount and state that the purpose of the disbursement is a "contribution refund."

LINE 20(b) Enter the total amount of contribution refunds to political party committees on Line 20(b). All such refunds must be itemized on Schedule B, regardless of the amount. For each contribution refund, provide the full name, mailing address, date, amount, and state that the purpose of the disbursement is a "contribution refund."

LINE 20(c) Enter the total amount of contribution refunds to other political committees on Line 20(c). (See instructions for Line 20(b) for other reporting requirements.)

LINE 20(d) For Columns A, B and C, add Lines 20(a), 20(b) and 20(c) to derive the figures for Line 20(d).

LINE 21 Enter the total amount of other disbursements on Line 21. For each person who receives any disbursement(s) not otherwise disclosed that aggregates in excess of $200 during the election cycle, the committee must provide the full name and address of each such person, together with the date, amount and purpose of any such disbursement.

LINE 22 For Columns A, B and C, add the totals on Lines 17, 18, 19(c), 20(d) and 21 to derive the figures for Line 22.

Instructions for Part III

For this report only, substitute Part III of the Post-Election Detailed Summary Page, Page 3, in lieu of Line 6 of the Summary Page. Do not complete Line 6 of the Summary Page for this report. To derive the Columns A, B and C totals for Part III, subtract the totals listed above in Line 20(d) from the totals listed for Line 11(e).

Instructions for Part IV

For this report only, substitute Part IV of the Post-Election Detailed Summary Page, Page 3, in lieu of Line 7 of the Summary Page. Do not complete Line 7 of the Summary Page for this report. To derive the Columns A, B and C totals for Part IV, subtract the totals listed above in Line 14 from the totals listed in line 17.

Instructions for Part V

LINE 23 Enter the total amount of cash on hand at the beginning of the reporting period. This amount includes: currency; balance on deposit in banks, savings and loans institutions, and other depository institutions; traveler's checks owned by the committee; certificates of deposit, treasury bills and other committee investments valued at cost.

LINE 24 Transfer the amount from Column A of Line 16 to Line 24.

NOTE: ALL NEW TEXT

LINE 25 Add Lines 23 and 24 to derive the figure for Line 25.

LINE 26 Transfer the amount from Column A of Line 22 to Line 26.

LINE 27 Subtract Line 26 from Line 25 to derive cash on hand at the close of the reporting period for Line 27.

SCHEDULE A (FEC Form 3)
ITEMIZED RECEIPTS

Use separate schedule(s) for each category of the Detailed Summary Page

FOR LINE NUMBER: (check only one)

PAGE OF

11a 11b 11c 11d 12 13a 13b 14 15

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME OF COMMITTEE (in Full)

A. Full Name (Last, First, Middle Initial)

Date of Receipt MM / DD / YYYY

Mailing Address

City State Zip Code

Amount of Each Receipt this Period

If this contribution is from a federal political committee, enter FEC identification number C

Name of Employer

Occupation

Receipt For:
Primary General
Other (specify) ▼

Election Cycle-to-Date ▼

B. Full Name (Last, First, Middle Initial)

Date of Receipt MM / DD / YYYY

Mailing Address

City State Zip Code

Amount of Each Receipt this Period

If this contribution is from a federal political committee, enter FEC identification number C

Name of Employer

Occupation

Receipt For:
Primary General
Other (specify) ▼

Election Cycle-to-Date ▼

C. Full Name (Last, First, Middle Initial)

Date of Receipt MM / DD / YYYY

Mailing Address

City State Zip Code

Amount of Each Receipt this Period

If this contribution is from a federal political committee, enter FEC identification number C

Name of Employer

Occupation

Receipt For:
Primary General
Other (specify) ▼

Election Cycle-to-Date ▼

SUBTOTAL of Receipts This Page (optional) ▶

TOTAL This Period (last page this line number only) ▶

INSTRUCTIONS FOR PREPARING SCHEDULE A, (FEC FORM 3)

The Detailed Summary Page is broken down into various categories of receipts. Use Schedule A to list each receipt required to be itemized. DO NOT combine more than one category of receipts on the same Schedule A. Instead, use a separate Schedule A for each category of receipts. The line number of the Detailed Summary Page to which each Schedule A pertains should be identified in the upper right corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block. For each receipt required to be itemized during the reporting period, the political committee must provide the identification, date and amount of the receipt, and the aggregate election cycle~~year~~-to-date total.

The term "identification" means, in the case of an individual, his or her full name, including: first name, middle name or initial, if available, and last name; mailing address; occupation; and the name of his or her employer; and, in the case of any other person, the person's full name and address. Do not abbreviate committee names.

The occupation and name of employer is only required to be provided for receipts from individuals. "Occupation" means the principal job title or position of an individual and whether or not self-employed. "Employer" means the organization or person by whom an individual is employed, and not the name of his or her supervisor.

Authorized committees must indicate the election for which the receipt was given. In the event the receipt was given for an election other than the current primary or general election, the "Other" block must be checked and the type of election specified (i.e., "General 2000~~1986~~," "Primary 2004~~1986~~"). ~~The "receipt for" block does not apply to political committees which are not authorized committees.~~ The "aggregate election cycle~~year~~-to-date" total must be given for each receipt and must equal the total amount that the person has given to the committee for that particular category of receipts during~~for~~ the election cycle~~calendar year~~. If a receipt is the only receipt from a person during the election cycle~~calendar year~~, the aggregate election cycle~~year~~-to-date total must still be entered.

The "Total This Period" amount (the last line on Schedule A) must be added to all other receipts for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

If a contribution is received from a business entity or is drawn on what is or appears to be a business account, the political committee must determine that the contribution is not from a corporation, government contractor, or other prohibited source. If the contribution is from a prohibited source, it must be refunded within thirty days of its receipt.

A contribution which appears to be excessive, either on its face or when aggregated with other contributions from the same person, may be returned or deposited into a campaign depository but not used. If deposited, the contributor may be asked if a joint contribution was intended and, if so, to submit a written reattribution of the contribution signed by each contributor. The contributor may also be asked to redesignate the contribution for a different election if such a contribution would otherwise be permissible. If no redesignation or reattribution is received, the excessive contribution must be refunded within sixty days of its receipt. Both redesignations and reattributions are to be reported as memo entries on the report covering the period in which the committee receives the redesignations or reattributions. Indicate how the contributions(s) was reported initially, followed by the redesignated or reattributed entry(ies). See 11

CFR 104.8 for the reporting of these types of contributions.

Contributions to a candidate or authorized committee which are not designated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election.

Contributions In-Kind. Contributions in-kind (i.e., goods and services provided to a political committee) are treated as any other contribution and must be reported and itemized under the appropriate category of receipts. For example, a contribution in-kind from an individual must be itemized on Schedule A and reported under the category for "Contributions From Individuals/Persons Other Than Political Committees." The value of each contribution in-kind must be entered in the "Amount of Each Receipt This Period" column. The amount or value of the contribution in-kind is the difference between the usual and normal charge for the goods or services at the time of the contribution and the amount charged the political committee. The "aggregate election cycle~~year~~-to-date" total must include the total amount of all contributions which the person has contributed to the committee during the election cycle~~calendar year~~. The item must be labeled "contribution in-kind" and include the nature of the contribution (e.g., consulting , polling, etc.). Each contribution in-kind must also be reported in the same manner as an operating expense on Schedule B and include in the total for "Operating Expenditures" (NOTE: A political committee which makes a contribution in-kind only reports it as a disbursement and itemizes the transaction on Schedule B with a notation "contribution in-kind." The purpose of the expenditure (e.g., consulting, polling, etc.) and the aggregated election cycle~~year~~-to-date amount must also be provided. The committee receiving the contribution in-kind must report it as both a receipt and an expenditure.)

Contributions of stocks, bonds, art objects, and other similar items to be liquidated must be reported as follows:

(1) If the item has not been liquidated at the close of the reporting period, the committee must record as a memo entry (not as cash) on Schedule A the item's fair market value on the date received, including the name and mailing address (and when in excess of $200, the occupation and name of the employer) of the contributor. The total amount of items to be liquidated must be entered under "Total This Period" on the last line of Schedule A. This amount must NOT be carried forward to the Detailed Summary Page.

(2) When the item is sold, the committee must report the proceeds and include them in the appropriate categories on the Detailed Summary Page. It must also report the (i) name and mailing address (and, where in excess of $200, the occupation and name of employer) of the purchaser on Schedule A, if purchased directly from the committee (the purchaser is considered to have made a contribution to the committee); and (ii) the identification of the original contributor on Schedule A.

Exempt Legal or Accounting Services. Legal or accounting services rendered to or on behalf of an authorized committee of a candidate or any other political committee are not contributions or expenditure and are not, therefore, subject to the contribution limitations and prohibitions, if the person paying for the services is the regular employer of the individual rendering the services and if the services are solely to ensure compliance with the Act.

The political committee must itemize as a memo entry on a separate Schedule A each person who provides legal or accounting services to the political committee in an aggregate value or amount in excess of $200 within the election cycle~~calendar year~~, together with the date of receipt and amount or value of the exempt legal or accounting services, and state that the receipt is for "exempt legal or accounting service." The total amount of exempt legal or accounting services must be entered on the line for "Total This Period" on the bottom of Schedule A, but the total amount may not be carried forward to any category or line number on the Detailed Summary Page.

Earmarked Contributions. For each earmarked contribution received (regardless of the amount), the political committee must report on Schedule A the name and address of the original contributor, the date of receipt and the amount of the contribution and, if the original contributor makes contributions aggregating in excess of $200 to the political committee during the election cycle~~calendar year~~, the occupation and name of employer. If the contribution passes through the political committee's account and is forwarded to another political committee or Federal candidate, the conduit committee must disclose each contribution, regardless of the amount, on both Schedule A and Schedule B and include the amount under the appropriate category of receipts and disbursements. If the contribution was passed on in the form of the contributor's check, the conduit must disclose each contribution on a separate Schedule A attached to the conduit's (intermediary) next report and the amounts of such contributions are not required to be included in the totals for the appropriate categories of receipts and disbursements. If a political committee is not a conduit, but is the intended recipient, the political committee must report each conduit through which the earmarked contribution passed, including the name and address of the conduit, and whether the contribution was passed on in cash, by the contributor's check, or by the conduit's check. If the conduit exercises direction and control over the contribution, the earmarked contribution must also be attributed to the contribution limitations of the conduit.

Checks Returned Due to Insufficient Funds. If a contributor's check is returned to the political committee due to insufficient funds and the receipt of the check was previously reported, the political committee must report the return under the appropriate category of receipts as a negative entry and net out the amount of the check from the total for that category. If the original receipt of the check was itemized on Schedule A, the return of the check must also be itemized as a negative entry on Schedule A. If the receipt of the check was never reported, the return of the check should not be reported.

Check Refunded to the Committee. A contribution may be refunded to the committee in one of two ways:

(1) The original check is returned uncashed. If the contribution was reported, the refund should be reported as a negative entry on Schedule B, and the amount of the contribution refund subtracted from the disbursement totals on the line of the Detailed Summary Page that it was reported on.

(2) The original check is not returned and the refund is made by a check from the recipient of the contribution. Such a transaction should be reported as a receipt on Schedule A for the appropriate line of the Detailed Summary Page. This procedure is applicable regardless of whether the amount refunded is the full or only a partial refund of the contribution or whether the contribution was previously reported.

Best Efforts. When the treasurer of a political committee shows that best efforts have been used to obtain, maintain and submit the information required, the committee shall be considered in compliance with the Act. With regard to reporting the identification of each person whose contribution(s) to the committee and its affiliated committees aggregate in excess of $200 in an election cycle~~calendar year~~, the treasurer will only~~not~~ be deemed to have exercised best efforts to obtain, maintain and report the required information if all written solicitations for contributions include a ~~unless he or she has made at least one effort per solicitation either by written request or by an oral request documented in writing to obtain the information from the contributor. The best effort shall consist of a~~ clear request for the information (i.e., name, mailing address, occupation, name of employer) and include an accurate statement of Federal law regarding the collection and reporting of individual contributor identifications. In addition, for each contribution requiring itemization which lacks contributor information, the treasurer must, within 30 days of receipt of the contribution, make one effort to obtain the missing information. See 11 CFR 104.7 and the Campaign Guide for Congressional Candidates for more information.

~~which informs the contributor that the reporting of the information is required by law.~~

SCHEDULE B (FEC Form 3)
ITEMIZED DISBURSEMENTS

Use separate schedule(s) for each category of the Detailed Summary Page

FOR LINE NUMBER: (check only one)
☐ 17 ☐ 18 ☐ 19a
☐ 20a ☐ 20b ☐ 20c ☐ 21

PAGE OF

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME OF COMMITTEE (In Full)

A. Full Name (Last, First, Middle Initial)

Date of Disbursement
MM / DD / YYYY

Mailing Address

City State Zip Code

Amount of Each Disbursement this Period

Purpose of Disbursement

Candidate Name

Category/ Type

Office Sought: ☐ House ☐ Senate ☐ President
State: District:

Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼

B. Full Name (Last, First, Middle Initial)

Date of Disbursement
MM / DD / YYYY

Mailing Address

City State Zip Code

Amount of Each Disbursement this Period

Purpose of Disbursement

Candidate Name

Category/ Type

Office Sought: ☐ House ☐ Senate ☐ President
State: District:

Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼

C. Full Name (Last, First, Middle Initial)

Date of Disbursement
MM / DD / YYYY

Mailing Address

City State Zip Code

Amount of Each Disbursement this Period

Purpose of Disbursement

Candidate Name

Category/ Type

Office Sought: ☐ House ☐ Senate ☐ President
State: District:

Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼

SUBTOTAL of Disbursements This Page (optional) .... ▶

TOTAL This Period (last page this line number only) .... ▶

INSTRUCTIONS FOR PREPARING SCHEDULE B

The Detailed Summary Page is broken down into various categories of disbursements. Use Schedule B to list each disbursement required to be itemized. DO NOT combine more than one category of disbursements on the same Schedule B. Instead, use a separate Schedule B for each category of disbursements. The line number of the Detailed Summary Page to which each Schedule B pertains should be identified in the upper right corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block.

For each disbursement required to be itemized during the reporting period, the political committee must provide the full name, mailing address, date, amount, and purpose of the disbursement.

The term "purpose" means a brief statement or description of why the disbursement was made. Examples of adequate descriptions include the following: dinner expenses, media, salary, polling, travel, party fees, phone banks, travel expenses, travel expense reimbursement, and catering costs. However, statements or descriptions such as "advance," "election day expenses," "other expenses," "expense reimbursement," "miscellaneous," "outside services," "get-out-the-vote," and "voter registration," would not meet the requirement for reporting the purpose of an expenditure. If the disbursement is a "loan repayment," "contribution refund," or other similar category of disbursement (other than an operating expenditure), the name of the category of disbursement (i.e., "loan repayment," etc.) is sufficient to meet the requirement for reporting the purpose of an expenditure.

Along with reporting the purpose of the expenditure as required above, the committee should also broadly characterize disbursements by providing the code for each category of disbursement. Examples of the types of disbursements that fall within each of the broad categories are listed below. Use only one code for each itemized disbursement. In cases where the disbursement was for several purposes, the committee should assign one code according to the primary purpose of the disbursement. Note that some of the category titles are not acceptable as the "purpose" of the disbursement and that the categories are not intended to replace or to serve as a substitute for the "purpose of disbursement."

001 Administrative/Salary/Overhead Expenses (e.g., rent, staff salaries, postage, office supplies, equipment, furniture, ballot access fees, petition drives, party fees and legal and accounting expenses)

002 Travel Expenses - including travel reimbursement expenses (e.g., costs of commercial carrier tickets; reimbursements for use of private vehicles, advance payments for use of corporate aircraft; lodging and meal expenses incurred during travel)

003 Solicitation and Fundraising Expenses (e.g. costs for direct mail solicitations and fundraising events including printing, mailing lists, consultant fees, call lists, invitations, catering costs and room rental)

004 Advertising Expenses -including general public political advertising (e.g., purchases of radio/television broadcast/cable time, print advertisements and related production costs)

005 Polling Expenses

006 Campaign Materials (e.g., buttons, bumper stickers, brochures, pens, posters, balloons)

007 Campaign Event Expenses (e.g., costs associated with candidate appearances, campaign rallies, town meetings, phone banks, including catering costs, door to door get-out-the-vote efforts and driving voters to the polls)

008 Transfers
(e.g., to other authorized committees of the same candidate)
009 Loan Repayments
(e.g., repayments of loans made or guaranteed by the candidate or any other person)
010 Refunds of Contributions
(e.g., contribution refunds to individuals/ persons, political party committees or other political committees)
011 Political Contributions
(e.g., contributions to other federal candidates and committees, donations to nonfederal candidates and committees)
012 Donations
(e.g., donations to charitable or civic organizations)

For disbursements that are contributions to Federal candidates, or authorized committees, the committee must include under "Purpose of Disbursement" the name of the candidate and office sought (including State and congressional district, where applicable) and the aggregate election cycle~~year~~-to-date total of contributions made to that candidate or committee in the purpose of disbursement box.

For each contribution to a Federal candidate or authorized committee indicate in the election check-off box the election for which the contribution was made. Contributions to a candidate or authorized committee which are not designated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election. In the event the contribution was made for an election prior to the current election cycle, the "Other" box must be checked and the type of election specified (e.g., "General 2000~~1986~~," "Primary 2004~~1986~~"). The election check-off boxes provided for each itemized entry on Schedule B should not be used when itemizing operating expenditures.

The "Total This Period" amount (the last line on Schedule B) must be added to all other disbursements for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

CONTRIBUTIONS IN-KIND RECEIVED

Contributions in-kind received by the committee which are itemized on Schedule A must also be itemized as an operating expenditure on Schedule B. In addition, in the "Purpose of Disbursement" box include the notation "Contribution In-Kind," and the nature of the expenditure (e.g., consulting, polling, etc.).

NOTE: THERE ARE NO CHANGES TO THE INSTRUCTIONS FOR SCHEDULES C, C-1 AND D (FEC FORM 3)

SCHEDULE C (FEC Form 3)
LOANS

Use separate schedule(s) for each category of the Detailed Summary Page

PAGE OF

FOR LINE NUMBER: (check only one)
- [ ] 13a
- [ ] 13b

NAME OF COMMITTEE (In Full)

LOAN SOURCE Full Name (Last, First, Middle Initial)

Election:
- [ ] Primary
- [ ] General
- [ ] Other (specify) ▼

Mailing Address

City State ZIP Code

Original Amount of Loan

Cumulative Payment To Date

Balance Outstanding at Close of This Period

TERMS

Date Incurred MM / DD / YYYY

Date Due MM / DD / YYYY

Interest Rate % (apr)

Secured: [ ] Yes [ ] No

List All endorsers of Guarantors (if any) to Loan Source

1. Full Name (Last, First, Middle Initial)

Mailing Address

City State ZIP Code

Name of Employer

Occupation

Amount Guaranteed Outstanding:

2. Full Name (Last, First, Middle Initial)

Mailing Address

City State ZIP Code

Name of Employer

Occupation

Amount Guaranteed Outstanding:

3. Full Name (Last, First, Middle Initial)

Mailing Address

City State ZIP Code

Name of Employer

Occupation

Amount Guaranteed Outstanding:

4. Full Name (Last, First, Middle Initial)

Mailing Address

City State ZIP Code

Name of Employer

Occupation

Amount Guaranteed Outstanding:

SUBTOTALS This Period This Page (optional) .... ▶

TOTALS This Period (last page in this line only) .... ▶

Carry outstanding balance only to LINE 3, Schedule D, for this line. If no Schedule D, carry forward to appropriate line of Summary.

FEC Schedule C (Form 3) (Revised 6/00)

SCHEDULE C-1 (FEC Form 3)
LOANS AND LINES OF CREDIT FROM LENDING INSTITUTIONS

Supplementary for Information found on Page ____ of Schedule C

Federal Election Commission, Washington, D.C. 20463

NAME OF COMMITTEE (In Full)

FEC IDENTIFICATION NUMBER
C

LENDING INSTITUTION (LENDER)
Full Name

Amount of Loan

Interest Rate (APR) %

Mailing Address

Date Incurred or Established MM / DD / YYYY

City State Zip Code

Date Due MM / DD / YYYY

A. Has loan been restructured? ☐ No ☐ Yes If yes, date originally incurred MM / DD / YYYY

B. If line of credit, Amount of this Draw: Total Outstanding Balance:

C. Are other parties secondarily liable for the debt incurred?
☐ No ☐ Yes (Endorsers and guarantors must be reported on Schedule C.)

D. Are any of the following pledged as collateral for the loan: real estate, personal property, goods, negotiable instruments, certificates of deposit, chattel papers, stocks, accounts receivable, cash on deposit, or other similar traditional collateral?
☐ No ☐ Yes If yes, specify: ____

What is the value of this collateral?

Does the lender have a perfected security interest in it? ☐ No ☐ Yes

E. Are any future contributions or future receipts of interest income, pledged as collateral for the loan? ☐ No ☐ Yes If yes, specify: ____

What is the estimated value?

A depository account must be established pursuant to 11 CFR 100.7(b)(11)(i)(B) and 100.8(b)(12)(i)(B).

Date account established: MM / DD / YYYY

Location of account:

Address:

City, State, Zip: ____

F. If neither of the types of collateral described above was pledged for this loan, or if the amount pledged does not equal or exceed the loan amount, state the basis upon which this loan was made and the basis on which it assures repayment.

G. COMMITTEE TREASURER
Typed Name
Signature

DATE MM / DD / YYYY

H. Attach a signed copy of the loan agreement.

I. TO BE SIGNED BY THE LENDING INSTITUTION:
I. To the best of this institution's knowledge, the terms of the loan and other information regarding the extension of the loan are accurate as stated above.
II. The loan was made on terms and conditions (including interest rate) no more favorable at the time than those imposed for similar extensions of credit to other borrowers of comparable credit worthiness.
III. This institution is aware of the requirement that a loan must be made on a basis which assures repayment, and has complied with the requirements set for the at 11 CFR 100.7(b)(11) and 1008.(b)(12) in making this loan.

AUTHORIZED REPRESENTATIVE
Typed Name
Signature
Title

DATE MM / DD / YYYY

SCHEDULE D (FEC Form 3)
DEBTS AND OBLIGATIONS
Excluding Loans

(Use separate schedule(s) for each numbered line)

PAGE ____ OF ____

FOR LINE NUMBER: (check only one)
- [ ] 9
- [ ] 10

NAME OF COMMITTEE (in Full)

A. Full Name (Last, First, Middle Initial) of Debtor or Creditor

Nature of Debt (Purpose):

Mailing Address

City State Zip Code

Outstanding Balance Beginning This Period

Amount Incurred This Period | Payment This Period | Outstanding Balance at Close of This Period

B. Full Name (Last, First, Middle Initial) of Debtor or Creditor

Nature of Debt (Purpose):

Mailing Address

City State Zip Code

Outstanding Balance Beginning This Period

Amount Incurred This Period | Payment This Period | Outstanding Balance at Close of This Period

C. Full Name (Last, First, Middle Initial) of Debtor or Creditor

Nature of Debt (Purpose):

Mailing Address

City State Zip Code

Outstanding Balance Beginning This Period

Amount Incurred This Period | Payment This Period | Outstanding Balance at Close of This Period

1) **SUBTOTALS** This Period This Page (optional) .... ▶

2) **TOTALS** This Period (last page this line number only) .... ▶

3) **TOTAL OUTSTANDING LOANS** from Schedule C (last page only) .... ▶

4) ADD 2) and 3) and carry forward to appropriate line of Summary Page (last page only) ▶

FEC FORM 3Z (File with Form 3)

CONSOLIDATION REPORT OF RECEIPTS AND DISBURSEMENTS

(To Be Used By A Principal Campaign Committee)

Name of Principal Campaign Committee (In Full)	Report Covering Period: From: MM / DD / YYYY	To: MM / DD / YYYY

	Committee Name	(a) Line No. 11(a) Total Contributions From Indiv./Persons Other Than Political Committees	(b) Line No. 11(b) Total Contributions From Political Party Committees
A			
B	Column Total Last Page Only		

	(c) Line No. 11(c) Total Contributions From Other Political Committees	(d) Line No. 11(d) Total Contributions From The Candidate	(e) Line No. 11(e) Total Contributions	(f) Line No. 12 Total Transfers From Other Authorized Committees	(g) Line No. 13(a) Total Loans Made or Guaranteed by the Candidate	(h) Line No. 13(b) Total All Other Loans
A						
B						

	(i) Line No. 13(c) Total Loans	(j) Line No. 14 Total Offsets to Operating Expenditures	(k) Line No. 15 Total Other Receipts	(l) Line No. 16 Total Receipts	(m) Line No. 17 Total Operating Expenditures	(n) Line No. 18 Total Transfers to Other Authorized Committees
A						
B						

	(o) Line No. 19(a) Total Loan Repayments of Loans Made or Guaranteed by The Candidate	(p) Line No. 19(b) Total Loan Repayments of All Other Loans	(q) Line No. 19(c) Total Loan Repayments	(r) Line No. 20(a) Total Contribution Refunds to Individuals/Persons	(s) Line No. 20(b) Total Contributions Refunds to Political Party Committees	(t) Line No. 20(c) Total Contribution Refunds to Other Political Committees
A						
B						

	(u) Line No. 20(d) Total Contribution Refunds	(v) Line No. 21 Total Other Disbursements	(w) Line No. 22 Total Disbursements	(x) Line No. 23 Cash on Hand Beginning of Reporting Period	(y) Line No. 27 Cash on Hand Close of Reporting Period	(z) Line No. 9 Debts & Obligations Owed TO the Committee
A						
B						

	(aa) Line No. 10 Debts & Obligations Owed BY the Committee	(bb) Line No. 6(c) Net Contributions	(cc) Line No. 7(c) Net Operating Expenditures			
A						
B						

INSTRUCTIONS FOR PREPARING FEC FORM 3Z

A principal campaign committee which is the only authorized committee of a candidate does not use FEC FORM 3Z.

Form 3Z must be filed by the principal campaign committee if the candidate has authorized other political committees. The name of the principal campaign committee and the coverage dates for the report must be entered in the appropriate blocks at the top of the page. The name of the principal campaign committee, and all authorized committees must be listed in the column entitled "Committee Names". The candidate's activity must be reported by the principal campaign committee or by one of the other authorized committees. Each line is coded with a letter from A through J. All information for each committee is recorded on the same lettered line throughout the form (e.g., the principal campaign committee is on Line A for columns (a)-(cc)).

Columns (a) through (cc) on the Worksheet correspond to the numbered lines on the Summary Page of Receipts and Disbursements ~~Expenditures~~ (FEC FORM 3) and the Detailed Summary P~~p~~age of R~~r~~eceipts and Disbursements ~~Expenditures~~ (FEC FORM 3, page 2). Note: For the last report filed during an election cycle, the committee should use Page 3, Post-Election Detailed Summary Page, instead of the Detailed Summary Page. See special instructions below. For Lines (a)-(w) and (z)-(cc), the dollar amounts are transferred from Column A of each numbered line of each committee's report to the appropriate column on the Consolidation Report. For lines (x) and (y), there is no Column A and the dollar amounts are transferred from Line 23 and Line 27, respectively, of the Detailed Summary Page. The total for each column must be entered on Line 1. If there are more than eight authorized committees, more than one FEC FORM 3Z will be needed and the total amount for each column for all pages must be entered on Line J for the last page.

The completed form must be submitted with the principal campaign committee's report and the report of all other authorized committees for campaigns in which a candidate has authorized in writing more than one political committee to act on his or her behalf.

SPECIAL INSTRUCTIONS FOR LAST REPORT FILED DURING YOUR ELECTION CYCLE: For this report only, transfer line totals from Page 3, Post-Election Detailed Summary Page. For Lines (a)-(w), transfer totals from Column A, Page 3, Post-Election Detailed Summary Page. For Lines (x) and (y), there is no Column A and the dollar amounts are transferred from Line 23 and Line 27, respectively, of the Post-Election Detailed Summary Page. For Lines (z) and (aa), transfer totals from Lines 9 and 10 of the Summary Page of Receipts and Disbursements. For Lines (bb) and (cc), transfer totals from Sections III and IV, respectively, of Page 3, Post-Election Detailed Summary Page.

48 HOUR NOTICE OF CONTRIBUTIONS/LOANS RECEIVED

(See Reverse Side for Instructions)

To be used to report all contributions (including loans) of $1000 or more, received within 20 days of the election.

1. NAME OF COMMITTEE IN FULL

ADDRESS (number and street)

CITY, STATE, and ZIP CODE

2. NAME OF CANDIDATE

3. OFFICE SOUGHT (State and District)

4. FEC IDENTIFICATION NUMBER

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes other than using the name and address of any political committee to solicit contributions from such committee.

A. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation	Date (month, day, year)	Amount
B. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation	Date (month, day, year)	Amount
C. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation	Date (month, day, year)	Amount
D. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation	Date (month, day, year)	Amount
E. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation	Date (month, day, year)	Amount

SIGNATURE (optional)

DATE

For further information contact:
Federal Election Commission
999 E Street, NW, Washington, DC 20463
Toll Free 800-424-9530, Local 202-694-1100

FEC FORM 6

(11/93)

FE6AN102PDF

INSTRUCTIONS FOR PREPARING FEC FORM 6

Principal campaign committees must file 48-hour notices on contributions of $1,000 or more received after the 20th day, but more than 48 hours, before 12:01 a.m. of the day of any election in which the candidate participates.

Committees may disclose these contributions on FEC Form 6 or, if not filing electronically, in a letter containing the same information. NOTE: Principal campaign committees (except for those of Senate candidates) must file reports in an electronic format under 11 CFR 104.18 if they have either received contributions or made expenditures in excess of $50,000, or if they have reason to expect that they will exceed either of those thresholds during the calendar year. See the instructions for Form 3, Report of Receipts and Disbursements, for more information about when committees have reason to expect they will exceed the electronic filing thresholds. If the committee has reached this level of activity, DO NOT FILE THIS FORM ON PAPER. Instead, you must file this form in an electronic format. Contact the FEC for more information on filing electronically.

The 48-hour notice requirement applies to all types of elections—primary, convention, general, runoff, special—and even when a candidate is unopposed in an election.

This requirement applies to all contributions of $1,000 or more, including:

- Monetary and in-kind contributions;
- Guarantees and endorsements of bank loans;
- Loans (other than bank loans);
- Advances;
- Contributions, personal loans, endorsements of bank loans and advances made by the candidate; and
- Candidate draws on personal credit cards.

The 48 Hour Notice requirement does not apply to contributions that have been previously disclosed on reports filed by the committee.

What to Report

Fill in the information requested in the spaces provided. Include the name and address of the committee, name of the candidate, the office sought by the candidate and your committee's FEC identification number. For each contribution of $1,000 or more, provide the following information for each contributor:

- Full name (including first name, middle name or initial, if available, and last name);
- Mailing address;
- Occupation and name of employer;
- Date of receipt; and
- Amount of contribution.
- In the case of contributions from any other person (including contributions from political committees), provide the contributor's full name and address, the date of receipt and the amount of the contribution.

The contributions and loans must be itemized a second time in the first report filed after the election.

Filing on Time

FEC Form 6 must be received by the federal and state (where required) filing offices within 48 hours after a campaign's receipt of any contribution of $1,000 or more received after the 20th day, but more than 48 hours before, the date of any election in which the candidate participates. A postmark date is not significant for purposes of filing on time. If filed electronically, the form must be received and validated by the Commission's computer system on or before 11:59 p.m. Eastern Standard/Daylight Time on the prescribed filing date. Committees that are not required to file electronically may file this form either electronically or via facsimile machine to the numbers listed below.

Where to File

Senate candidate committees file with the Secretary of the Senate.

Secretary of the Senate
Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510-7116
Fax number for Secretary of the Senate:
(202) 224-1851.

~~Committees must simultaneously file a copy of each FEC Form 6 with the Secretary of State (or appropriate state officer) in the state in which the candidate seeks election.~~

All other candidate committees file with the FEC.

Federal Election Commission
999 E Street, NW
Washington, DC 20463
Fax number for FEC: (202) 219-0174

Principal candidate committees of House candidates must file a copy of this form with the state in which the candidate seeks election, with the exception of those states that have qualified for the Commission's state filing waiver program.

Principal campaign committees of Presidential candidates must file a copy of this form with the states in which the committee has made expenditures, with the exception of those states that have qualified for the Commission's state filing waiver program.

A list of qualified states is available from the Federal Election Commission.

Principal campaign committees of Senate candidates must continue to file copies of this form with the states. NOTE: Senate committees will no longer have to file copies of this form in states that have qualified under the state filing waiver program once computer-imaged copies of the reports filed with the Secretary of the Senate are available on the Federal Election Commission's Web site. Once the copies of Senate reports are posted on the Commission's Web site, the Commission will announce that fact in its monthly newsletter, the *Record*.

~~Presidential candidate committees must simultaneously file copies with the Secretary of State (or appropriate state officer) in each state in which the committee makes expenditures.~~

FEC DISCLOSURE FORM 3X

Report of Receipts and Disbursements
for Other Than an Authorized Committee
(Filed by party committees and political action committees (PACs))

Use FEC FORM 3X to file your report. Listed below are the summary pages and schedules of FEC FORM 3X, with an explanation of what each discloses. Detailed instructions are included on the back of each form.

FEC FORM 3X: Summary Page – Identifies the committee; discloses the committee's total receipts and disbursements for the reporting period and the calendar year to date.

FEC FORM 3X: Detailed Summary Page – Summarizes receipts and disbursements by type of activity; shows reporting period and calendar year to date totals for each type of activity.

FEC FORM 3X: Schedules

A: Provides detailed information for each receipt that is required to be itemized. Use a separate Schedule A to support each line number that appears on the Detailed Summary Page.

B: Provides detailed information for each disbursement that is required to be itemized. Use a separate Schedule B to support each line number that appears on the Detailed Summary Page.

C: Shows all loans, endorsements and loan guarantees the committee receives or makes.

C-1: Shows all loans and lines of credit made by lending institutions to the committee.

D: Shows debts and obligations owed to or by the committee that are required to be disclosed.

E: Shows all independent expenditures made during the reporting period. Schedule may also be used to separately disclose last-minute independent expenditures of $1,000 or more made between the 20th day and 24 hours before the date of an election.

F: Shows all coordinated party expenditures. (Used by party committees only.)

H1: Shows method of allocation for shared federal and nonfederal administrative expenses and generic voter drive costs.

H2: Shows allocation ratios for shared federal and nonfederal activity, including individual fundraising events, exempt activities, and direct candidate support appearing on the report.

H3: Shows transfers from nonfederal accounts to federal accounts for the purpose of paying allocable expenses.

H4: Shows disbursements for shared federal and nonfederal activity.

FEC DISCLOSURE FORM 3X, Page 2

Illegible and Non-FEC Forms

- Illegible reports and reports submitted on non-FEC forms are not acceptable and must be refiled.

Electronic Filing

- Unauthorized political committees must file reports in an electronic format under 11 CFR 104.18 if they either receive contributions or make expenditures in excess of $50,000 during the calendar year, or if they have reason to expect that they will exceed either of those thresholds. If the committee has reached this level of activity, **DO NOT FILE THIS FORM ON PAPER.** Instead, you must file this form in an electronic format. See the instructions for more information on filing electronically.

Computerized Filing

- FEC FORM 3X may be filed in a computerized format, but the Commission must approve the computerized format before the report is filed. Submit sample formats to the Reports Analysis Division.

Faxing Forms

- Reports may not be filed by FAX because original signatures are required.

Other Forms and Their Uses

The forms listed below are also available. When ordering, please order by form number.

FEC FORM 1: **Statement of Organization** – *Used by all political committees to register under the federal election law.*

FEC FORM 1M: **Notification of Multicandidate Status** – *Used by PACs and party committees to notify the Commission of their status as a multicandidate committee.*

FEC FORM 7: **Report of Communications Costs by Corporations and Membership Organizations** – *Used by corporations and labor organizations to disclose internal partisan communication costs that exceed $2,000 for an election.*

FEC FORM 8: **Debt Settlement Plan** – *Used by terminating committees to disclose the terms of debt settlements.*

THESE FORMS MAY BE DUPLICATED.

To request additional forms, call the Information Division at 800/424-9530 or 202/694-1100.

FEC FORM 3X

REPORT OF RECEIPTS AND DISBURSEMENTS

For Other Than An Authorized Committee

Office Use Only

1. NAME OF COMMITTEE (in full) — USE FEC MAILING LABEL OR TYPE OR PRINT ▼ — If typing, type over the lines. 1234567

ADDRESS (number and street) ▼

☐ Check if different than previously reported. (ACC)

CITY ▲ STATE ▲ ZIP CODE ▲

2. **FEC IDENTIFICATION NUMBER ▼**

C

3. IS THIS REPORT ☐ NEW (N) **OR** ☐ AMENDED (A)

4. **TYPE OF REPORT** (Choose One)

(a) Quarterly Reports:

- ☐ April 15 Quarterly Report (Q1)
- ☐ July 15 Quarterly Report (Q2)
- ☐ October 15 Quarterly Report (Q3)
- ☐ January 31 Year-End Report (YE)
- ☐ July 31 Mid-Year Report (Non-election Year Only) (MY)
- ☐ Termination Report (TER)

(b) Monthly Report Due On:

☐ Feb 20 (M2)	☐ May 20 (M5)	☐ Aug 20 (M8)	☐ Nov 20 (M11) (Non-Election Year Only)
☐ Mar 20 (M3)	☐ Jun 20 (M6)	☐ Sep 20 (M9)	☐ Dec 20 (M12) (Non-Election Year Only)
☐ Apr 20 (M4)	☐ Jul 20 (M7)	☐ Oct 20 (M10)	☐ Jan 31 (YE)

(c) 12-Day PRE-Election Report for the: ☐ Primary (12P) ☐ General (12G) ☐ Runoff (12R) ☐ Convention (12C) ☐ Special (12S)

Election on MM / DD / YYYY in the State of

30-Day POST-Election Report for the: ☐ General (30G) ☐ Runoff (30R) ☐ Special (30S)

Election on MM / DD / YYYY in the State of

5. Covering Period MM / DD / YYYY through MM / DD / YYYY

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer ______

Signature of Treasurer ______ Date MM / DD / YYYY

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. §437g.

Office Use Only							

SUMMARY PAGE
OF RECEIPTS AND DISBURSEMENTS

FEC Form 3X (Rev. 6/00)

Write or Type Committee Name

Report Covering the Period: From: MM / DD / YYYY To: MM / DD / YYYY

	COLUMN A This Period	COLUMN B Calendar Year-to-Date
6. (a) Cash on Hand January 1, YYYY		
(b) Cash on Hand at Beginning of Reporting Period		
(c) Total Receipts (from Line 19)		
(d) Subtotal (add Lines 6(b) and 6(c) for Column A and Lines 6(a) and 6(c) for Column B)		
7. Total Disbursements (from Line 30)		
8. Cash on Hand at Close of Reporting Period (subtract Line 7 from Line 6(d))		
9. Debts and Obligations Owed TO the Committee (Itemize all on Schedule C and/or Schedule D)		
10. Debts and Obligations Owed BY the Committee (Itemize all on Schedule C and/or Schedule D)		

☐ This committee has qualified as a multicandidate committee. (see FEC FORM 1M)

For further information contact:

Federal Election Commission
999 E Street, NW
Washington, DC 20463

Toll Free 800-424-9530
Local 202-694-1100

INSTRUCTIONS FOR PREPARING FEC FORM 3X

(revised /00~~9/93~~)

WHO MUST FILE

Any political committee which is not an authorized committee is required to file periodic Reports of Receipts and Disbursements on FEC FORM 3X.

NOTE: Political committees must file reports in an electronic format under 11 CFR 104.18 if they have either received contributions or made expenditures in excess of $50,000, or if they have reason to expect that they will exceed either of those thresholds during the calendar year. If the committee has reached this level of activity, DO NOT FILE THIS FORM ON PAPER. Instead, you must file this form in an electronic format.

An unauthorized committee is considered to have reason to expect it will exceed the electronic filing threshold for the next two calendar years if it exceeded $50,000 in contributions or expenditures in the previous calendar year. If it is a new committee, it is considered to have reason to expect it will exceed the electronic filing threshold if it exceeds $12,500 in contributions or expenditures during the first calendar quarter of the calendar year, or $25,000 in contributions or expenditures in the first half of the calendar year.

Contact the FEC for more information on filing electronically.

ALL POLITICAL COMMITTEES AUTHORIZED IN WRITING BY A CANDIDATE FOR THE OFFICE OF PRESIDENT OR VICE PRESIDENT MUST FILE ON FEC FORM 3P.

ALL POLITICAL COMMITTEES AUTHORIZED BY A CANDIDATE FOR THE HOUSE OF REPRESENTATIVES OR SENATE MUST FILE ON FEC FORM 3.

WHEN TO FILE

All political committees required to file on FEC FORM 3X must file either: election and non-election year reports as specified in (A) below; or monthly reports as specified in (B) below.

(A) Election Year and Non-Election Year Reports

In any calendar year in which there is a "Regular" November General Election, the following reports are required:

- Quarterly reports must be filed no later than April 15, July 15, October 15 and January 31 of the following calendar year. Each such report must disclose all transactions from the last report filed through the last day of the calendar quarter. A quarterly report is not required to be filed if a pre-election report is required to be filed during the period beginning on the 5th day and ending on the 15th day after the close of the calendar quarter.
- Pre-election reports must be filed no later than the 12th day before any primary or general election in which the committee supports (i.e., makes contributions to or expenditures on behalf of) or opposes a candidate and must include all transactions from the closing date of the last report filed through the 20th day before the election. A 12 Day Pre-election Report sent by certified or registered mail must be mailed no later than the 15th day before the election. A pre-primary election report is not required where the contribution(s) or expenditure(s) has been disclosed on a previous report.
- All committees must file a 30 Day Post-general Election Report. A 30 Day Post-

general Election Report must be filed no later than 30 days after the general election and include all transactions from the closing date of the last report filed through the 20th day after the general election.

In any other calendar year, the following reports are required:

- A Mid Year Report must be filed no later than July 31 and include transactions beginning January 1 and ending June 30.
- A Year End Report must be filed no later than January 31 of the following calendar year and include transactions beginning July 1 and ending December 31.

(B) Monthly Reports

Monthly reports must be filed no later than 20 days after the last day of the month and must disclose all transactions from the last report filed through the last day of the month. In lieu of the monthly reports due in November and December for a year in which there is a "Regular" November General Election, a 12 Day Pre-general Election Report must be filed including all transactions from the closing date of the last report filed through the 20th day before the election and a 30 Day Post-general Election Report must be filed including all transactions from the closing date of the pre-election report through the 20th day after the general election. A Year End Report must be filed no later than January 31 of the following calendar year and include transactions from the closing date of the Post-general Election Report through the last day of the calendar year.

A political committee may elect to change the frequency of its reporting from quarterly and semi-annually under (A) to monthly under (B) or vice versa. A committee may change its filing frequency only after notifying the Commission in writing of its intention at the time it files a required report under its current filing frequency. The committee will then be required to file the next required report under its new filing frequency. A committee may change its filing frequency no more than once per calendar year.

A document is timely filed upon delivery to the appropriate office (see "Where To File") by the close of the prescribed filing date or upon deposit as registered or certified mail in an established U.S. Post Office and postmarked no later than midnight of the day the report is due, except that Pre-election Reports so mailed must be postmarked no later than midnight of the 15th day before the date of the election. Reports and statements sent by first class mail must be received by the appropriate office by the close of business of the prescribed filing date to be timely filed. Reports filed electronically are timely filed if the report is received and validated by the Commission's computer system on or before 11:59 p.m. Eastern Standard/ Daylight time on the prescribed filing date.

WHERE TO FILE

An original and any amendments to an original report must be filed as follows:

- Committees which support or oppose only a candidate(s) for the Senate must file with the Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, D.C. 20510-7116.
- All other committees must file with the Federal Election Commission, 999 E Street, N.W., Washington, D.C. 20463.

Political committees filing FEC FORM 3X must file with the Secretary of State (or appropriate ~~S~~state officer) of each ~~S~~state a copy of that portion of the report applicable to candidates seeking election in that ~~S~~state, with the exception of those states that have qualified for the Commission's state filing waiver program.~~-~~ NOTE: Committees reporting financial activity supporting or opposing only Senate candidates must continue to file copies of this form with the states. Committees supporting or opposing only Senate candidates will no longer have to file copies of their reports in states that have qualified under the state filing waiver program once computer-imaged copies of the reports filed with the Secretary of the Senate are available on the Federal Election Commission's Web site. (Once the copies of Senate reports are posted on the Commission's Web site, the Commission will announce that fact in its monthly newsletter, the *Record*.)

OVERVIEW OF RECORDKEEPING & REPORTING REQUIREMENTS

A political committee may use any recordkeeping or accounting system which will enable it to comply with the Act. The Commission recommends that the recordkeeping or accounting system of a political committee keep a separate accounting for each of the various categories of receipts and disbursements on the Detailed Summary Page. This separate accounting will assist the political committee in filling out the reporting forms, since separate reporting schedules are required for each category. The reporting schedules should be filled out so that totals can be derived for each category. The total figures should be carried forward to the Detailed Summary Page and then (where appropriate) from the Detailed Summary Page to the Summary Page.

TREASURER'S RESPONSIBILITIES

A copy of this Report must be preserved by the treasurer of the political committee for a period of not less than three years from the date of filing. The treasurer of the political committee is personally responsible for the timely and complete filing of the report and the accuracy of any information contained in it.

LINE BY LINE INSTRUCTIONS

It is recommended that committees complete the Detailed Summary Page before completing the Summary Page.

LINE 1. Please use the mailing label we sent you. If your address has changed or you do not have a label, print or type the complete name and mailing address of your committee. (Note: If your mailing label has a mistake on it simply mark through and correct any errors on it.)

LINE 2. Enter the FEC Identification Number assigned to the committee.

LINE 3. If this is an original report, check the "NEW" box. If this is an amendment to a previous report, check the "AMENDED" box. ~~Check this box if the political committee has qualified as a "multicandidate committee" and has filed FORM 1M. A committee qualifies as a "multicandidate committee" when it:~~

~~(i) has been registered with the Commission, Clerk of the House of Representatives or Secretary of the Senate for at least six months;~~

~~(ii) has received contributions for Federal elections from more than 50 persons; and~~

~~(iii) (except for any State political party organization) has made contributions to five or more Federal candidates; or~~

(iv) ~~satisfies requirements (i)-(iii) by affiliation with another committee.~~

LINE 4~~(a)~~. Check the appropriate box for "Type of Report". If the report is a 12 Day Pre-election or 30 Day Post-general Election Report, supply the type of election (primary, general, convention, special or run-off), the date of the election, and the State in which the election is held.

~~**LINE 4(b).** If this is an original report, check the "NO" box. If this is an amendment to a previous report, check the "YES" box.~~

LINE 5. Enter the coverage dates for this report. All activity from the ending coverage date of the last report filed must be included.

LINE 6(a). Enter the total amount of cash on hand at the beginning of the calendar year. The term "cash on hand" includes: currency; balance on deposit in banks, savings and loan institutions, and other depository institutions; traveler's checks owned by the committee;

certificates of deposit, treasury bills and other committee investments valued at cost.

LINE 6(b). Enter the total amount of cash on hand at the beginning of the reporting period.

LINE 6(c). Transfer the amounts from Column A and Column B of Line 19 to the corresponding Columns on Line 6(c).

LINE 6(d). Add Lines 6(b) and 6(c) to derive the figure for Column A, and add Lines 6(a) and 6(c) to derive the figure for Column B.

LINE 7. Transfer the amounts from Column A and Column B of Line 30 to the corresponding Columns on Line 7.

LINE 8. For both Column A and Column B subtract Line 7 from Line 6(d) to derive the figure (which should be the same for both columns) for cash on hand at the close of the reporting period of Line 8.

LINE 9. Transfer the total amount of debts and obligations owed **TO** the committee from Schedule C or D.

LINE 10. Transfer the total amount of debts and obligations owed **BY** the committee from Schedule C or D.

Multicandidate Committee Status

Check box if the political committee has qualified as a "multicandidate committee" and has filed FORM 1M. A committee qualifies as a "multicandidate committee" when it:

(i) has been registered with the Commission, Clerk of the House of Representatives or Secretary of the Senate for at least six months;

(ii) has received contributions for Federal elections from more than 50 persons; and

(iii) (except for any State political party organization) has made contributions to five or more Federal candidates; **or**

satisfies requirements (i)-(iii) by affiliation with another committee.

DETAILED SUMMARY PAGE
of Receipts

Write or Type Committee Name

Report Covering the Period: From: MM / DD / YYYY To: MM / DD / YYYY

I. Receipts	COLUMN A Total This Period	COLUMN B Calendar Year-to-Date
11. Contributions (other than loans) From:		
(a) Individuals/Persons Other Than Political Committees		
(i) Itemized (use Schedule A)		
(ii) Unitemized		
(iii) TOTAL (add Lines 11(a)(i) and (ii) ▶		
(b) Political Party Committees		
(c) Other Polictal Committees (such as PACs)		
(d) Total Contributions (add Lines 11(a)(iii), (b), and (c)) (Carry Totals to Line 32, page 4) ▶		
12. Transfers From Affiliated/Other Party Committees		
13. All Loans Received		
14. Loan Repayments Received		
15. Offsets To Operating Expenditures (Refunds, Rebates, etc.) (Carry Totals to Line 36, page 4)		
16. Refunds of Contributions Made to Federal Candidates and Other Political Committees		
17. Other Federal Receipts (Dividends, Interest, etc.)		
18. Transfers from Nonfederal Account for Joint Activity		
19. Total Receipts (add Lines 11(d), 12, 13, 14, 15, 16, 17, and 18) ▶		
20. Total Federal Receipts (subtract Line 18 from Line 19) ▶		

DETAILED SUMMARY PAGE
of Disbursements

FEC Form 3X (Rev. 6/00)

II. Disbursements	COLUMN A Total This Period	COLUMN B Calendar Year-to-Date
21. Operating Expenditures:		
(a) Shared Federal/Non-Federal Activity (from Schedule H4)		
(i) Federal Share		
(ii) Non-Federal Share		
(b) Other Federal Operating Expenditures		
(c) Total Operating Expenditures (add 21(a)(i), (a)(ii), and (b)) ▶		
22. Transfers to Affiliated/Other Party Committees		
23. Contributions to Federal Candidates/Committees and Other Political Committees		
24. Independent Expenditures (use Schedule E)		
25. Coordinated Expenditures Made by Party Committees (2 U.S.C. §441a(d)) (use Schedule F)		
26. Loan Repayments Made		
27. Loans Made		
28. Refunds of Contributions To:		
(a) Individuals/Persons Other Than Political Committees		
(b) Political Party Committees		
(c) Other Political Committees (such as PACs)		
(d) Total Contribution Refunds (add Lines 28(a), (b), and (c)) ▶		
29. Other Disbursements		
30. Total Disbursements (add Lines 21(c), 22, 23, 24, 25, 26, 27, 28(d), and 29) ▶		
31. Total Federal Disbursements (subtract Line 21(a)(ii) from Line 30) ▶		

III. Net Contributions/Operating Expenditures

32. Total Contributions (other than loans) (from Line 11(d), page 3)		
33. Total Contribution Refunds (from Line 28(d))		
34. Net Contributions (other than loans) (subtract Line 33 from Line 32)		
35. Total Federal Operating Expenditures (add Line 21(a)(i) and Line 21(b)) ▶		
36. Offsets to Operating Expenditures (from Line 15, page 3)		
37. Net Operating Expenditures (subtract Line 36 from Line 35) ▶		

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NOTE: THERE ARE NO CHANGES TO THE INSTRUCTIONS FOR THE DETAILED SUMMARY PAGE, FEC FORM 3X

SCHEDULE A (FEC Form 3X)
ITEMIZED RECEIPTS

Use separate schedule(s) for each category of the Detailed Summary Page

FOR LINE NUMBER: (check only one)
☐ 11a ☐ 11b ☐ 11c ☐ 12
☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17

PAGE OF

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME OF COMMITTEE (In Full)

A.
Full Name (Last, First, Middle Initial)
Mailing Address
City State Zip Code
If this contribution is from a federal political committee, enter FEC Identification number C
Name of Employer
Occupation
Receipt For: ☐ Primary ☐ General ☐ Other (specify) ▼
Aggregate Year-to-Date ▼
Date of Receipt MM / DD / YYYY
Amount of Each Receipt this Period

B.
Full Name (Last, First, Middle Initial)
Mailing Address
City State Zip Code
If this contribution is from a federal political committee, enter FEC Identification number C
Name of Employer
Occupation
Receipt For: ☐ Primary ☐ General ☐ Other (specify) ▼
Aggregate Year-to-Date ▼
Date of Receipt MM / DD / YYYY
Amount of Each Receipt this Period

C.
Full Name (Last, First, Middle Initial)
Mailing Address
City State Zip Code
If this contribution is from a federal political committee, enter FEC Identification number C
Name of Employer
Occupation
Receipt For: ☐ Primary ☐ General ☐ Other (specify) ▼
Aggregate Year-to-Date ▼
Date of Receipt MM / DD / YYYY
Amount of Each Receipt this Period

SUBTOTAL of Receipts This Page (optional) ..... ▶

TOTAL This Period (last page this line number only) ..... ▶

INSTRUCTIONS FOR PREPARING SCHEDULE A (FEC FORM 3X)

The Detailed Summary Page is broken down into various categories of receipts. Use Schedule A to list each receipt required to be itemized. DO NOT combine more than one category of receipts on the same Schedule A. Instead, use a separate Schedule A for each category of receipts. The line number of the Detailed Summary Page to which each Schedule A pertains should be identified in the upper right corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block. For each receipt required to be itemized during the reporting period, the political committee must provide the identification, date and amount of the receipt, and the aggregate year-to-date total.

The term "identification" means, in the case of an individual, his or her full name, including: first name, middle name or initial, if available, and last name; mailing address; occupation; and the name of his or her employer; and, in the case of any other person, the person's full name and address. Do not abbreviate committee names.

The occupation and name of employer is only required to be provided for receipts from individuals. "Occupation" means the principal job title or position of an individual and whether or not self-employed. "Employer" means the organization or person by whom an individual is employed, and not the name of his or her supervisor.

~~Authorized committees must indicate the election for which the receipt was given. In the event the receipt was given for an election other than the current primary or general election, the "Other" block must be checked and the type of election specified (i.e., "General 1986," "Primary 1986").~~ The "receipt for" block does not apply to contributions received by political committees~~ which are not authorized committees~~. Only use theese blocks for receipts relating to refunds or loan repayments received from federal candidates. The "aggregate year-to-date" total must be given for each receipt and must equal the total amount that the person has given to the committee for that particular category of receipts for the calendar year. If a receipt is the only receipt from a person during the calendar year, the aggregate year-to-date total must still be entered.

The "Total This Period" amount (the last line on Schedule A) must be added to all other receipts for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

If a contribution is received from a business entity or is drawn on what is or appears to be a business account, the political committee must determine that the contribution is not from a corporation, government contractor, or other prohibited source. If the contribution is from a prohibited source, it must be refunded within thirty days of its receipt.

A contribution which appears to be excessive, either on its face or when aggregated with other contributions from the same person, may be returned or deposited into a committee~~campaign~~ depository but not used. If deposited, the contributor may be asked if a joint contribution was intended and, if so, to submit a written reattribution of the contribution signed by each contributor. ~~The contributor may also be asked to redesignate the contribution for a different election if such a contribution would otherwise be permissible.~~ If no ~~redesignation or~~ reattribution is received, the excessive contribution must be refunded within sixty days of its receipt. ~~Both redesignations and~~ Rreattributions are ~~to be~~ reported as memo entries on the report covering the period in which the committee receives the redesignations or reattributions. Indicate how the contributions(s) was reported initially, followed by the ~~redesignated or~~ reattributed entry(ies). See 11 CFR 104.8 for the reporting of these types of contributions.

~~Contributions to a candidate or authorized committee which are not designated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election.~~

Contributions In-Kind. Contributions in-kind (i.e., goods and services provided to a political committee) are treated as any other contribution and must be reported and itemized under the appropriate category of receipts. For example, a contribution in-kind from an individual must be itemized on Schedule A and reported under the category for "Contributions From Individuals/Persons Other Than Political Committees." The value of each contribution in-kind must be entered in the "Amount of Each Receipt This Period" column. The amount or value of the contribution in-kind is the difference between the usual and normal charge for the goods or services at the time of the contribution and the amount charged the political committee. The "aggregate year-to-date" total must include the total amount of all contributions which the person has contributed to the committee during the calendar year. The item must be labeled "contribution in-kind" and include the nature of the contribution (e.g., consulting , polling, etc.). Each contribution in-kind must also be reported in the same manner as an operating expense on Schedule B and include in the total for "Operating Expenditures" (NOTE: A political committee which makes a contribution in-kind only reports it as a disbursement and itemizes the transaction on Schedule B with a notation "contribution in-kind." The purpose of the expenditure (e.g., consulting, polling, etc.) and the aggregated year-to-date amount must also be provided. The committee receiving the contribution in-kind must report it as both a receipt and an expenditure.)

Contributions of stocks, bonds, art objects, and other similar items to be liquidated must be reported as follows:

(1) If the item has not been liquidated at the close of the reporting period, the committee must record as a memo entry (not as cash) on Schedule A the item's fair market value on the date received, including the name and mailing address (and when in excess of $200, the occupation and name of the employer) of the contributor. The total amount of items to be liquidated must be entered under "Total This Period" on the last line of Schedule A. This amount must NOT be carried forward to the Detailed Summary Page.

(2) When the item is sold, the committee must report the proceeds and include them in the appropriate categories on the Detailed Summary Page. It must also report the (i) name and mailing address (and, where in excess of $200, the occupation and name of employer) of the purchaser on Schedule A, if purchased directly from the committee (the purchaser is considered to have made a contribution to the committee); and (ii) the identification of the original contributor on Schedule A.

Exempt Legal or Accounting Services. Legal or accounting services rendered to or on behalf of an authorized committee of a candidate or any other political committee are not contributions or expenditure and are not, therefore, subject to the contribution limitations and prohibitions, if the person paying for the services is the regular employer of the individual rendering the services and if the services are solely to ensure compliance with the Act.

The political committee must itemize as a memo entry on a separate Schedule A each person who provides legal or accounting services to the political committee in an aggregate value or amount in excess of $200 within the calendar year, together with the date of receipt and amount or value of the exempt legal or accounting services, and state that the receipt is for "exempt legal or accounting service." The total amount of exempt legal or accounting services must be entered on the line for "Total This Period" on the bottom of Schedule A, but the total amount may not be carried forward to any category or line number on the Detailed Summary Page.

Earmarked Contributions. For each earmarked contribution received (regardless of the amount), the political committee must report on Schedule A the name and address of the original contributor, the date of receipt and the amount of the contribution and, if the original contributor makes contributions aggregating in excess of $200 to the political committee during the calendar year, the occupation and name of employer. If the contribution passes through the political committee's account and is forwarded to another political committee or Federal candidate, the conduit committee must disclose each contribution, regardless of the amount, on both Schedule A and Schedule B and include the amount under the appropriate category of receipts and disbursements. If the contribution was passed on in the form of the contributor's check, the conduit must disclose each contribution on a separate Schedule A attached to the conduit's (intermediary) next report and the amounts of such contributions are not required to be included in the totals for the appropriate categories of receipts and disbursements. If a political committee is not a conduit, but is the intended recipient, the political committee must report each conduit through which the earmarked contribution passed, including the name and address of the conduit, and whether the contribution was passed on in cash, by the contributor's check, or by the conduit's check. If the conduit exercises direction and control over the contribution, the earmarked contribution must also be attributed to the contribution limitations of the conduit.

Checks Returned Due to Insufficient Funds. If a contributor's check is returned to the political committee due to insufficient funds and the receipt of the check was previously reported, the political committee must report the return under the appropriate category of receipts as a negative entry and net out the amount of the check from the total for that category. If the original receipt of the check was itemized on Schedule A, the return of the check must also be itemized as a negative entry on Schedule A. If the receipt of the check was never reported, the return of the check should not be reported.

Check Refunded to the Committee. A contribution may be refunded to the committee in one of two ways:

(1) The original check is returned uncashed. If the contribution was reported, the refund should be reported as a negative entry on Schedule B, and the amount of the contribution refund subtracted from the disbursement totals on the line of the Detailed Summary Page that it was reported on.

(2) The original check is not returned and the refund is made by a check from the recipient of the contribution. Such a transaction should be reported as a receipt on Schedule A for the appropriate line of the Detailed Summary Page. This procedure is applicable regardless of whether the amount refunded is the full or only a partial refund of the contribution or whether the contribution was previously reported.

Best Efforts. When the treasurer of a political committee shows that best efforts have been used to obtain, maintain and submit the information required, the committee shall be considered in compliance with the Act.

With regard to reporting the identification of each person whose contribution(s) to the committee and its affiliated committees aggregate in excess of $200 in a calendar year, the treasurer will only~~not~~ be deemed to have exercised best efforts to obtain, maintain and report the required information if all written solicitations for contributions include ~~unless he or she has made at least one effort per solicitation either by written request or by an oral request documented in writing to obtain the information from the contributor. The best effort shall consist of~~ a clear request for the information (i.e., name, mailing address, occupation, name of employer) and include an accurate statement of Federal law regarding the collection and reporting of individual contributor identifications. In addition, for each contribution requiring itemization which lacks contributor information, the treasurer must, within 30 days of receipt of the contribution, make one effort to obtain the missing information. See 11 CFR 104.7 and the Campaign ~~Guide for Congressional Candidates~~ Guide for more information. ~~which informs the contributor that the reporting of the information is required by law~~.

SCHEDULE B (FEC Form 3X)
ITEMIZED DISBURSEMENTS

Use separate schedule(s) for each category of the Detailed Summary Page

FOR LINE NUMBER: (check only one)
☐ 21b ☐ 22 ☐ 23 ☐ 24 ☐ 25
☐ 26 ☐ 27 ☐ 28a ☐ 28b ☐ 28c ☐ 29

PAGE OF

NAME OF COMMITTEE (In Full)

A.
Full Name (Last, First, Middle Initial)
Mailing Address
City State Zip Code
Purpose of Disbursement
Candidate Name
Category/ Type
Office Sought: ☐ House ☐ Senate ☐ President
State: District:
Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼
Date of Disbursement MM / DD / YYYY
Amount of Each Disbursement this Period

B.
Full Name (Last, First, Middle Initial)
Mailing Address
City State Zip Code
Purpose of Disbursement
Candidate Name
Category/ Type
Office Sought: ☐ House ☐ Senate ☐ President
State: District:
Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼
Date of Disbursement MM / DD / YYYY
Amount of Each Disbursement this Period

C.
Full Name (Last, First, Middle Initial)
Mailing Address
City State Zip Code
Purpose of Disbursement
Candidate Name
Category/ Type
Office Sought: ☐ House ☐ Senate ☐ President
State: District:
Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼
Date of Disbursement MM / DD / YYYY
Amount of Each Disbursement this Period

SUBTOTAL of Disbursements This Page (optional) ▶

TOTAL This Period (last page this line number only) ▶

INSTRUCTIONS FOR PREPARING SCHEDULE B (FEC FORM 3X)

The Detailed Summary Page is broken down into various categories of disbursements. Use Schedule B to list each disbursement required to be itemized. DO NOT combine more than one category of disbursements on the same Schedule B. Instead, use a separate Schedule B for each category of disbursements. The line number of the Detailed Summary Page to which each Schedule B pertains should be identified in the upper right corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block.

For each disbursement required to be itemized during the reporting period, the political committee must provide the full name, mailing address, date, amount, and purpose of the disbursement.

The term "purpose" means a brief statement or description of why the disbursement was made. Examples of adequate descriptions include the following: dinner expenses, media, salary, polling, travel, party fees, phone banks, travel expenses, travel expense reimbursement, and catering costs. However, statements or descriptions such as "advance," "election day expenses," "other expenses," "expense reimbursement," "miscellaneous," "outside services," "get-out-the-vote," and "voter registration," would not meet the requirement for reporting the purpose of an expenditure. If the disbursement is a "loan repayment," "contribution refund," or other similar category of disbursement (other than an operating expenditure), the name of the category of disbursement (i.e., "loan repayment," etc.) is sufficient to meet the requirement for reporting the purpose of an expenditure.

Along with reporting the purpose of the expenditure as required above, the committee should also broadly characterize disbursements by providing the code for each category of disbursement. Examples of the types of disbursements that fall within each of the broad categories are listed below. Use only one code for each itemized disbursement. In cases where the disbursement was for several purposes, the political committee should assign one code according to the primary purpose of the disbursement. Note that some of the category titles are not acceptable as the "purpose" of the disbursement and that the categories are not intended to replace or to serve as a substitute for the "purpose of disbursement."

001 Administrative/Salary/Overhead Expenses (e.g., rent, staff salaries, postage, office supplies, equipment, furniture, ballot access fees, petition drives, party fees and legal and accounting expenses)

002 Travel Expenses - including travel reimbursement expenses (e.g., costs of commercial carrier tickets; reimbursements for use of private vehicles, advance payments for use of corporate aircraft; lodging and meal expenses incurred during travel)

003 Solicitation and Fundraising Expenses (e.g. costs for direct mail solicitations and fundraising events including printing, mailing lists, consultant fees, call lists, invitations, catering costs and room rental)

004 Advertising Expenses -including general public political advertising (e.g., purchases of radio/television broadcast/cable time, print advertisements and related production costs)

005 Polling Expenses

006 Campaign Materials (e.g., buttons, bumper stickers, brochures, pens, posters, balloons)

007 Campaign Event Expenses (e.g., costs associated with candidate appearances, campaign rallies, town meetings, phone banks, including catering costs, door to door get-out-the-vote efforts and driving voters to the polls)

008 Transfers
(e.g., to other affiliated/party committees)
009 Loans
(e.g., loans made or repayments of loans received)
010 Refunds of Contributions
(contribution refunds to individuals/ persons, political party committees or other political committees)
011 Political Contributions
(e.g., contributions to other federal committees and candidates, donations to nonfederal candidates and committees)
012 Donations
(e.g., donations to charitable or civic organizations)

For disbursements that are contributions to Federal candidates, or authorized committees, the committee must include under "Purpose of Disbursement" the name of the candidate and office sought (including State and congressional district, where applicable) and the aggregate year-to-date total of contributions made to that candidate or committee in the purpose of disbursement box.

For each contribution to a Federal candidate or authorized committee indicate in the election check-off box the election for which the contribution was made. Contributions to a candidate or authorized committee which are not designated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election. In the event the contribution was made for an election prior to the current election cycle, the "Other" box must be checked and the type of election specified (e.g., "General 2000~~1986~~," "Primary 2000~~1986~~"). The election check-off boxes provided for each itemized entry on Schedule B should not be used when itemizing operating expenditures.

The "Total This Period" amount (the last line on Schedule B) must be added to all other disbursements for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

CONTRIBUTIONS IN-KIND RECEIVED

Contributions in-kind received by the committee which are itemized on Schedule A must also be itemized as an operating expenditure on Schedule B. In addition, in the "Purpose of Disbursement" box include the notation "Contribution In-Kind," and the nature of the expenditure (e.g., consulting, polling, etc.).

NOTE: THERE ARE NO CHANGES TO THE INSTRUCTIONS FOR SCHEDULES C, C-1 AND D (FEC FORM 3X)

SCHEDULE C (FEC Form 3X)
LOANS

Use separate schedule(s) for each category of the Detailed Summary Page

PAGE OF

FOR LINE 13 OF FORM 3X

NAME OF COMMITTEE (In Full)

LOAN SOURCE Full Name (Last, First, Middle Initial)

Election:
- Primary
- General
- Other (specify)

Mailing Address

City State ZIP Code

Original Amount of Loan

Cumulative Payment To Date

Balance Outstanding at Close of This Period

TERMS

Date Incurred MM / DD / YYYY

Date Due MM / DD / YYYY

Interest Rate % (apr)

Secured: Yes No

List All endorsers of Guarantors (if any) to Loan Source

1. Full Name (Last, First, Middle Initial)

Name of Employer

Mailing Address

Occupation

City State ZIP Code

Amount Guaranteed Outstanding:

2. Full Name (Last, First, Middle Initial)

Name of Employer

Mailing Address

Occupation

City State ZIP Code

Amount Guaranteed Outstanding:

3. Full Name (Last, First, Middle Initial)

Name of Employer

Mailing Address

Occupation

City State ZIP Code

Amount Guaranteed Outstanding:

4. Full Name (Last, First, Middle Initial)

Name of Employer

Mailing Address

Occupation

City State ZIP Code

Amount Guaranteed Outstanding:

SUBTOTALS This Period This Page (optional) .... ▶

TOTALS This Period (last page in this line only) .... ▶

Carry outstanding balance only to LINE 3, Schedule D, for this line. If no Schedule D, carry forward to appropriate line of Summary.

SCHEDULE C-1 (FEC Form 3X)

LOANS AND LINES OF CREDIT FROM LENDING INSTITUTIONS

Federal Election Commission, Washington, D.C. 20463

Supplementary for information found on Page ____ of Schedule C

NAME OF COMMITTEE (in Full)

FEC IDENTIFICATION NUMBER C

LENDING INSTITUTION (LENDER)
Full Name

Amount of Loan

Interest Rate (APR) %

Mailing Address

Date Incurred or Established MM / DD / YYYY

City State Zip Code

Date Due MM / DD / YYYY

A. Has loan been restructured? ☐ No ☐ Yes If yes, date originally incurred MM / DD / YYYY

B. If line of credit, Amount of this Draw: Total Outstanding Balance:

C. Are other parties secondarily liable for the debt incurred?
☐ No ☐ Yes (Endorsers and guarantors must be reported on Schedule C.)

D. Are any of the following pledged as collateral for the loan: real estate, personal property, goods, negotiable instruments, certificates of deposit, chattel papers, stocks, accounts receivable, cash on deposit, or other similar traditional collateral?
☐ No ☐ Yes If yes, specify: ____

What is the value of this collateral?

Does the lender have a perfected security interest in it? ☐ No ☐ Yes

E. Are any future contributions or future receipts of interest income, pledged as collateral for the loan? ☐ No ☐ Yes If yes, specify: ____

What is the estimated value?

A depository account must be established pursuant to 11 CFR 100.7(b)(11)(i)(B) and 100.8(b)(12)(i)(B).

Date account established: MM / DD / YYYY

Location of account:

Address:

City, State, Zip:

F. If neither of the types of collateral described above was pledged for this loan, or if the amount pledged does not equal or exceed the loan amount, state the basis upon which this loan was made and the basis on which it assures repayment.

G. COMMITTEE TREASURER
Typed Name
Signature

DATE MM / DD / YYYY

H. Attach a signed copy of the loan agreement.

I. TO BE SIGNED BY THE LENDING INSTITUTION:

I. To the best of this institution's knowledge, the terms of the loan and other information regarding the extension of the loan are accurate as stated above.

II. The loan was made on terms and conditions (including interest rate) no more favorable at the time than those imposed for similar extensions of credit to other borrowers of comparable credit worthiness.

III. This institution is aware of the requirement that a loan must be made on a basis which assures repayment, and has complied with the requirements set for the at 11 CFR 100.7(b)(11) and 1008.(b)(12) in making this loan.

AUTHORIZED REPRESENTATIVE
Typed Name
Signature
Title

DATE MM / DD / YYYY

SCHEDULE D (FEC Form 3X)
DEBTS AND OBLIGATIONS
Excluding Loans

(Use separate schedule(s) for each numbered line)

PAGE OF

FOR LINE NUMBER: (check only one) ☐ 9 ☐ 10

NAME OF COMMITTEE (In Full)

A. Full Name (Last, First, Middle Initial) of Debtor or Creditor

Nature of Debt (Purpose):

Mailing Address

City State Zip Code

Outstanding Balance Beginning This Period

Amount Incurred This Period

Payment This Period

Outstanding Balance at Close of This Period

B. Full Name (Last, First, Middle Initial) of Debtor or Creditor

Nature of Debt (Purpose):

Mailing Address

City State Zip Code

Outstanding Balance Beginning This Period

Amount Incurred This Period

Payment This Period

Outstanding Balance at Close of This Period

C. Full Name (Last, First, Middle Initial) of Debtor or Creditor

Nature of Debt (Purpose):

Mailing Address

City State Zip Code

Outstanding Balance Beginning This Period

Amount Incurred This Period

Payment This Period

Outstanding Balance at Close of This Period

1) **SUBTOTALS** This Period This Page (optional) ▶

2) **TOTALS** This Period (last page this line number only) ▶

3) **TOTAL OUTSTANDING LOANS** from Schedule C (last page only) ▶

4) **ADD** 2) and 3) and carry forward to appropriate line of Summary Page (last page only) ▶

SCHEDULE E (FEC Form 3X)
ITEMIZED INDEPENDENT EXPENDITURES

PAGE OF
FOR LINE 24 OF FORM 3X

NAME OF COMMITTEE (In Full)

FEC IDENTIFICATION NUMBER ▼ C

Full Name (Last, First, Middle Initial) of Payee

Purpose of Expenditure

Category/ Type

Mailing Address

City State Zip Code

Name of Federal Candidate supported or opposed by expenditure:

Date MM / DD / YYYY

Amount

Office Sought: House Senate Presidential

State: District:

Check One: Support Oppose

Full Name (Last, First, Middle Initial) of Payee

Purpose of Expenditure

Category/ Type

Mailing Address

City State Zip Code

Name of Federal Candidate supported or opposed by expenditure:

Date MM / DD / YYYY

Amount

Office Sought: House Senate Presidential

State: District:

Check One: Support Oppose

Full Name (Last, First, Middle Initial) of Payee

Purpose of Expenditure

Category/ Type

Mailing Address

City State Zip Code

Name of Federal Candidate supported or opposed by expenditure:

Date MM / DD / YYYY

Amount

Office Sought: House Senate Presidential

State: District:

Check One: Support Oppose

(a) SUBTOTAL of Itemized Independent Expenditures .... ▶

(b) SUBTOTAL of Unitemized Independent Expenditures .... ▶

(c) TOTAL Independent Expenditures .... ▶

Under penalty of perjury I certify that the independent expenditures reported herein were not made in cooperation, consultation, concert with, or at the request or suggestion of any candidate or any authorized committee or agent of such candidate or authorized committee. Furthermore, these expenditures did not involve the financing of dissemination, distribution, or republication in whole or in part of any campaign materials prepared by the candidate, his campaign committee, or their agent.

Subscribed and sworn to before me this DD day of MM / YYYY

My Commission expires: MM / DD / YYYY

Signature

Date MM / DD / YYYY

NOTARY PUBLIC

INSTRUCTIONS FOR PREPARING SCHEDULE E

GENERAL

DEFINITION

The term "independent expenditure" means: "an expenditure for a communication by a person expressly advocating the election or defeat of a clearly identified candidate which is made without cooperation or consultation with any candidate, or any authorized committee or agent of such candidate, and which is not made in concert with, or at the request or suggestion of, any candidate, or any authorized committee or agent of such candidate."

WHO MUST FILE

Any political committee which makes independent expenditures must report these expenditures on Schedule E during the reporting period in which they were made.

Any independent expenditures aggregating $1,000 or more made after the 20th day, but more than 24 hours, before 12:01 A.M. of the day of the election, must be reported within 24 hours after the independent expenditure is made. The report must include all of the information required on Schedule E and be filed with the appropriate office.

LINE BY LINE INSTRUCTIONS

For Schedule E, the committee must enter the full name of the committee and the FEC Identification Number in the appropriate boxes at the top of the page. For each person who receives a payment or disbursement during the calendar year aggregating in excess of $200 in connection with an independent expenditure, the reporting committee must provide on Schedule E the full name, mailing address and zip code of the payee receiving any disbursement, the date and amount of any independent expenditure aggregating in excess of $200, and the purpose of the independent expenditure (e.g., radio, television, newspaper).

Along with reporting the purpose of the expenditure as required above, the committee should also broadly characterize disbursements by providing the code for each category of disbursement. Examples of the types of disbursements that fall within each of the broad categories are listed below. Use only one code for each itemized disbursement. In cases where the disbursement was for several purposes, the political committee should assign one code according to the primary purpose of the disbursement. Note that some of the category titles are not acceptable as the "purpose" of the disbursement and that the categories are not intended to replace or to serve as a substitute for the "purpose of disbursement."

001 Administrative/Salary/Overhead Expenses (e.g., rent, staff salaries, postage, office supplies, equipment, furniture, ballot access fees, petition drives, party fees and legal and accounting expenses)

002 Travel Expenses - including travel reimbursement expenses
(e.g., costs of commercial carrier tickets; reimbursements for use of private vehicles, advance payments for use of corporate aircraft; lodging and meal expenses incurred during travel)

003 Solicitation and Fundraising Expenses (e.g. costs for direct mail solicitations and fundraising events including printing, mailing lists, consultant fees, call lists, invitations, catering costs and room rental)

004 Advertising Expenses -including general public political advertising
(e.g., purchases of radio/television broadcast/cable time, print advertisements and related production costs)

005 Polling Expenses

006 Campaign Materials
(e.g., buttons, bumper stickers, brochures, pens, posters, balloons)

007 Campaign Event Expenses
(e.g., costs associated with candidate appearances, campaign rallies, town meetings, phone banks, including catering costs, door to door get-out-the-vote efforts and driving voters to the polls)

008 Transfers
(e.g., to other affiliated/party committees)

009 Loans
(e.g., loans made or repayments of loans received)

010 Refunds of Contributions
(contribution refunds to individuals/ persons, political party committees or other political committees)

011 Political Contributions
(e.g., contributions to other federal committees and candidates, donations to nonfederal candidates and committees)

012 Donations
(e.g., donations to charitable or civic organizations)

In addition, the committee must provide the name of the candidate, the office sought by the candidate (including State and Congressional District, where applicable), and whether the independent expenditure was in support of, or in opposition to, the candidate. A subtotal of itemized expenditures must be disclosed on Line (a) of the last Schedule E filed. A subtotal of independent expenditure not required to be itemized must also be disclosed on Line (b) of the last Schedule E filed.

The total of all independent expenditures (Line (c)) is carried forward to the appropriate line of the Detailed Summary Page.

CERTIFICATION AND NOTARIZATION

The treasurer of any political committee which makes an independent expenditure must sign Schedule E and certify under penalty of perjury that the expenditure was in fact an "independent expenditure."

Additionally, Schedule E must be notarized.

NOTE: Any other person (other than a political committee) who makes an independent expenditure must file on FEC FORM 5.

SCHEDULE F (FEC Form 3X)

ITEMIZED COORDINATED EXPENDITURES MADE BY POLITICAL PARTY COMMITTEES OR DESIGNATED AGENT(S) ON BEHALF OF CANDIDATES FOR FEDERAL OFFICE

(2 U.S.C. §441a(d)) (To be used only by Political Committees in the General Election)

PAGE OF
FOR LINE 25 OF FORM 3X

NAME OF COMMITTEE (In Full)

Has your committee been designated to make coordinated expenditures by a political party committee?
☐ YES ☐ NO
If YES, name the designating committee:

Full Name of Subordinate Committee

Mailing Address

City State ZIP Code

Full Name (Last, First, Middle Initial) of Each Payee

Mailing Address

City State Zip Code

Name of Federal Candidate Supported

Office Sought: ☐ House ☐ Senate ☐ Presidential State: ______ District: ______

Aggregate General Election Expenditure for this Candidate ▶

Purpose of Expenditure

Category/Type

Date MM / DD / YYYY

Amount

Full Name (Last, First, Middle Initial) of Each Payee

Mailing Address

City State Zip Code

Name of Federal Candidate Supported

Office Sought: ☐ House ☐ Senate ☐ Presidential State: ______ District: ______

Aggregate General Election Expenditure for this Candidate ▶

Purpose of Expenditure

Category/Type

Date MM / DD / YYYY

Amount

Full Name (Last, First, Middle Initial) of Each Payee

Mailing Address

City State Zip Code

Name of Federal Candidate Supported

Office Sought: ☐ House ☐ Senate ☐ Presidential State: ______ District: ______

Aggregate General Election Expenditure for this Candidate ▶

Purpose of Expenditure

Category/Type

Date MM / DD / YYYY

Amount

SUBTOTAL of Expenditures This Page (optional) ▶

TOTAL This Period (last page this line number only) ▶

INSTRUCTIONS FOR PREPARING SCHEDULE F

DEFINITION AND LIMITATIONS

The Federal Election Campaign Act provides political party committees with special spending limits on behalf of their candidates in the General Election (2 U.S.C. §441a(d)). These special spending limits do not apply in primary elections, are not contributions to the candidate and are not contributions in-kind reported on Schedule B. These spending limits are separate from expenditures made by the candidate's authorized committee(s). Expenditures made under 2 U.S.C. §441a(d) are reported by the political party committee or designated agent and not by the candidate or the candidate's authorized committee(s) on whose behalf the expenditure was made.

National party political committees are subject to separate limits for Presidential, Senate and House general elections. State party political committees are subject to separate limits for Senate and House general elections, but may not make any separate expenditures in the Presidential general election, unless designated by the national committee of the political party. Within a State, committees subordinate to a State party political committee (county, city, local, etc.) are included within the State party political committee limits.

The formulas for the party spending limits are as follows:

President: $0.02 times the national Voting Age Population, adjusted to reflect the latest cost-of-living increase.

Senate: The greater of: (a) $0.02 times the state Voting Age Population, adjusted to reflect the latest cost-of-living increase; or (b) $20,000, adjusted to reflect the latest cost-of-living increase.

*House: $10,000 adjusted to reflect the latest cost-of-living increase.

WHO MUST FILE

Any political party committee or designated agent which makes coordinated expenditures must itemize each expenditure on Schedule F. For each coordinated expenditure; provide the full name and mailing address of the payee, date and amount of the expenditure, the purpose of the expenditure (e.g., polling, campaign consulting, media preparation, etc.) and the name of the office sought by (including State and Congressional district, when applicable) the candidate on whose behalf the expenditure was made.

Along with reporting the purpose of the expenditure as required above, the committee should also broadly characterize disbursements by providing the code for each category of disbursement. Examples of the types of disbursements that fall within each of the broad categories are listed below. Use only one code for each itemized disbursement. In cases where the disbursement was for several purposes, the political committee should assign one code according to the primary purpose of the disbursement. Note that some of the category titles are not acceptable as the "purpose" of the disbursement and that the categories are not intended to replace or to serve as a substitute for the "purpose of disbursement."

001 Administrative/Salary/Overhead Expenses (e.g., rent, staff salaries, postage, office supplies, equipment, furniture, ballot access fees, petition drives, party fees and legal and accounting expenses)

002 Travel Expenses - including travel reimbursement expenses (e.g., costs of commercial carrier tickets; reimbursements for use of private vehicles,

advance payments for use of corporate aircraft; lodging and meal expenses incurred during travel)

003 Solicitation and Fundraising Expenses (e.g. costs for direct mail solicitations and fundraising events including printing, mailing lists, consultant fees, call lists, invitations, catering costs and room rental)

004 Advertising Expenses -including general public political advertising (e.g., purchases of radio/television broadcast/cable time, print advertisements and related production costs)

005 Polling Expenses

006 Campaign Materials (e.g., buttons, bumper stickers, brochures, pens, posters, balloons)

007 Campaign Event Expenses (e.g., costs associated with candidate appearances, campaign rallies, town meetings, phone banks, including catering costs, door to door get-out-the-vote efforts and driving voters to the polls)

008 Transfers (e.g., to other affiliated/party committees)

009 Loans (e.g., loans made or repayments of loans received)

010 Refunds of Contributions (contribution refunds to individuals/ persons, political party committees or other political committees)

011 Political Contributions (e.g., contributions to other federal committees and candidates, donations to nonfederal candidates and committees)

012 Donations (e.g., donations to charitable or civic organizations)

In addition, the committee must provide the amount of coordinated expenditures made on behalf of each candidate for the general election. Expenditures made on behalf of more than one candidate should be attributed to each candidate in proportion to, and should be reported to reflect, the benefit reasonably expected to be derived.

DESIGNATED AGENTS

The national committee of a political party may make expenditures for candidates through any designated agent including any State or subordinate party political committees.

The State party political committee may designate as agents any subordinate committee (county, city, local, etc.). The State party political committee shall be responsible for insuring that the expenditures of the entire party organization within the State are within the limitations, including receiving reports from any subordinate committee making expenditures, and filing consolidated reports showing all expenditures in the State.

Committees reporting to the Commission for designated agents should use a separate Schedule F for each agent. Expenditures made by designated agents should not be included in the reporting committee's totals on the Detailed Summary Page. The figure carried forward to the Detailed Summary Page should be the amount of coordinated expenditures made by the reporting committee.

*In the case of a candidate for election to the House of Representatives from a State which is entitled to only one Representative, the Senate party spending limits are applicable.

NOTE: THERE ARE NO CHANGES TO THE INSTRUCTIONS FOR ALLOCATION SCHEDULES H-1, H-2, H-3 AND I.

SCHEDULE H1 (FEC Form 3X)

METHOD OF ALLOCATION FOR SHARED FEDERAL AND NON-FEDERAL ADMINISTRATIVE EXPENSES AND GENERIC VOTER DRIVE COSTS

NAME OF COMMITTEE (In Full)

USE ONLY ONE SECTON

A. NATIONAL PARTY COMMITTEES

FIXED FEDERAL PERCENTAGE (Check the appropriate line and enter % in box to right) .... %

- [ ] Presidential Year (65%)
- [ ] All Other Years (60)%

B. HOUSE AND SENATE PARTY CAMPAIGN COMMITTEES

[ ] **MINIMUM FEDERAL PERCENTAGE** (65%) (If checked, enter 65% in box to right) .... %

OR

[ ] **FUNDS EXPENDED:**

- Estimated Direct Candidate Support -- Federal .... %
- Estimated Direct Candidate Support -- Non-Federal .... %

ADJUSTMENTS TO FUNDS EXPENDED:

Actual Direct Candidate Support -- Federal .... %

Actual Direct Candidate Support -- Non-Federal ....

NOTE: Funds expended must be used if the Federal proportion is greater than 65% in any year.

C. SEPARATE SEGREGATED FUNDS AND NON CONNECTED COMMITTEES

FUNDS EXPENDED:

- Estimated Direct Candidate Support -- Federal .... %
- Estimated Direct Candidate Support -- Non-Federal .... %

ADJUSTMENTS TO FUNDS EXPENDED:

Actual Direct Candidate Support -- Federal .... %

Actual Direct Candidate Support -- Non-Federal ....

D. STATE AND LOCAL PARTY COMMITTEES

BALLOT COMPOSITION

Check all Offices appearing on the next General Election Ballot:

			NUMBER OF POINTS
1. President	[ ]	(1 Point)	
2. U.S. Senate	[ ]	(1 Point)	
3. U.S. Congress	[ ]	(1 Point)	
4. SUBTOTAL -- Federal (ADD 1, 2, AND 3)			
5. Governor	[ ]	(1 Point)	
6. Other Statewide Office(s)	[ ]	(1 or 2 Points)	
7. State Senate	[ ]	(1 Point)	
8. State Representative	[ ]	(1 Point)	
9. Local Candidates	[ ]	(1 or 2 Points)	
10. Extra Non-Federal Point	[ ]	(1 Point)	
11. SUBTOTAL -- Non-Federal (Add 5, 6, 7, 8, 9, and 10)			
12. TOTAL POINTS (Line 4 plus Line 11)			

FEDERAL ALLOCATION = Line 4 divided by Line 12 .... %

SCHEDULE H2 (FEC Form 3X)
ALLOCATION RATIOS

PAGE OF

NAME OF COMMITTEE (In Full)

ALLOCATION RATIOS FOR INDIVIDUAL FUNDRAISING EVENTS, EXEMPT ACTIVITIES, AND SHARED DIRECT CANDIDATE SUPPORT APPEARING ON THIS REPORT.

Methods of allocation:

I. **FUNDRAISING** activities are allocated using the "funds received method" where the federal proportion of expenses must equal the federal proportion of monies raised.

II. **EXEMPT** activities are allocated using the "time and space method" where the federal proportion of disbursements is based on the proportion of time or space devoted to federal candidates.

III. Shared **DIRECT CANDIDATE SUPPORT** activities are allocated according to benefit expected to be derived, where the federal proportion of disbursements is based on the benefit derived by federal candidates from the activity.

NAME OF ACTIVITY OR EVENT	FEDERAL %	NON-FEDERAL %
ACTIVITY IS: ☐ Fundraising ☐ Exempt ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	. %	. %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: ☐ Fundraising ☐ Exempt ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NON-FEDERAL % . %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: ☐ Fundraising ☐ Exempt ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NON-FEDERAL % . %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: ☐ Fundraising ☐ Exempt ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NON-FEDERAL % . %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: ☐ Fundraising ☐ Exempt ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NON-FEDERAL % . %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: ☐ Fundraising ☐ Exempt ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NON-FEDERAL % . %

SCHEDULE H3 (FEC Form 3X)
TRANSFERS FROM NON-FEDERAL ACCOUNTS

PAGE OF
FOR LINE 18 OF FORM 3X

NAME OF COMMITTEE (In Full)

NAME OF ACCOUNT	DATE OF RECEIPT	TOTAL AMOUNT TRANSFERRED
	MM / DD / YYYY	

BREAKDOWN OF TRANSFER RECEIVED

ADMINISTRATIVE/VOTER DRIVE AMOUNT

i) Total Administrative/Voter Drive ....

ii) Direct Fundraising
(List Events-Amout For Each)

DIRECT FUNDRAISING AMOUNT

a) ______

b) ______

c) ______

d) ______

e) Total Amount Transferred For Direct Fundraising ..

iii) Exempt Activity/Direct Candidate Support
(List Events-Amount For Each)

EXEMPT ACTIVITY/
DIRECT CANDIDATE SUPPORT

a) ______

b) ______

c) ______

d) ______

e) Total Amount Transferred For
Exempt Activity/Direct Candidate Support ....

TOTALS FOR BREAKDOWN OF TRANSFER RECEIVED

TOTAL This Period
(Administrative/Voter Drive Amount) ....

TOTAL This Period (Direct Fundraising Amount) ....

TOTAL This Period (Exempt Activity/Direct Candidate Support) ....

TOTAL This Period (Total Amount Transferred) ....

DISBURSEMENT SCHEDULE H4 (FEC Form 3X)
JOINT FEDERAL/NON-FEDERAL ACTIVITY SCHEDULE

PAGE OF
FOR LINE 21a OF FORM 3X

NAME OF COMMITTEE (In Full)

A. Full Name (Last, First, Middle Initial)
Mailing Address
City State Zip Code
Purpose/Event:
Category/Type
Description:

Type of Allocated Activity:
- [ ] Admin./Voter Drive
- [ ] Exempt
- [ ] Fundraising
- [ ] Direct Candidate Support

Event Year-To-Date

Date MM / DD / YYYY

FEDERAL SHARE + NON-FEDERAL SHARE = TOTAL AMOUNT

B. Full Name (Last, First, Middle Initial)
Mailing Address
City State Zip Code
Purpose/Event:
Category/Type
Description:

Type of Allocated Activity:
- [ ] Admin./Voter Drive
- [ ] Exempt
- [ ] Fundraising
- [ ] Direct Candidate Support

Event Year-To-Date

Date MM / DD / YYYY

FEDERAL SHARE + NON-FEDERAL SHARE = TOTAL AMOUNT

C. Full Name (Last, First, Middle Initial)
Mailing Address
City State Zip Code
Purpose/Event:
Category/Type
Description:

Type of Allocated Activity:
- [ ] Admin./Voter Drive
- [ ] Exempt
- [ ] Fundraising
- [ ] Direct Candidate Support

Event Year-To-Date

Date MM / DD / YYYY

FEDERAL SHARE + NON-FEDERAL SHARE = TOTAL AMOUNT

SUBTOTAL of Joint Federal and Non-Federal Activity This Page
FEDERAL SHARE + NON-FEDERAL SHARE = TOTAL AMOUNT

TOTAL This Period (last page for each line only)(Federal share to 21(a)(i) and non-Federal share to 21(a)(ii))
FEDERAL SHARE
TOTAL AMOUNT

NON-FEDERAL SHARE
TOTAL This Period for the Non-Federal Share (used for line 31 of the detailed summary page)

INSTRUCTIONS FOR PREPARING DISBURSEMENT SCHEDULE H4

(To Be Used For Joint Federal/Non-Federal Activity)

(effective 1/1/01~~94~~)

WHO MUST FILE

Any political committee that is active in both federal and non-federal elections, and that has established separate federal and non-federal accounts, may either make all payments for shared activity with federally permissible funds, or may allocate expenses for its shared activities between its federal and non-federal accounts, according to specified allocation methods. A committee that chooses to allocate shared expenses must pay the bills for those expenses from either its federal account or from a separate allocation account, which is also a federal account subject to the FECA's reporting requirements. The committee may transfer funds within specified time limits from its non-federal account to cover the non-federal share of the allocated expense. The committee must itemize each allocated disbursement made from its federal account or separate allocation account on Disbursement Schedule H4. Only disbursements supporting Line 21(a), Joint Activity, of the Detailed Summary Page should be reported on Disbursement Schedule H4. Disbursements supporting Line 21(b), Other Federal Operating Expenditures, of the Detailed Summary Page should be itemized on Schedule B, as required. All other disbursements from the federal account should also be itemized, as required, on Schedule B.

LINE BY LINE INSTRUCTIONS

The committee's full name must be entered in the appropriate block of each page.

For each disbursement itemized during the reporting period, the committee must provide the payee's full name and mailing address, the date, and the purpose or event for which the disbursement was made.

Note: Purpose or Event:

(a) The term "purpose" means a brief statement or description of why the disbursement was made. Examples of adequate descriptions include the following: dinner expenses, media, salary, polling, travel, party fees, phone banks, travel expenses, travel expense reimbursement, and catering costs. However, descriptions such as "advance," "election day expenses," "other expenses," "expense reimbursement," "miscellaneous," "outside services," "get-out-the-vote," and "voter registration," would not meet the requirement for reporting the purpose of a disbursement.

(b) Along with reporting the purpose of the expenditure as required above, the committee should also broadly characterize disbursements by providing the code for each category of disbursement. Examples of the types of disbursements that fall within each of the broad categories are listed below. Use only one code for each itemized disbursement. In cases where the disbursement was for several purposes, the political committee should assign one code according to the primary purpose of the disbursement. Note that some of the category titles are not acceptable as the "purpose" of the disbursement and that the categories are not intended to replace or to serve as a substitute for the "purpose of disbursement."

001 Administrative/Salary/Overhead Expenses (e.g., rent, staff salaries, postage, office

supplies, equipment, furniture, ballot access fees, petition drives, party fees and legal and accounting expenses)

002 Travel Expenses - including travel reimbursement expenses
(e.g., costs of commercial carrier tickets; reimbursements for use of private vehicles, advance payments for use of corporate aircraft; lodging and meal expenses incurred during travel)

003 Solicitation and Fundraising Expenses (e.g. costs for direct mail solicitations and fundraising events including printing, mailing lists, consultant fees, call lists, invitations, catering costs and room rental)

004 Advertising Expenses -including general public political advertising
(e.g., purchases of radio/television broadcast/cable time, print advertisements and related production costs)

005 Polling Expenses

006 Campaign Materials
(e.g., buttons, bumper stickers, brochures, pens, posters, balloons)

007 Campaign Event Expenses
(e.g., costs associated with candidate appearances, campaign rallies, town meetings, phone banks, including catering costs, door to door get-out-the-vote efforts and driving voters to the polls)

008 Transfers
(e.g., to other affiliated/party committees)

009 Loans
(e.g., loans made or repayments of loans received)

010 Refunds of Contributions
(contribution refunds to individuals/ persons, political party committees or other political committees)

011 Political Contributions
(e.g., contributions to other federal committees and candidates, donations to nonfederal candidates and committees)

012 Donations
(e.g., donations to charitable or civic organizations)

(c) If the disbursement was for an exempt activity, a shared fundraising event, or shared federal and non-federal candidate support, the activity or event must be identified by the unique title or code assigned to it on the Allocation Ratios Schedule H2, along with the purpose for which the disbursement was made.

The "~~type~~category of allocated activity" for which each disbursement is made must be identified by checking the appropriate box. A disbursement representing payment for more than one category of activity is reported as a memo entry followed by a break down of the disbursement by category of activity, with the appropriate boxes checked. The committee must also enter the aggregate amount of all disbursements made year-to-date for each category of activity or individual event. For exempt activity, fundraising, and direct candidate support, a separate aggregate amount must be reported for each individual event. For administrative expenses and generic voter drive activity, one aggregate amount for all disbursements in that category is sufficient.

The total amount of each disbursement must be entered in the appropriate box. For each disbursement for shared administrative expenses and generic voter drive costs, fundraising, or exempt activities, the committee must enter the total amounts allocated to the federal and non-federal accounts in the appropriate boxes. For administrative expenses and generic voter drive costs, the federal and non-federal shares are derived from the percentages stated on the Method of Allocation Schedule H1. For the costs of fundraising, exempt activity or direct candidate support, these amounts are derived from the percentages stated for each event on the Allocation Ratios Schedule H2.

If an allocated disbursement was made, in whole or in part, for direct candidate support (e.g. an in-kind contribution benefiting both specific federal and specific nonfederal candidates), the federal share of the disbursement must be disclosed on Schedule B, supporting Line 23, 24, or 25 of the Detailed Summary Page, as appropriate. The "Federal Share" box on Schedule H4 should contain a reference to both Schedule B and the appropriate line number of the Detailed Summary Page on which this information is reported. The non-federal share of the disbursement must be entered in the "Non-Federal Share" box on Schedule H4.

Subtotals for each page and totals for the reporting period must be computed for the total amount of disbursements, and for the total federal and non-federal shares. The "Total This Period" for the federal share and the non-federal share are carried forward to Line 21(a)(i) and 21(a)(ii), respectively, of the Detailed Summary Page.

The "Total This Period" for the non-federal share is used to compute the total federal disbursements on Line 31 of the Detailed Summary Page.

WHEN TO FILE

Disbursement Schedule H4 must be filed for each reporting period in which disbursements are made from a committee's federal account or separate allocation account in payment for allocated expenses.

SCHEDULE I (FEC Form 3X)
AGGREGATION PAGE
NON-FEDERAL ACCOUNTS OF NATIONAL PARTY COMMITTEES

(Use a separate Aggregation Page for each nonfederal account)

NAME OF COMMITTEE (In Full)

NAME OF ACCOUNT

Coverage Period
From: MM / DD / YYYY To: MM / DD / YYYY

	COLUMN A TOTAL THIS PERIOD	COLUMN B YEAR-TO-DATE
RECEIPTS (Attach Supporting Memo Schedule A Itemizing Receipts Aggregating in Excess of $200 During the Calendar Year)		
1. TOTAL RECEIPTS:		
DISBURSEMENTS: (Attach Supporting Memo Schedule B Itemizing Disbursements Aggregating in Excess of $200 During the Calendar Year)		
2. Transfers to Federal or Allocation Account for Allocable Expenses		
3. Transfers to State/Local Party Organizations		
4. Direct State/Local Candidate Support		
5. Other Disbursements		
6. TOTAL DISBURSEMENTS (add Lines 2, 3, 4, and 5)		
SUMMARY		
7. BEGINNING CASH ON HAND (for Column B, use cash as of January 1st)		
8. RECEIPTS (from Line 1)		
9. SUBTOTAL		
10. DISBURSEMENTS (from Line 6)		
11. ENDING CASH ON HAND................		

FEC DISCLOSURE FORM 3P

Report of Receipts and Disbursements
By an Authorized Committee of a
Candidate For the Office of President or Vice President

Use FEC FORM 3P to file your report. Listed below are the summary pages and schedules of FEC FORM 3P, with an explanation of what each discloses. Detailed instructions are included on the back of each form. These forms may be duplicated.

FEC FORM 3P: Page 1, Summary Page — Identifies the committee; discloses the committee's total receipts and disbursements for the reporting period and the aggregate election cycle~~calendar year~~-to-date.

FEC FORM 3P: Page 2, Detailed Summary Page — Summarizes receipts and disbursements by type of activity; shows reporting period and aggregate election cycle~~calendar year~~-to-date totals for each type of activity.

FEC FORM 3P: Page ~~3~~4, Allocation of Primary Expenditures by State for a Presidential Candidate — Summarizes the allocation of primary expenditures by state; shows reporting period and campaign-to-date totals; to be used only by presidential candidates receiving federal funds.

FEC FORM 3P: *WORKSHEET TO CALCULATE EXPENDITURES SUBJECT TO OVERALL LIMITATION OF 2 U.S.C. § 441a(b)(1)(A)* — Provides guidance concerning the calculation of the amount to be reported on Line 13 of FEC FORM 3P, Page 1. This worksheet must be retained to support, in part, the amount reported on Line 13.

FEC FORM 3P: Schedules

A-P: Provides detailed information for each receipt that is required to be itemized. Use a separate Schedule A-P to support each line number that appears on the Detailed Summary Page.

B-P: Provides detailed information for each disbursement that is required to be itemized. Use a separate Schedule B-P to support each line number that appears on the Detailed Summary Page.

C-P: Shows all loans, endorsements and loan guarantees the committee receives or makes.

C-P-1: Shows all loans and lines of credit made by lending institutions to the committee.

D-P: Shows debts and obligations owed to or by the committee that are required to be disclosed.

Other Forms and Their Uses

The forms listed below are also available. When ordering, please order by form number.

<u>**FEC FORM 3P: Page 3, Post-Election Detailed Summary Page** – Used only for last reporting period of election cycle, in lieu of Page 2 and portions of Page 1. Summarizes receipts and disbursements by type of activity; shows reporting period and both current and upcoming election cycle-to-date totals for each type of activity.</u>

FEC FORM 3P: Consolidation Report — Consolidates the receipts and disbursements of the candidate's Principal Campaign Committee and all committees authorized by the candidate to act on his or her behalf. If the candidate has not authorized any committees (other than the Principal Campaign Committee) to act on his or her behalf, this form DOES NOT have to be filed.

FEC FORM 3P: Schedule G-P (Optional) — Provides detailed information regarding the liquidation of advance activity undertaken by the committee. This form may be used as an alternative to disclosing the related transactions on Schedule B-P.

FEC FORM 2: Statement of Candidacy — Used by the candidate to designate a Principal Campaign Committee; and, if applicable, to designate other authorized committees to receive and expend funds on his or her behalf.

FEC FORM 1: Statement of Organization — Used by all political committees to register under the federal election law.

FEC FORM 8: Debt Settlement Plan — Used by terminating committees to disclose the terms of debt settlements.

Illegible and Non-FEC Forms

- Illegible reports and reports submitted on non-FEC forms are not acceptable and must be refiled.

<u>Electronic Filing</u>

- <u>Committees must file reports in an electronic format under 11 CFR 104.18 if they have either received contributions or made expenditures in excess of $50,000 during the calendar year, or if they have reason to expect that they will exceed either of those thresholds. If the committee has reached this level of activity, **DO NOT FILE THIS FORM ON PAPER**. Instead, you</u>

must file this form in an electronic format. See the instructions for more information on filing electronically.

Computerized Filing

- FEC FORM 3P may be filed in a computerized format, but the Commission must approve the computerized format before the report is filed. Submit sample formats to the Reports Analysis Division.

Faxing Forms

- Reports may not be filed by FAX because original signatures are required.

To request additional forms, call the Information Division at 800/424-9530 or 202/694-1100.

REPORT OF RECEIPTS AND DISBURSEMENTS
BY AN AUTHORIZED COMMITTEE OF A CANDIDATE
FOR THE OFFICE OF PRESIDENT OR VICE PRESIDENT

TYPE OR PRINT

1. NAME OR COMMITTEE (in full)

ADDRESS (number and street) ☐ Check if different than previously reported

CITY, STATE, and ZIP CODE

2. IDENTIFICATION NUMBER

3. IS THIS REPORT OF RECEIPTS AND DISBURSEMENTS FOR:
☐ Primary ☐ General

4. TYPE OF REPORT (Check here ☐ if this is a Termination Report.)
(a) "X" appropriate box and complete, if applicable.

☐ April 15 Quarterly Report
☐ July 15 Quarterly Report
☐ October 15 Quarterly Report
☐ January 31 Year End Report

Monthly Report Due on:

☐ February 20 ☐ June 20 ☐ October 20
☐ March 20 ☐ July 20 ☐ November 20
☐ April 20 ☐ August 20 ☐ December 20
☐ May 20 ☐ September 20 ☐ January 31

☐ Twelfth day report preceding ____________ (Type of Election)
election on ____________ in the State of ________

☐ Thirtieth day report following the General Election on
____

(b) Is this Report an Amendment? ☐ Yes ☐ No

5. COVERING PERIOD	FROM	THROUGH

SUMMARY	6. CASH ON HAND AT BEGINNING OF THE REPORTING PERIOD	
	7. TOTAL RECEIPTS THIS PERIOD (From Line 22, Column A, Page 2)	
	8. SUBTOTAL (Lines 6 and 7)	
	9. TOTAL DISBURSEMENTS THIS PERIOD (From Line 30, Column A, Page 2)	
	10. CASH ON HAND AT CLOSE OF THE REPORTING PERIOD (Subtract Line 9 from 8)	
	11. DEBTS AND OBLIGATIONS OWED TO THE COMMITTEE (Itemize All on Schedule C-P or Schedule D-P)	
	12. DEBTS AND OBLIGATIONS OWED BY THE COMMITTEE (Itemize All on Schedule C-P or Schedule D-P)	
	13. EXPENDITURES SUBJECT TO LIMITATION	
NET ELECTION CYCLE-TO-DATE CONTRIBUTIONS AND EXPENDITURES	14. NET CONTRIBUTIONS (Other than Loans) (Subtract Line 28d, Column B from 17e, Column B, Page 2)	
	15. NET OPERATING EXPENDITURES (Subtract Line 20a, Column B from 23, Column B, Page 2)	

...ify that I have examined ...Report and to the best of ...nowledge and belief it is ...correct and complete.

TYPE OR PRINT NAME OF TREASURER

SIGNATURE OF TREASURER | DATE

...E: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. § 437g.
...evious versions of FEC FORM 3P are obsolete and should no longer be used.

For further information, contact:
Federal Election Commission
999 E Street, N.W.
Washington, D.C. 20463
Toll Free 800-424-9530
Local 202-694-1100

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INSTRUCTIONS FOR FEC FORM 3P

WHO MUST FILE

All political committees authorized in writing by a candidate for the Office of President or Vice President must file reports of receipts and disbursements on FEC Form 3P, whether or not publicly funded. A political committee that is the authorized committee of candidates for both offices shall also use FEC Form 3P. NOTE: Committees must file reports in an electronic format if they have either received contributions or made expenditures in excess of $50,000 during a calendar year, or if they have reason to expect that they will exceed either of those thresholds during the calendar year. If the committee has reached this level of activity, **DO NOT FILE THIS FORM ON PAPER**. Instead, you must file this form in an electronic format.

An authorized committee is considered to have reason to expect it will exceed the electronic filing threshold for the following two calendar years if it exceeded $50,000 in contributions or expenditures in the previous calendar year. Exception: This does not apply to an authorized committee with $50,000 or less in net debts outstanding on January 1 of the year following the general election that anticipates terminating prior to January 1 of the next election year, as long as the candidate has not qualified as a candidate in the next election and does not intend to become a federal candidate in the next election.

A new authorized committee with no previous receipts or expenditures is considered to have reason to expect it will exceed the electronic filing threshold if it exceeds $12,500 in contributions or expenditures during the first calendar quarter of the calendar year, or $25,000 in contributions or expenditures in the first half of the calendar year.

Contact the FEC for more information on filing electronically.

WHEN TO FILE

Election Year

If on January 1 of the election year the committee has received or anticipates receiving contributions aggregating $100,000 or more, or makes or anticipates making expenditures of $100,000 or more, it shall file:

- a monthly report no later than the 20th day after the last day of the previous month which shall be complete as of the last day of that month.
- a 12 Day Pre-Election Report no later than the 12th day before the general election in which the candidate seeks election and must include all transactions from the closing date of the last report filed through the 20th day before the election. A 12 Day Pre-Election Report sent by certified or registered mail must be mailed no later than the 15th day before the election.
- a 30 Day Post-General Election Report no later than 30 days after the **general election** and must include transactions from the closing date of the last report filed through the 20th day after the general election.
- a year-end report which must include all transactions from the closing date of the last report filed through December 31, and be filed no later than January 31 of the following calendar year.

The 12 Day Pre-Election, 30 Day Post-General Election, and year-end reports are filed in lieu of monthly reports for November and December.

If on January 1 of the election year the committee does not anticipate receiving contributions aggregating $100,000 or more, or does not anticipate making expenditures of $100,000 or more, it shall file:

- a quarterly report no later than April 15, July 15, October 15, and January 31. The report shall be complete as of the last day of the previous calendar quarter.
- a 12 Day Pre-Election Report no later than the 12th day before any election in which the candidate seeks nomination or election and must include all transactions from the closing date of the last report filed through the 20th day before the election.
- a 30 Day Post-General Election Report filed no later than 30 days after the general election and must include transactions from the closing date of the last report filed through the 20th day after the general election.

If the committee receives contributions aggregating $100,000 or more, or makes expenditures aggregating $100,000 or more, the treasurer shall begin filing monthly reports at the next reporting period.

Non-Election Year

During a **non-election year** the treasurer shall file either monthly or quarterly reports.

Timely Filing

A document is timely filed upon delivery to the appropriate office (see "Where to File") by the close of the prescribed filing date or upon deposit as registered or certified mail in an established U.S. Post Office and postmarked no later than midnight of the day the report is due, except that a Pre-Election Report so mailed must be postmarked no later than midnight of the 15th day before the date of the election. Reports and statements sent by first class mail must be received by the appropriate office by the close of business of the prescribed filing date to be timely filed. Reports filed electronically must be received and validated by the Commission's computer system on or before 11:59 p.m. Eastern Standard/ Daylight Time on the prescribed filing date in order to be considered timely filed

WHERE TO FILE

All reports and any amendments to reports must be filed in original form with the Federal Election Commission, 999 E Street, N.W., Washington, D.C. 20463. In addition, a copy of each report and statement required to be filed shall be filed in each state in which the committee makes an expenditure in connection with the campaign, with the Secretary of State or the appropriate State officer. EXCEPTION: Principal campaign committees of Presidential candidates making expenditures in states that have qualified for the Commission's state filing waiver program are not required to file copies of their reports and statements with those states. A list of qualified states is available from the Federal Election Commission.

TREASURER'S RESPONSIBILITY

A copy of this report shall be preserved by the treasurer of the political committee for a period of not less than 3 years after ~~December 31st of the year in which~~ the report was filed. The treasurer of the political committee is responsible for the timely and complete filing of the report and for the accuracy of any information contained in it.

ELECTION CYCLE REPORTING

Beginning with reporting periods that start on or after January 1, 2001, authorized committees must report receipts and disbursements on an election-cycle basis, rather than on a calendar year basis. The election cycle for disclosure purposes begins the day after the previous general election for a seat or office and ends on the day of the next general election for that seat or office. See 11 CFR 100.3(b).

REPORT PREPARATION

The reporting schedules should be filled out first so that the totals can be derived for each category. The total figures should be carried forward to the Detailed Summary Page and then (where appropriate) from the Detailed Summary Page to the Summary Page. Reports prepared by other political committees authorized by the candidate are required to be consolidated by the principal campaign committee on the Consolidation Report of Receipts and Disbursements included in the FEC Form 3P packet, and filed along with the reports of the principal campaign committee.

LINE 1 Use the peel-off mailing label attached to the envelope. If your address has changed or you do not have a label, print or type the complete name and mailing address of your committee. (Note: If your mailing label contains a mistake, make the corrections directly on the label.)

LINE 2 Enter the FEC Identification Number assigned to the committee.

LINE 3 Check the appropriate box(es) which indicate for which election this report contains activity. For example, if a political committee is raising funds to pay off primary debts and simultaneously raising funds for the general election, check both the "Primary Election" box and the "General Election" box.

LINE 4(a) Check the appropriate box for "Type of Report". If the report is a 12 Day Pre-election or 30 Day Post-general Election Report, supply the type of election (primary, general, convention, special or run-off), the date of the election, and the State in which the election is held.

LINE 4(b) If this is an original report, check the "NO" box. If this is an amendment to a previous report, check the "YES" box.

LINE 5 Enter the coverage dates (day/month/year) for this report. All activity from the ending coverage date of the last report filed must be included.

LINE 6 Enter the total amount of **cash on hand at the beginning of the reporting period.** This amount includes: currency; balance on deposit in banks, savings and loan institutions, and other depository institutions; certificates of deposit, traveler's checks owned by the committee, treasury bills and other committee investments valued at cost.

LINE 7 Transfer the amount from Page 2, Form 3P, Column A of Line 22 to Line 7.

LINE 8 Add Lines 6 and 7 to derive the figure for Line 8.

LINE 9 Transfer the amount from Page 2, Form 3P, Column A of Line 30 to Line 9.

LINE 10 Subtract Line 9 from Line 8 to derive cash on hand at the close of the reporting period for Line 10.

LINE 11 Transfer the total amount of debts and obligations owed TO the committee from Schedule C-P and D-P.

LINE 12 Transfer the total amount of debts and obligations owed BY the committee from Schedule C-P and D-P.

LINE 13 Transfer the total amount of expenditures subject to limitation from FEC Form 3P, Worksheet, item P.

LINE 14 Subtract the aggregate election cycle~~calendar year~~-to-date total of contribution refunds, (Page 2, Form 3P, Line 28d, Column B), from the aggregate election cycle~~calendar year~~-to-date total of contributions (Page 2, Form 3P, Line 17e, Column B) to arrive at net contributions on Line 14.

LINE 15 Subtract the aggregate election cycle~~calendar year~~-to-date total of offsets to expenditures for operating expenses (Page 2, Form 3P, Line 20(a), Column B), from the aggregate election cycle~~calendar year~~-to-date total of operating expenditures (Page 2, Form 3P, Line 23, Column B).

SPECIAL INSTRUCTIONS FOR LAST REPORT FILED FOR YOUR ELECTION CYCLE

For this report ONLY, principal campaign committees must fill out Parts III and IV on Page 3, Post-Election Detailed Summary Page, in lieu of filling out Lines 14 and 15 on the Summary Page. (Note: committees must also fill out the Post-Election Detailed Summary Page in lieu of the Detailed Summary Page for this report only.) This requirement applies to the Post-general report filed by general election candidates or to the year-end report filed by all other candidates in that election cycle.

DETAILED SUMMARY OF RECEIPTS AND DISBURSEMENTS

(Page 2, FEC FORM 3P)

(Note: Fill out Page 3 instead of this page for last report filed in election cycle. See Instructions.)

NAME OF COMMITTEE (in Full)

REPORT COVERING THE PERIOD
From: ______________ Through: ______________

	COLUMN A Total This Period	COLUMN B Election Cycle-to-Date	
I. RECEIPTS			
16. FEDERAL FUNDS (Itemize on Schedule A-P)			16
17. CONTRIBUTIONS (other than loans) FROM:			
(a) Individuals/Persons Other Than Political Committees			17(a)
(b) Political Party Committees			17(b)
(c) Other Political Committees			17(c)
(d) The Candidate			17(d)
(e) TOTAL CONTRIBUTIONS (other than loans) (Add 17(a), 17(b), 17(c) and 17(d))			17(e)
18. TRANSFERS FROM OTHER AUTHORIZED COMMITTEES			18
19. LOANS RECEIVED:			
(a) Loans Received From or Guaranteed by Candidate			19(a)
(b) Other Loans			19(b)
(c) TOTAL LOANS (Add 19(a) and 19(b))			19(c)
20. OFFSETS TO EXPENDITURES (Refunds, Rebates, etc.):			
(a) Operating			20(a)
(b) Fundraising			20(b)
(c) Legal and Accounting			20(c)
(d) TOTAL OFFSETS TO EXPENDITURES (Add 20(a), 20(b) and 20(c))			20(d)
21. OTHER RECEIPTS (Dividends, Interest, etc.)			21
22. TOTAL RECEIPTS (Add 16, 17(e), 18, 19(c), 20(d) and 21)			22
II. DISBURSEMENTS			
23. OPERATING EXPENDITURES			23
24. TRANSFERS TO OTHER AUTHORIZED COMMITTEES			24
25. FUNDRAISING DISBURSEMENTS			25
26. EXEMPT LEGAL AND ACCOUNTING DISBURSEMENTS			26
27. LOAN REPAYMENTS MADE:			
(a) Repayments of Loans made or Guaranteed by Candidate			27(a)
(b) Other Repayments			27(b)
(c) TOTAL LOAN REPAYMENTS MADE (Add 27(a) and 27(b))			27(c)
28. REFUNDS OF CONTRIBUTIONS TO:			
(a) Individuals/Persons Other Than Political Committees			28(a)
(b) Political Party Committees			28(b)
(c) Other Political Committees			28(c)
(d) TOTAL CONTRIBUTION REFUNDS (Add 28(a), 28(b) and 28(c))			28(d)
29 OTHER DISBURSEMENTS			29
30. TOTAL DISBURSEMENTS (Add 23, 24, 25, 26, 27(c), 28(d) and 29)			30
III. CONTRIBUTED ITEMS (Stock, Art Objects, Etc.)			
31. ITEMS ON HAND TO BE LIQUIDATED (Attach List)			31

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INSTRUCTIONS FOR FEC FORM 3P, PAGE 2

An authorized committee must report the total amount of receipts and disbursements during the reporting period and during the election cycle~~calendar year~~ on FEC Form 3P. FEC Form 3P, page 2 (Detailed Summary of Receipts and Disbursements) is broken down into various categories of receipts and disbursements. Use Schedule A-P or Schedule B-P to list each receipt or disbursement required to be itemized. The total for each category ("Total This Period" from Schedule A-P or Schedule B-P) should then be added to unitemized receipts or disbursements for that category, and entered on the appropriate line of the detailed summary. If there are no receipts or disbursements for a particular category for a reporting period or election cycle~~calendar year~~, enter "0."

To derive the "election cycle~~Calendar Year~~-to-d~~D~~ate" figure for each category, the political committee should add the "election cycle~~Calendar Year~~-to-d~~D~~ate" total from the previous report to the "Total This Period" from Column A for the current report. For the first report filed for a election cycle~~calendar year~~, the "election cycle~~Calendar Year~~-to-d~~D~~ate" figure is equal to the "Total This Period" figure.

LINE 16 Enter total amount of **federal funds** received by the committee during the reporting period. These receipts must be itemized on Schedule A-P regardless of the amount.

LINE 17(a) Enter the total amount of **contributions (other than loans) from individuals**, partnerships, and other persons~~,~~ who are not political committees. Include unitemized contributions and those that are required to be itemized on Schedule A-P. Each contribution made by a person who has made one or more contributions during the election cycle~~calendar year~~ aggregating in excess of $200 must be itemized on Schedule A-P. The committee must provide the identification (full name, mailing address, occupation and name of employer) of the person, date and amount of each contribution aggregating in excess of $200, the aggregate election cycle~~year~~-to-date total and whether the contribution is for a primary, general, or other election.

LINE 17(b) Enter the total amount of **contributions (other than loans) from political party committees** on Line 17(b). These contributions must be itemized on Schedule A-P regardless of the amount. For each contribution, provide the identification (full name and address) of the committee, date and amount of the contribution, the aggregate election cycle~~year~~-to-date total and whether the contribution is for a primary, general or other election.

LINE 17(c) Enter the total amount of **contributions (other than loans) from other political committees** on Line 17(c). These contributions must be itemized on Schedule A-P regardless of the amount. For each contribution, include the aggregate election cycle~~year~~-to-date total, and whether the contribution is for a primary, general or other election. **Do not abbreviate committee names.**

LINE 17(d) Enter the total amount of **contributions (other than loans) from the candidate** on Line 17(d). If the candidate makes one or more contributions during the election cycle~~calendar year~~ aggregating in excess of $200, the committee must provide on Schedule A-P the identification of the candidate (full name, mailing address, occupation and name of employer), date and amount of each contribution aggregating in excess of $200, and the aggregate election cycle~~year~~-to-date totals.

LINE 17(e) For both Column A and Column B, add Lines 17(a), 17(b), 17(c) and 17(d) to derive figures for Line 17(e).

LINE 18 Enter the total amount of **transfers from other authorized committees** of the same candidate. Loans and loan repayments received from other authorized committees of the same candidate must be included on this line and not on Line 19(b). These transfers must be itemized on Schedule A-P, regardless of the amount. For each transfer, provide the identification (full name and mailing address) of the committee, date and amount of the transfer and the aggregate election cycle~~year~~-to-date total.

LINE 19(a) Enter the total amount of **loans made or guaranteed by the candidate** on Line 19(a). This category includes personal loans from the candidate and loans from lending institutions which are secured, endorsed or guaranteed by the candidate and used in connection with the candidate's campaign for Federal office. All loans made, guaranteed or endorsed by the candidate must be itemized on Schedule A-P, regardless of the amount. For each loan, provide the identification of the candidate (full name, mailing address, occupation and name of employer), date and amount of the loan and the aggregate election cycle~~year~~-to-date total (see also instructions for Schedule C-P-1). NOTE: A loan guaranteed by the candidate and any other person(s) must be apportioned between the candidate on Line 17(a) and the other person(s) on Line 17(b).

LINE 19(b) Enter the total amount of **all other loans** received on Line 19(b). This category includes all other types of loans. These loans must be itemized on Schedule A-P, regardless of the amount. For each loan provide the identification (full name, mailing address and where applicable, occupation and name of employer) of the person making the loan, date and amount of the loan, the aggregate election cycle~~year~~-to-date total and whether the loan is for a primary, general or other election. The committee must also provide on Schedule C-P-1 the identification of any endorser or guarantor and the amount of the endorsement or guarantee (see also instructions for Schedule C-P-1).

LINE 19(c) For both Column A and Column B, add Lines 19(a) and 19(b) to derive the figures for Line 19(c).

LINE 20(a) Enter the total amount of **offsets to operating expenditures** (including refunds, rebates, and returns of deposits) on Line 20(a). For each person who provides rebates, refunds and other offsets to operating expenditures aggregating in excess of $200 during~~for~~ the election cycle~~calendar year~~, the committee must provide on Schedule A-P the identification of the person, date and amount of each receipt aggregating in excess of $200 and the aggregate election cycle~~year~~-to-date total.

LINE 20(b) Follow the instructions for line 20(a) to report offsets to fundraising disbursements.

LINE 20(c) Follow the instructions for line 20(a) to report offsets to legal and accounting disbursements.

LINE 20(d) For both Column A and Column B~~,~~ add Lines 20(a), 20(b) and 20(c) to derive the figures for Line 20(d).

LINE 21 Enter the total amount of **other receipts** (including dividends, interest, and repayments by persons of loans made by the committee) on Line 21. For each person who provides any dividends, interest or other receipts aggregating in excess of $200 during~~for~~ the election cycle~~calendar year~~, the committee must provide on Schedule A-P the identification of the person, the date and amount of each receipt aggregating in excess of $200 and the aggregate election cycle~~year~~-to-date totals.

LINE 22 For both Column A and Column B, add Lines 16, 17(e), 18, 19(c), 20(d) and 21 to derive the figures for Line 22.

LINE 23 Enter the total amount of **operating expenditures** on Line 23. Examples of operating expenditures are: media advertising, newspaper advertising, salaries, travel, rent and telephones. For each person who receives payments for operating expenditures aggregating in excess of $200 during~~for~~ the election cycle~~calendar year~~, the Committee must provide on Schedule B-P the full name and mailing address, date, amount and purpose of the expenditure (see also instructions for Schedule B-P).

LINE 24 Enter the total amount of **transfers to other authorized committees** of the same candidate on Line 24. These transfers must be itemized on Schedule B-P, regardless of the amount. For each transfer, provide the full name and mailing address of the recipient committee, date and amount and state that the purpose of the disbursement is a "transfer."

LINE 25 Enter the total amount of **fundraising disbursements** on Line 25. For each person who receives payments for fundraising disbursements aggregating in excess of $200 during~~for~~ the election cycle~~calendar year~~, the committee must provide on Schedule B-P the full name and mailing address, date, amount and purpose of the disbursement.

LINE 26 Enter the total amount of **exempt legal and accounting disbursements** on Line 26. For each person who receives payments for exempt legal and accounting disbursements aggregating in excess of $200 during~~for~~ the election cycle~~calendar year~~, the committee must provide on Schedule B-P the full name and mailing address, date and amount of each disbursement aggregating in excess of $200, and the purpose of the disbursement.

LINE 27(a) Enter the total amount of **loan repayments of loans made or guaranteed by the candidate** on Line 27(a). All loan repayments must be itemized on Schedule B-P, regardless of the amount. For each person who receives a loan repayment, provide the full name, mailing address, date, amount and state that the purpose of the disbursement is a "loan repayment" (see also instructions for Schedule C-P-1).

LINE 27(b) Enter the total amount of **loan repayments of all other loans** on Line 27(b). (See instructions for Line 27(a) for other reporting requirements.)

LINE 27(c) For both Column A and Column B, add Lines 27(a) and 27(b) to derive the figures for Line 27(c).

LINE 28(a) Enter the total amount of **contribution refunds to individuals/persons other than political committees** on Line 20(a). For each person who receives a refund of a contribution which was previously itemized on Schedule A-P, the committee must provide on Schedule B-P the full name, mailing address, date, amount and state that the purpose of the disbursement is a "contribution refund."

LINE 28(b) Enter the total amount of **contribution refunds to political party committees** on Line 28(b). All such refunds must be itemized on Schedule B-P, regardless of the amount. For each contribution refund, provide the full name, mailing address, date, amount, and state that the purpose of the disbursement is a "contribution refund."

LINE 28(c) Enter the total amount of **contribution refunds to other political committees** on Line 28(c). (See instructions for Line 28(b) for other reporting requirements.)

LINE 28(d) For both Column A and Column B, add Lines 28(a), 28(b) and 28(c) to derive the figures for Line 28(d).

LINE 29 Enter the total amount of **other disbursements** on Line 29. For each person who receives any disbursement(s) not otherwise disclosed that aggregates in excess of $200 <u>during the election cycle</u>, the committee must provide the full name and address of each such person, together with the date, amount and purpose of any such disbursement.

LINE 30 For both Column A and Column B, add the totals on Lines 23, 24, 25, 26, 27(c), 28(d) and 29 to derive the figures for Line 30.

LINE 31 Enter the total amount of **items on hand to be liquidated** on Line 31. This category is comprised of contributions received by the committee in the form of stocks, bonds, art objects and other similar items to be liquidated. The amount of such items on hand at the close of the reporting period must be disclosed on Line 31. For additional information regarding disclosure of these items, see 11 CFR 104.13(b).

<u>SPECIAL INSTRUCTIONS FOR LAST REPORT FILED FOR YOUR ELECTION CYCLE</u>

<u>**For this report ONLY**, principal campaign committees must fill out Parts I, II and V on Page 3, Post-Election Detailed Summary Page, in lieu of filling</u>

out Page 2, the Detailed Summary Page. (Note: Committees must also fill out Parts III and IV of Page 3, Post-Election Detailed Summary Page, in lieu of filling out Lines 14 and 15 on the Summary Page.) This requirement applies to the Post-General report filed by general election candidates or to the year-end report filed by all other candidates in that election cycle.

POST-ELECTION DETAILED SUMMARY PAGE
Report of Receipts and Disbursements
(Page 3, FEC Form 3P)

- If the candidate participated in the general election, use this form for the 30-day Post-General report.
- If the candidate did NOT participate in the general election, use this form for the Year-end report covering through December 31 of the election year (due on January 31).

This form is used in lieu of filling out Line Numbers 14 and 15 on the Report of Receipts and Disbursements (Summary Page) and Page 2 (the Detailed Summary Page) for the last report filed by a candidate during the current election cycle.

Name of Committee (in full):

Report covering the Period from: to:

I. RECEIPTS	COLUMN A Total this Period	COLUMN B Election Cycle Total as of ______ (date of general election)	COLUMN C Total for ______ (date after general election) through ______ (last day of reporting period)
16. FEDERAL FUNDS (itemize on Schedule A-P)			
17. CONTRIBUTIONS (other than loans) FROM:			
(a) Individuals/Persons Other than Political Committees			
(b) Political Party Committees			
(c) Other Political Committees			
(d) The Candidate			
(e) TOTAL CONTRIBUTIONS (other than loans) (add 17(a), (b), (c) and (d))			
18. TRANSFERS FROM OTHER AUTHORIZED COMMITTEES			
19. LOANS RECEIVED:			
(a) Loans Received From or Guaranteed by the Candidate			
(b) Other Loans			
(c) TOTAL LOANS (add 19(a) and (b))			
20. OFFSETS TO EXPENDITURES (Refunds, rebates, etc.)			
(a) Operating			
(b) Fundraising			
(c) Legal and Accounting			
(d) TOTAL OFFSETS TO EXPENDITURES (Add 20(a), 20(b) and 20(c))			
21. OTHER RECEIPTS (Dividends, Interest, etc.)			
22. TOTAL RECEIPTS (add 16, 17(e), 18, 19(c), 20(d) and 21)			
II. DISBURSEMENTS			
23. OPERATING EXPENDITURES			
24. TRANSFERS TO OTHER AUTHORIZED COMMITTEES			
25. FUNDRAISING DISBURSEMENTS			
26. EXEMPT LEGAL AND ACCOUNTING DISBURSEMENTS			
27. LOAN REPAYMENTS:			
(a) Repayments Of Loans Made or Guaranteed by the Candidate			
(b) Other Repayments			
(c) TOTAL LOAN REPAYMENTS MADE (add 27(a) and (b))			
28. REFUNDS OF CONTRIBUTIONS TO:			
(a) Individuals/Persons Other Than Political Committees			
(b) Political Party Committees			
(c) Other Political Committees (such as PACs)			
(d) TOTAL CONTRIBUTION REFUNDS (add 28(a), (b) and (c))			
29. OTHER DISBURSEMENTS			
30. TOTAL DISBURSEMENTS (add 23, 24, 25, 26, 27(c), 28(d) and 29)			
III. NET CONTRIBUTIONS (OTHER THAN LOANS) (Note: Substitute in lieu of Line #14 on Summary Page for this report only; subtract Line 28(d) from Line 17(e))			
IV. NET OPERATING EXPENDITURES (Note: Substitute in lieu of Line #15 on Summary Page for this report only; subtract Line 20(a) from Line 23)			
V. CONTRIBUTED ITEMS (Stock, Art Objects, Etc.)			
31. ITEMS ON HAND TO BE LIQUIDATED (Attach List)			

INSTRUCTIONS FOR FEC FORM 3P, PAGE 3

Post-Election Detailed Summary Page

When to Use This Form

Use this form in lieu of the Detailed Summary Page and Line Numbers 14 and 15 of the Report of Receipts and Disbursements for the first report filed after the completion of the Presidential election cycle. (The election cycle for disclosure purposes begins the day after the general election for a seat or office, and ends on the day of the next general election for that seat or office. See 11 CFR 100.3(b).) Thus, if the candidate participated in the general election, use this form for the 30-day Post-General report. If the candidate did not participate in the general election, but was a candidate in the just-ended Presidential election cycle, use this form for the Year-end report covering the end of the Presidential election year.

This form covers activity spanning two election cycles. There are three Columns of activity disclosed on the report. The first column, Column A, is used to report the total amount of receipts and disbursements for each category of activity during the reporting period; these figures will include activity that occurred both before and after the date of the general election. The second column, Column B discloses the aggregate election cycle-to-date totals for each category of activity, incorporating information from the last report filed. Finally, Column C is a subset of Column A but only includes activity that occurred after the date of the general election.

If there are no receipts or disbursements for a particular category during a reporting period or election cycle, enter "0."

Instructions for Column A

Column A includes the total receipts and disbursements for each category of activity during the reporting period. Use the appropriate Schedules A-P or B-P to list each receipt or disbursement required to be itemized. The total for each category ("Total This Period" from Schedule A-P or Schedule B-P) should then be added to any unitemized receipts or disbursements for that category, and entered on the appropriate line of the Detailed Summary Page, page 3, in Column A.

Instructions for Column B

Fill in the date of the just-ended general election. To derive the totals for Column B first separate the Column A receipts and disbursements for each category by date—those that occurred through the date of the general election, and those that occurred after the date of the general election. Column B will include those receipts and disbursements received or made from the beginning of the reporting period through the date of the general election, added to the "Election Cycle-to-Date" figure from Column B of the Detailed Summary Page, page 2, of the committee's last report. Column B will then represent all of the activity that occurred during the just-ended election cycle up through the date of the general election.

Instructions for Column C:

Fill in the date of the day after the just-ended Presidential election. (For example, for the 2004 Post-General or Year-end report, fill in "11/10/04.") Fill in the last day of the reporting period. To derive the total for each line, add those transactions from Column A that occurred during the period beginning the day after the general election through the end of the reporting period. Column C will then represent those receipts and disbursements received or made the day after the general election and throughout the remainder of the reporting period.

Line by Line Instructions

LINE 16 Enter total amount of federal funds received by the committee during the reporting period. These receipts must be itemized on Schedule A-P regardless of the amount.

LINE 17(a) Enter the total amount of contributions (other than loans) from individuals, partnerships, and other persons who are not political committees. Include unitemized contributions and those that are required to be itemized on Schedule A-P. Each contribution made by a person who has made one or more contributions during the election cycle aggregating in excess of $200 must be itemized on Schedule A-P. The committee must provide the identification (full name, mailing address, occupation and name of employer) of the person, date and amount of each contribution aggregating in excess of $200, the aggregate election cycle-to-date total and whether the contribution is for a primary, general, or other election.

LINE 17(b) Enter the total amount of contributions (other than loans) from political party committees on Line 17(b). These contributions must be itemized on Schedule A-P regardless of the amount. For each contribution, provide the identification (full name and address) of the committee, date and amount of the contribution, the aggregate election cycle-to-date total and whether the contribution is for a primary, general or other election.

LINE 17(c) Enter the total amount of contributions (other than loans) from other political committees on Line 17(c). These contributions must be itemized on Schedule A-P regardless of the amount. For each contribution, include the aggregate election cycle-to-date total, and whether the contribution is for a primary, general or other election. Do not abbreviate committee names.

LINE 17(d) Enter the total amount of contributions (other than loans) from the candidate on Line 17(d). If the candidate makes one or more contributions during the election cycle aggregating in excess of $200, the committee must provide on Schedule A-P the identification of the candidate (full name, mailing address, occupation and name of employer), date and amount of each contribution aggregating in excess of $200, and the aggregate election cycle-to-date totals.

LINE 17(e) For Columns A, B and C, add Lines 17(a), 17(b), 17(c) and 17(d) to derive figures for Line 17(e).

LINE 18 Enter the total amount of transfers from other authorized committees of the same candidate. Loans and loan repayments received from other authorized committees of the same candidate must be included on this line and not on Line 19(b). These transfers must be itemized on Schedule A-P, regardless of the amount. For each transfer, provide the identification (full name and mailing address) of the committee, date and amount of the transfer and the aggregate election cycle-to-date total.

LINE 19(a) Enter the total amount of loans made or guaranteed by the candidate on Line 19(a). This category includes personal loans from the candidate and loans from lending institutions which are secured, endorsed or guaranteed by the candidate and used in connection with the candidate's campaign for Federal office. All loans made, guaranteed or endorsed by the candidate must be itemized on Schedule A-P, regardless of the amount. For each loan, provide the identification of the candidate (full name, mailing address, occupation and name of employer), date and amount of the loan and the aggregate election cycle-to-date total (see also instructions for Schedule C-P-1). NOTE: A loan guaranteed by the candidate and any other person(s) must be apportioned between the candidate on Line 17(a) and the other person(s) on Line 17(b).

LINE 19(b) Enter the total amount of all other loans received on Line 19(b). This category includes all other types of loans. These loans must be itemized on Schedule A-P, regardless of the amount. For each loan provide the identification (full name, mailing address and where applicable, occupation and name of employer) of the person making the loan, date and amount of the loan, the aggregate election cycle-to-date total and whether the loan is for a primary, general or other election. The committee must also provide on Schedule C-P-1 the identification of any endorser or guarantor and the amount of the endorsement or guarantee (see also instructions for Schedule C-P-1).

LINE 19(c) For Columns A, B and C, add Lines 19(a) and 19(b) to derive the figures for Line 19(c).

LINE 20(a) Enter the total amount of offsets to operating expenditures (including refunds, rebates, and returns of deposits) on Line 20(a). For each person who provides rebates, refunds and other offsets to operating expenditures aggregating in excess of $200 during the election cycle, the committee must provide on Schedule A-P the identification of the person, date and amount of each receipt aggregating in excess of $200 and the aggregate election cycle-to-date total.

LINE 20(b) Follow the instructions for line 20(a) to report offsets to fundraising disbursements.

LINE 20(c) Follow the instructions for line 20(a) to report offsets to legal and accounting disbursements.

LINE 20(d) For Columns A, B and C, add Lines 20(a), 20(b) and 20(c) to derive the figures for Line 20(d).

LINE 21 Enter the total amount of other receipts (including dividends, interest, and repayments by persons of loans made by the committee) on Line 21. For each person who provides any dividends, interest or other receipts aggregating in excess of $200 during the election cycle, the committee must provide on Schedule A-P the identification of the person, the date and amount of each receipt aggregating in excess of $200 and the aggregate election cycle-to-date totals.

LINE 22 For Columns A, B and C, add Lines 16, 17(e), 18, 19(c), 20(d) and 21 to derive the figures for Line 22.

LINE 23 Enter the total amount of operating expenditures on Line 23. Examples of operating expenditures are: media advertising, newspaper advertising, salaries, travel, rent and telephones. For each person who receives payments for operating expenditures aggregating in excess of $200 during the election cycle, the Committee must provide on Schedule B-P the full name and mailing address, date, amount and purpose of the expenditure (see also instructions for Schedule B-P).

LINE 24 Enter the total amount of transfers to other authorized committees of the same candidate on Line 24. These transfers must be itemized on Schedule B-P, regardless of the amount. For each transfer, provide the full name and mailing address of the recipient committee, date and amount and state that the purpose of the disbursement is a "transfer."

LINE 25 Enter the total amount of fundraising disbursements on Line 25. For each person who receives payments for fundraising disbursements aggregating in excess of $200 during the election cycle, the committee must provide on Schedule B-P the full name and mailing address, date, amount and purpose of the disbursement.

LINE 26 Enter the total amount of exempt legal and accounting disbursements on Line 26. For each person who receives payments for exempt legal and accounting disbursements aggregating in excess of $200 during the election cycle, the committee must provide on Schedule B-P the full name and mailing address, date and amount of each disbursement aggregating in excess of $200, and the purpose of the disbursement.

LINE 27(a) Enter the total amount of loan repayments of loans made or guaranteed by the candidate on Line 27(a). All loan repayments must be itemized on Schedule B-P, regardless of the amount. For each person who receives a loan repayment, provide the full name, mailing address, date, amount and state that the purpose of the disbursement is a "loan repayment" (see also instructions for Schedule C-P-1).

LINE 27(b) Enter the total amount of loan repayments of all other loans on Line 27(b). (See instructions for Line 27(a) for other reporting requirements.)

LINE 27(c) For Columns A, B and C, add Lines 27(a) and 27(b) to derive the figures for Line 27(c).

LINE 28(a) Enter the total amount of contribution refunds to individuals/ persons other than political committees on Line 20(a). For each person who receives a refund of a contribution which was previously itemized on Schedule A-P, the committee must provide on Schedule B-P the full name, mailing address, date, amount and state that the purpose of the disbursement is a "contribution refund."

LINE 28(b) Enter the total amount of contribution refunds to political party committees on Line 28(b). All such refunds must be itemized on Schedule B-P, regardless of the amount. For each contribution refund, provide the full name, mailing address, date, amount, and state that the purpose of the disbursement is a "contribution refund."

LINE 28(c) Enter the total amount of contribution refunds to other political committees on Line 28(c). (See instructions for Line 28(b) for other reporting requirements.)

LINE 28(d) For Columns A, B and C, add Lines 28(a), 28(b) and 28(c) to derive the figures for Line 28(d).

LINE 29 Enter the total amount of other disbursements on Line 29. For each person who receives any disbursement(s) not otherwise disclosed that aggregates in excess of $200 during the election cycle, the committee must provide the full name and address of each such person, together with the date, amount and purpose of any such disbursement.

LINE 30 For Columns A, B and C, add the totals on Lines 23, 24, 25, 26, 27(c), 28(d) and 29 to derive the figures for Line 30.

Instructions for Part III
For this report only, substitute Part III of the Post-Election Detailed Summary Page, Page 3, in lieu of Line 14 of the Summary Page. Do not complete Line 14 of the Summary Page for this report. To derive the Columns A, B and C totals for Part III, subtract the totals listed above in Line 28(d) from those listed for Line 17(e).

Instructions for Part IV
For this report only, substitute this part in lieu of Line 15 of the Summary Page. Do not complete Line 15 of the Summary Page for this report. To derive the Columns A, B and C totals for Part IV, subtract the totals listed above in Line 20(a) from those listed in line 23.

Instructions for Part V
LINE 31 Enter the total amount of items on hand to be liquidated on Line 31. This category is comprised of contributions received by the committee in the form of stocks, bonds, art objects and other similar items to be liquidated. The amount of such items on hand at the close of the reporting period must be disclosed on Line 31. For additional information regarding disclosure of these items, see 11 CFR 104.13(b).

C FORM 3P, Page 4
deral Election Commission
9 E Street, N.W.
shington, D.C. 20463

ALLOCATION OF PRIMARY EXPENDITURES BY STATE FOR A PRESIDENTIAL CANDIDATE

(Used Only by Primary Committees Receiving or Expecting To Receive Federal Funds)

NAME OF COMMITTEE IN FULL	2. IDENTIFICATION NUMBER
COMMITTEE ADDRESS	3. NAME OF CANDIDATE
CITY, STATE AND ZIP CODE	

ALLOCATION BY STATE

STATE	ALLOCATION THIS PERIOD	TOTAL ALLOCATION TO DATE	STATE	ALLOCATION THIS PERIOD	TOTAL ALLOCATION TO DATE
Alabama			Nebraska		
Alaska			Nevada		
Arizona			New Hampshire		
Arkansas			New Jersey		
California			New Mexico		
Colorado			New York		
Connecticut			North Carolina		
Delaware			North Dakota		
District of Columbia			Ohio		
Florida			Oklahoma		
Georgia			Oregon		
Hawaii			Pennsylvania		
Idaho			Rhode Island		
Illinois			South Carolina		
Indiana			South Dakota		
Iowa			Tennessee		
Kansas			Texas		
Kentucky			Utah		
Louisiana			Vermont		
Maine			Virginia		
Maryland			Washington		
Massachusetts			West Virginia		
Michigan			Wisconsin		
Minnesota			Wyoming		
Mississippi			Puerto Rico		
Missouri			Guam		
Montana			Virgin Islands		
			TOTALS		

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INSTRUCTIONS FOR FEC FORM 3P, PAGE 4~~3~~

(See Section 106.2 of FEC Regulations)

There are five general categories of expenditures that are to be allocated to a campaign in a particular state. The sum of these expenditures are to be reported on the appropriate line for the state for both the reporting period and aggregate total-to-date. Each expenditure, in the categories listed below, shall be allocated to the state it is intended to influence. This is not necessarily the state in which the expenditure was incurred or paid.

For the complete rules on Allocation of Expenditures to States, including the methods for allocating categories of expenditures, please refer to Title 11 of the Code of Federal Regulations, section 106.2.

Media Expenditures

Allocable costs include expenditures for campaign advertising distributed through print media (newspapers, magazines, etc.), radio, television and similar types of advertising broadcasts.

Media expenditures that are not allocable to any state need not be reported on this page. Such expenditures include those incurred for advertisements on national networks, national cable or in publications distributed nationwide, expenditures for media production costs, and commissions paid in connection with print or broadcast media. (Costs of shipping material to a broadcaster or publisher are not production costs but are considered part of the allocable media air time or space costs.) Expenditures for the cost of media time or space used after the primary election has been held in a particular state are not allocable to that state.

Expenditures for Mass Mailings and Other Campaign Materials

Allocable costs include expenditures for mass mailings of more than 500 pieces to a particular state (fundraising and political mail, newsletters, etc.), and expenditures for the cost of shipping campaign materials (pins, bumper stickers, hats, T-Shirts, handbills, posters, yard signs, etc.).

Expenditures for the purchase of the campaign materials described above are not allocable to any state unless they are distributed by mass mail or print media, or are used in the state in which they are produced. Non-allocable expenditures need not be reported on this page.

Overhead Expenses of State Offices and Other Facilities

Allocable expenses include rent, utilities, equipment, furniture, supplies, telephone service base charges, etc. associated with committee offices whose activities are directed at a particular state. In addition, expenses associated with campaign events held in a state are included in allocable overhead. Such expenses include costs associated with the rental of space in which to hold the event, catering, furniture, sound systems, staging, decorations, entertainment, etc.

Fifteen ~~Ten~~ percent of overhead costs ~~otherwise allocable to a state~~ may be considered exempt compliance costs. See 11 CFR 106.2(b)(2)(iii). ~~9035.1(c)(1).~~

Expenditures for Special Telephone Programs

Special telephone programs include voter registration, get-out-the-vote efforts, fundraising, and telemarketing efforts conducted on behalf of the candidate. Expenses associated with a telephone program targeted at a particular state are allocable to that state regardless of the location from which the calls are made. Such expenses include the cost of designing the program, costs of installing or renting telephone lines and equipment, toll charges, personnel costs, consultants' fees, related travel costs, and facilities rental including a pro rata portion of national, regional, or state office space used for such purposes.

Public Opinion Poll Expenditures

Allocable expenses include expenditures incurred for consultants' fees, travel costs and other expenses associated with designing and conducting the poll.

Expenditures for conducting a nationwide public opinion poll need not be allocated to any state.

Expenses that are not Allocated

Not included among expenses that are allocable to each state are expenditures for the administration, staff, and overhead of the national campaign headquarters. Also not included are salaries of staff working in the state or travel expenses for campaign staff, except as noted in the categories above, and consultants' fees which relate to national campaign strategy.

Fundraising Expenditures

Except for direct mail expenses, 50% of all allocable expenses may be considered exempt fundraising. Direct mail expenses for mailings occurring more than 28 days before a primary election may be considered 100% exempt fundraising. Those occurring within 28 days of a state's primary may be considered 50% fundraising. See 11 CFR 110.8 (c)(2).

Allocation This Period and Total Allocation to Date

_The column "Allocation this Period" reflects all allocable operating expenditures made by the committee during the reporting period, including any allocable expenditures made by other authorized political committees of the candidate. The column "Total Allocation To Date" is derived by adding the "Total Allocation To Date" from the previous report to "Allocation This Period" to provide total expenditures subject to individual state limits for the campaign.

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ngton, D.C. 20463

ITEMIZED RECEIPTS

Use separate schedule(s) for each category of the detailed summary page	PAGE	OF (total pages)
	LINE NUMBER	

OF COMMITTEE (in full)

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.			DATE (MONTH, DAY, YEAR)	AMOUNT OF EACH RECEIPT THIS PERIOD
NAME, ADDRESS, CITY, STATE, ZIP CODE	NAME OF EMPLOYER OCCUPATION ELECTION CYCLE-TO-DATE	RECEIPT FOR (specify other) ☐ Primary ☐ General ☐		
NAME, ADDRESS, CITY, STATE, ZIP CODE	NAME OF EMPLOYER OCCUPATION ELECTION CYCLE-TO-DATE	RECEIPT FOR (specify other) ☐ Primary ☐ General ☐		
NAME, ADDRESS, CITY, STATE, ZIP CODE	NAME OF EMPLOYER OCCUPATION ELECTION CYCLE-TO-DATE	RECEIPT FOR (specify other) ☐ Primary ☐ General ☐		
NAME, ADDRESS, CITY, STATE, ZIP CODE	NAME OF EMPLOYER OCCUPATION ELECTION CYCLE-TO-DATE	RECEIPT FOR (specify other) ☐ Primary ☐ General ☐		
NAME, ADDRESS, CITY, STATE, ZIP CODE	NAME OF EMPLOYER OCCUPATION ELECTION CYCLE-TO-DATE	RECEIPT FOR (specify other) ☐ Primary ☐ General ☐		
NAME, ADDRESS, CITY, STATE, ZIP CODE	NAME OF EMPLOYER OCCUPATION ELECTION CYCLE-TO-DATE	RECEIPT FOR (specify other) ☐ Primary ☐ General ☐		
NAME, ADDRESS, CITY, STATE, ZIP CODE	NAME OF EMPLOYER OCCUPATION ELECTION CYCLE-TO-DATE	RECEIPT FOR (specify other) ☐ Primary ☐ General ☐		
NAME, ADDRESS, CITY, STATE, ZIP CODE	NAME OF EMPLOYER OCCUPATION ELECTION CYCLE-TO-DATE	RECEIPT FOR (specify other) ☐ Primary ☐ General ☐		
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TAL THIS PERIOD (last page this line number only)				

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INSTRUCTIONS FOR SCHEDULE A-P

Use Schedule A-P to list each receipt required to be itemized. DO NOT combine more than one category of receipts on the same Schedule A-P. Instead, use a separate Schedule A-P for each category of receipts. The line number of the Detailed Summary Page to which each Schedule A-P pertains should be identified in the upper right hand corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block. For each receipt required to be itemized during the reporting period, the political committee must provide the identification of the contributor, date and amount of the receipt, and the aggregate election cycle~~year~~-to-date total.

The term "identification" means, in the case of an individual, his or her full name, including: first name, middle name or initial, if available, and last name; mailing address; occupation; and the name of his or her employer; and, in the case of any other person, the person's full name and address.

The occupation and name of employer are only required to be provided for receipts from individuals. "Occupation" means the principal job title or position of an individual, whether or not self employed. "Employer" means the organization or person by whom an individual is employed, and not the name of his or her supervisor.

Authorized committees must indicate the election for which the receipt was given. In the event the receipt was given for an election other than the current primary cycle or general election, the "Other" block must be checked and the type of election or purpose specified. The "aggregate election cycle~~year~~-to-date" total must be given for each receipt and must equal the total amount that the person has given to the committee for that particular category of receipts during~~for~~ the election cycle~~calendar year~~. If a receipt is the only receipt from a person during the election cycle~~calendar year~~, the aggregate election cycle~~year~~-to-date total must still be entered.

The "Total This Period" amount (the last line on Schedule A-P) must be added to all other receipts for that category which are not itemized and carried forward to Column A, "Total This Period" of the corresponding line of the Detailed Summary Page.

Contributions to a candidate or authorized committee which are not designated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election. See 11 CFR 110.1(b).

Prohibited and Excessive Contributions. If a contribution is received from a business entity or is drawn on what is or appears to be a business account, the political committee must determine that the contribution is not from a corporation, government contractor, or other prohibited source. Otherwise, it must be refunded within thirty days of its receipt.

A contribution which appears to be excessive, either on its face or when aggregated with other contributions from the same person, may be returned or deposited into a campaign depository but not used. If deposited, the contributor may be asked if a joint contribution was intended and, if so, to submit a written reattribution of the contribution signed by each contributor. The contributor may also be asked to redesignate the contribution for a different election if such a contribution would otherwise be permissible. If no redesignation or reattribution is received, the excessive contribution must be refunded within sixty days of its receipt. Both redesignations and reattributions are to be reported as memo entries on the report covering the period in which the committee receives the redesignations or reattributions. Indicate how the contribution(s) was reported initially, followed by the redesignated or reattributed entry(ies). See 11 CFR 104.8 for the reporting of these types of contributions. Committees receiving public funds should also see 11 CFR 9003.3.

Contributions In-Kind. Contributions in-kind (i.e., goods and services provided to a political committee) are treated as any other contribution and must be reported and itemized under the appropriate category of receipts. For example, a contribution in-kind from an individual must be itemized on Schedule A-P and reported under the category for "Contributions From Individuals/Persons Other Than Political Committees." The value of each contribution in-kind must be entered in the "Amount of Each Receipt This Period" column. The amount or value of the contribution in-kind is the difference between the usual and normal charge for the goods or services at the time of the contribution and the amount charged the political committee. The "aggregate election cycle~~year~~-to-date" total must include the total amount of all contributions that the person has contributed to the committee during the election cycle~~calendar year~~. The item must be labeled "contribution in-kind" and include the nature of the contribution (e.g., consulting, polling, etc.). Each contribution in-kind must also be reported in the same manner as an operating expense on Schedule B-P for the appropriate Line (e.g., Line 23, Operating Expenditures) and included in the total for that line number.

Earmarked Contributions. For each earmarked contribution received (regardless of the amount), the political committee must report on Schedule A-P the name and address of the original contributor, the date of receipt and the amount of the contribution and, if the original contributor makes contributions aggregating in excess of $200 to the political committee during the election cycle~~calendar year~~, the occupation and name of employer. If the contribution passes through a political committee or Federal candidate, the conduit (intermediary) committee must disclose each contribution, regardless of the amount, on both Schedule A-P and Schedule B-P and include the amount under the appropriate category of receipts and disbursements. If the contribution was passed on in the form of the contributor's check, the conduit must disclose each contribution on a separate Schedule A-P attached to the conduit's next report and the amounts of such contributions are not required to be included in the totals for the appropriate categories of receipts and disbursements.

If a political committee is not a conduit, but is the intended recipient, the political committee must report each conduit through which the earmarked contribution passed, including the name and address of the conduit, and whether the contribution was passed on in cash, by the contributor's check, or by the conduit's check. If the conduit exercises direction and control over the contribution, the earmarked contribution must also be attributed to the contribution limitations of the conduit.

Partnership Contributions. A contribution from a partnership must be itemized if it is in excess of or it aggregates in excess of $200 <u>during the election cycle</u>. If the portion attributed to a single partner exceeds $200 <u>during the election cycle</u>, or exceeds $200 when aggregated with previous contributions from that individual <u>during the election cycle</u>, the required information for that individual's contribution must also be itemized as a memo entry to the partnership contribution. See 11 CFR 110.1(e) and 11 CFR 104.3(a).

Checks Returned Due to Insufficient Funds. If a contributor's check is returned to the political committee due to insufficient funds and the receipt of the check was previously reported, the political committee must report the return under the appropriate category of receipts as a negative entry and thereby net out the amount of the check from the total for that category. If the original receipt of the check was itemized on Schedule A-P, the return of the check must also be itemized as a negative entry on Schedule A-P. If the receipt of the check was not required to be reported, the return of the check should not be reported.

Best Efforts. When the treasurer of a political committee shows that best efforts have been used to obtain, maintain and submit the information required, the committee shall be considered in compliance with the Act.

For a detailed explanation of when the Treasurer has exercised "Best Efforts," see section 104.7 of the Commission's regulations (11 CFR 104.7).

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ITEMIZED DISBURSEMENTS

Use separate schedule(s) for each category of the detailed summary page	PAGE	OF (total pages)
	LINE NUMBER	

ME OF COMMITTEE (in full)

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME, ADDRESS, CITY, STATE, ZIP CODE	PURPOSE OF DISBURSEMENT / DISBURSEMENT FOR:	DATE (MONTH, DAY, YEAR)	AMOUNT OF EACH DISBURSEMENT THIS PERIOD
NAME, ADDRESS, CITY, STATE, ZIP CODE	PURPOSE OF DISBURSEMENT DISBURSEMENT FOR: ☐ Primary ☐ General ☐ Other (specify)		
NAME, ADDRESS, CITY, STATE, ZIP CODE	PURPOSE OF DISBURSEMENT DISBURSEMENT FOR: ☐ Primary ☐ General ☐ Other (specify)		
NAME, ADDRESS, CITY, STATE, ZIP CODE	PURPOSE OF DISBURSEMENT DISBURSEMENT FOR: ☐ Primary ☐ General ☐ Other (specify)		
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NAME, ADDRESS, CITY, STATE, ZIP CODE	PURPOSE OF DISBURSEMENT DISBURSEMENT FOR: ☐ Primary ☐ General ☐ Other (specify)		
UBTOTAL OF DISBURSEMENTS THIS PAGE (optional)			
TAL THIS PERIOD (last page this line number only)			

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INSTRUCTIONS FOR SCHEDULE B-P

GENERAL

Use Schedule B-P to list each disbursement required to be itemized. DO NOT combine more than one category of disbursements on the same Schedule B-P. Instead, use a separate Schedule B-P for each category of disbursements. The line number of the Detailed Summary Page to which each Schedule B-P pertains should be identified in the upper right hand corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block.

For each disbursement required to be itemized during the reporting period, the political committee must provide the full name, mailing address, date, amount, and purpose of the disbursement.

The term "purpose" means a brief statement or description of why the disbursement was made. Examples of adequate descriptions include the following: dinner expenses, media, salary, polling, travel, party fees, phone banks, travel expenses, travel expense reimbursement, and catering costs. However, statements or descriptions such as "advance," "election day expenses," "other expenses," "expense reimbursement," "miscellaneous," "outside services," "get-out-the-vote," and "voter registration," would not meet the requirement for reporting the purpose of an expenditure.

For disbursements that are contributions to Federal candidates or authorized committees, the committee must include under "Purpose of Disbursement" the name of the candidate and office sought (including State and congressional district, where applicable) and the aggregate election cycle~~year~~-to-date total of contributions made to that candidate or committee in the purpose of disbursement~~ box~~.

For each contribution to a Federal candidate or authorized committee indicate in the election check-off box the election for which the contribution was made. In the event the contribution was made for an election prior to the current election cycle, the "Other" block must be checked and the type of election specified (e.g., "General 2000~~1992~~," "Primary 2000~~1992~~"). The election check-off boxes provided for each itemized entry on Schedule B-P should not be used when itemizing operating expenditures.

The "Total This Period" amount (the last line on Schedule B-P) must be added to all other disbursements for that category that are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

MISCELLANEOUS

CONTRIBUTIONS IN-KIND

Contributions in-kind received by the committee which are itemized on Schedule A-P must also be itemized for the appropriate line number on Schedule B-P. In addition, in the "Purpose of Disbursement" box include the notation "Contribution In-Kind," and the nature (e.g., consulting, polling, etc.).

VOID CHECKS

Disbursements which are reported and later voided should be adjusted by a negative entry to the appropriate category of disbursement. If the original check was itemized on Schedule B-P, the negative entry reversing the disclosure should also be itemized.

NOTE: THERE ARE NO CHANGES TO SCHEDULES C-P, C-P-1, D-P OR THEIR ACCOMPANYING INSTRUCTIONS

REPORT OF RECEIPTS AND DISBURSEMENTS
FOR A COMMITTEE OR ORGANIZATION
SUPPORTING A NOMINATING CONVENTION
(Summary Page)

1. (a) Name of Committee (in full)

(b) Address (Number and Street)

(c) City, State and ZIP Code

2. FEC Identification Number

3. Type of Committee/Organization:
☐ Convention Committee
☐ Host Committee
☐ Other ____________ (specify)

4. TYPE OF REPORT (Check appropriate box(es)):

(a) ☐ POST CONVENTION REPORT

☐ QUARTERLY REPORT (check one) ☐ April 15 ☐ July 15 ☐ October 15 ☐ January 31

☐ FINAL REPORT

(b) Is this an Amendment? ☐ YES ☐ NO

SUMMARY OF RECEIPTS AND DISBURSEMENTS

5. Covering Period FROM: THROUGH:

SECTION A — CASH BALANCE SUMMARY	Column A This Period	Column B Calendar Year-to-Date
6. (a) Cash on Hand January 1, 20____		
(b) Cash on Hand at Beginning of Reporting Period		
(c) Total Receipts (From Line 20)		
(d) Subtotal (Add Lines 6(b) and 6(c) for Column A and Lines 6(a) and 6(c) for Column B)		
7. Total Disbursements (From Line 25)		
8. Cash on Hand at Close of Reporting Period (Subtract Line 7 from Line 6(d))		
9. Debts and Obligations Owed TO the Committee (Itemize all on Schedule C or Schedule D)		
10. Debts and Obligations Owed BY the Committee (Itemize all on Schedule C or Schedule D)		
SECTION B — SUMMARY OF EXPENDITURES SUBJECT TO LIMITATIONS		
11. Convention Expenditures (From Line 21(c))		
12. Refunds, Rebates, Returns of Deposits Relating to Convention Expenditures (From Line 17(c))		
(a) Expenditures Subject to Limitation (Subtract Line 12 from Line 11)		
(b) Expenditures from Prior Years Subject to Limitation		
(c) Total Expenditures Subject to Limitation (Add Lines 12(a) and 12(b))		

I certify that I have examined this report, and to the best of my knowledge and belief it is true, correct and complete.

Type or Print of Treasurer | SIGNATURE OF TREASURER | Date

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. 437g.

For Further Information Contact: Federal Election Commission
Toll Free 800/424-9530
Local 202/694-1100

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INSTRUCTIONS FOR FEC FORM 4

GENERAL

WHO MUST FILE

(1) Each convention committee established by a national committee pursuant to 11 CFR 9008.3(a)(2)~~9008.8(b)(2)~~;

(2) Each committee, including a host committee, other organization or group of persons which represents a State, municipality, local government agency or other political subdivision in dealing with officials of a national party with respect to matters involving a Presidential nominating convention; and

(3) Any other organization, including a national committee, which represents a political party in making arrangements for that party's convention held to nominate a candidate for the office of President or Vice President (except that the reporting requirement does not apply to a national committee which has established a convention committee pursuant to 11 CFR 9008.3(a)(2))~~9008.8(b)(2))~~ are required to file reports of receipts and disbursements.

NOTE: Convention and host committees must file reports in an electronic format under 11 CFR 104.18 if they have either received contributions or made expenditures in excess of $50,000 during the calendar year, or if they have reason to expect that they will exceed either of those thresholds. If the committee has reached this level of activity, **DO NOT FILE THIS FORM ON PAPER**. Instead, you must file this form in an electronic format. Contact the FEC for more information on filing electronically.

WHERE TO FILE

An original report and any amendments must be filed with the Federal Election Commission, 999 E Street NW, Washington, DC 20463.

~~In addition, a copy of this report must be filed with the Secretary of State (or, if there is no Secretary of State, the equivalent State officer) of the State in which the convention is held.~~

WHEN TO FILE

- The post convention report must be filed on the earlier of: 60 days following the last day the convention is officially in session; or 20 days prior to the Presidential general election. The post convention report must be complete as of 15 days prior to the date on which the report must be filed.
- Quarterly reports must be filed no later than 15~~10~~ days following the last day of the covering period, except for the Year-end report, which is due January 31. Any quarterly report due within 20 days before or after the convention need not be filed, and in lieu of such quarterly report a post convention report must be filed.
- The final report by a host committee must be filed no later than 10 days after activity relating to the Presidential nominating convention has ceased.

Reports filed electronically must be received and validated by the Commission's computer system on or before 11:59 p.m. Eastern Standard/Daylight Time on the prescribed filing date in order to be timely filed.

TREASURER'S RESPONSIBILITIES

A copy of this report must be preserved by the treasurer of the political committee for a period of not less than three years from the date of filing. The treasurer of the political committee is personally responsible for the timely and complete filing of the report and for the accuracy of any information contained in it.

LINE BY LINE INSTRUCTIONS

It is recommended that committees complete the Detailed Summary Page before completing the Summary Page.

LINE 1 Print or type the complete name and mailing address of the committee.

LINE 2 Enter the FEC Identification Number assigned to the committee.

LINE 3 Check the appropriate box for type of committee/organization. If the "Other" box is checked, specify the type on the line provided.

LINE 4(a) Check the appropriate box for "Type of Report."

LINE 4(b) If this is an original report, check the "NO" box. If this is an amendment to a previous report, check the "YES" box.

LINE 5 Enter the coverage dates for this report. All activity from the ending coverage date of the last report filed must be included.

LINE 6(a) Enter the total amount of cash on hand at the beginning of the calendar year. The term "cash on hand" includes: currency; balance on deposit in banks, savings and loan institutions, and other depository institutions; traveler's checks owned by the committee; certificates of deposit, treasury bills and other committee investments valued at cost.

LINE 6(b) Enter the total amount of cash on hand at the beginning of the reporting period.

LINE 6(c) Transfer the amounts from Column A and Column B of Line 20 to the corresponding Columns on Line 6 (c).

LINE 6(d) Add lines 6(b) and 6(c) to derive the figure for Column A, and add lines 6(a) and 6(c) to derive the figure for Column B.

LINE 7 Transfer the amounts from Column A and Column B of Line 25 to the corresponding Columns on Line 7.

LINE 8 For both Column A and Column B, subtract Line 7 from Line 6(d) to derive the figure (which should be the same for both columns) for cash on hand at the close of the reporting period for Line 8.

LINE 9 Transfer the total amount of debts and obligations owed TO the committee from Schedule C or D.

LINE 10 Transfer the total amount of debts and obligations owed BY the committees from Schedule C or D.

LINE 11 Transfer the amounts from Column A and Column B of Line 21(c) to the corresponding Columns on Line 11.

LINE 12 Transfer the amounts from Column A and Column B of Line 17(c) to the corresponding Columns on Line 12.

LINE 12(a) For both Column A and B, subtract Line 12 from Line 11 to derive the figures for Line 12(a).

LINE 12(b) Transfer the expenditures from prior years Subject to the Limitations.

LINE 12(c) Add Lines 12(a) and 12(b) to derive the figure for Line 12(c).

DETAILED SUMMARY PAGE OF RECEIPTS AND DISBURSEMENTS

(Page 2 of FEC Form 4)

Name of Committee (in Full)	Report Covering the Period: FROM: TO:	
RECEIPTS	Column A This Period	Column B Calendar Year-to-Date
13. Federal Funds (Itemize all on Schedule A)		
14. Contributions to Defray Convention Expenses:		
(a) Itemized (Use Schedule A)		
(b) Unitemized		
(c) Subtotal of Contributions to Defray Convention Expenses (Add Lines 14(a) and 14(b))		
15. Transfers from Affiliated Committees		
16. Loans and Loan Repayments Received (Add Lines 16(a) and 16(b))		
(a) Loans Received		
(b) Loan Repayments Received		
(c) Subtotal of Loans and Loan Repayments Received (Add Lines 14a and 14b)		
17. Refunds, Rebates, Returns of Deposits Relating to Convention Expenditures:		
(a) Itemized (Use Schedule A)		
(b) Unitemized		
(c) Subtotal of Refunds, Rebates, Returns of Deposits Relating to Convention Expenditures (Add Lines 17(a) and 17(b))		
18. Other Refunds, Rebates, Returns of Deposits:		
(a) Itemized Other Refunds, Rebates, Returns of Deposits		
(b) Unitemized Other Refunds, Rebates, Returns of Deposits		
(c) Subtotal of Other Refunds, Rebates, Returns of Deposits (Add Lines 18(a) and 18(b))		
19. Other Income:		
(a) Itemized (Use Schedule A)		
(b) Unitemized		
(c) Subtotal of Other Income (Add Lines 19(a) and 19(b))		
20. TOTAL RECEIPTS (Add Lines 13, 14(c), 15, 16(c), 17(c), 18(c) and 19(c))		
DISBURSEMENTS		
21. Convention Expenditures:		
(a) Itemized (Use Schedule B)		
(b) Unitemized		
(c) Subtotal of Convention Expenditures (Add Lines 21(a) and 21(b))		
22. Transfers to Affiliated Committees		
23. Loans and Loan Repayments Made:		
(a) Loans Made		
(b) Loan Repayments Made		
(c) Subtotal of Loans and Loan Repayments Made (Add Lines 23(a)and 23(b))		
24. Other Disbursements:		
(a) Itemized (Use Schedule B)		
(b) Unitemized		
(c) Subtotal of Other Disbursements (Add Lines 24(a) and 24(b))		
25. TOTAL DISBURSEMENTS (Add Lines 21(c), 22, 23(c) and 24(c))		

INSTRUCTIONS FOR DETAILED SUMMARY PAGE - FEC FORM 4

The committee's full name and the coverage dates of the report must be entered in the appropriate blocks. If there are no receipts or disbursements for a particular category for a reporting period or calendar year, enter "0." To derive the calendar year-to-date figure for each category, the political committee should add the "Calendar year-to-date" total from the previous report to the "Total This Period" from Column A for the current report. For the first report filed for the calendar year, the "Calendar year-to-date" figure is equal to the "Total This Period" figure.

LINE 13 Enter the total amount of Federal funds received. These are receipts from the Presidential Election Campaign Fund (US Treasury). Itemize all of these receipts on Schedule A, regardless of the amount.

LINE 14(a) Enter the total amount of itemized contributions to defray convention expenditures on Line 14(a). These are receipts used to pay expenses incurred for the nominating convention. For each person other than a political committee who has made one or more contributions during the calendar year aggregating in excess of $200, the committee must provide on Schedule A the identification (full name, mailing address, occupation and name of employer) of the person, date and amount of each contribution aggregating in access of $200 and the aggregate year-to-date total. Each additional contribution from any such person must be separately itemized. All contributions from political committees must be itemized on Schedule A, regardless of the amount. For each contribution, provide the identification (full name and address) of the committee, date and amount of the contribution and the aggregate year-to-date total.

LINE 14(b) Enter the total amount of unitemized contributions to defray convention expenditures on Line 14(b).

LINE 14(c) For Column A, add the totals on Lines 14(a) and 14(b) to derive the figure for Line 14(c).

LINE 15 Enter the total amount of transfers from affiliated committees on Line 15. Loans and loan repayments received from affiliated committees must be included on Line 15 and not on Line 16. These transfers must be itemized on Schedule A, regardless of the amount. For each transfer provide the identification (full name and mailing address) of the committee, date and amount of the transfer and the aggregate year-to-date total.

LINE 16(a) Enter the total amount of loans received (other than loans received from affiliated committees) on Line 16(a). All loans received by the committee must be itemized on Schedule A, regardless of the amount. For each loan provide the identification: full name, mailing address and, where applicable, occupation and name of employer of the person making the loan, date and amount of loan and the aggregate year-to-date total. The committee must also provide on Schedule C the identification of any endorser or guarantor and the amount of the endorsement or guarantee (see also instructions for Schedule C).

LINE 16(b) Enter the total amount of loan repayments received (Other than loan repayments to affiliated committees) on Line

16(b). All loan repayments received by the committee must be itemized on Schedule A, regardless of the amount. For each loan repayment provide the identification of the person making the loan repayment, date and amount of the loan repayment and the aggregate year-to-date total.

LINE 16(c) For Column A, add Lines 16(a) and 16(b) to derive the figure for Line 16(c).

LINE 17(a) Enter the total amount of itemized refunds, rebates and returns of deposit that have been reported on Line 21 of the Detailed Summary Page as a convention expenditure(s) on Line 17(a). For each person who provides refunds, rebates and returns of deposits relating to convention expenditures aggregating in excess of $200 for the calendar year, the committee must provide on Schedule A the identification of the person, date and amount of each receipt aggregating in excess of $200 and the aggregate year-to-date total.

LINE 17(b) Enter the total amount of unitemized refunds, rebates and returns of deposits relating to convention expenditures on Line 17(b).

LINE 17(c) For Column A, add the totals on Lines 17(a) and 17(b) to derive the figure for Line 17(c).

LINE 18(a) Enter the total amount of itemized other refunds, rebates and returns of deposits on Line 18(a). These are all other rebates, refunds and returns of deposits that have been reported on Line 24 as an "Other Disbursement". For each person who provides other refunds, rebates and returns of deposits aggregating in excess of $200 for the calendar year, the committee must provide on Schedule A the identification of the person, date and amount of each receipt aggregating in excess of $200 and the aggregate year-to-date total.

LINE 18(b) Enter the total amount of unitemized other refunds, rebates and returns of deposits on Line 18(b).

LINE 18(c) For Column A, add the totals on Lines 18(a) and 18(b) to derive the figure for Line 18(c).

LINE 19(a) Enter the total amount of itemized other receipts on Line 19(a). For convention committees this would include interest and dividends. For host committees other income would include contributions received to promote the city and its commerce. For each person who provides any dividends, interest or other receipts aggregating in excess of $200 for the calendar year, the committee must provide on Schedule A the identification of the person, the date and amount of each receipt aggregating in excess of $200 and the aggregate year-to-date total.

LINE 19(b) Enter the total amount of unitemized other receipts on Line 19(b).

LINE 19(c) For Column A, add the totals on Lines 19(a) and 19(b) to derive the figure for Line 19(c).

LINE 20 For both Column A and Column B, add Lines 13, 14(c), 15, 16(c), 17(c), 18(c) and 19(c) to derive the figures for Line 20.

LINE 21(a) Enter the total amount of itemized convention expenditures on Line 21(a). These are disbursements made to defray convention expenses. For each person who receives payments for convention expenditures aggregating in excess of $200 for the calendar year, the committee must provide on Schedule B the full name and mailing address, date and amount of each convention expenditure aggregating in excess of $200 and the purpose of the expenditure (see also instructions for Schedule B).

LINE 21(b) Enter the total amount of unitemized convention expenditures on Line 21(b).

LINE 21(c) For Column A, add the totals on Lines 21(a) and 21(b) to derive the figure for Line 21(c).

LINE 22 Enter the total amount of transfers to all affiliated committees on Line 22. Political party committees must enter the total amount of transfers to other affiliated committees on Line 22. Loans and loan repayments made to other political party committees or affiliated committees as appropriate must be included on Line 22. These transfers must be itemized on Schedule B, regardless of the amount. For each transfer provide the full name and mailing address of the recipient committee, date, amount and state that the purpose of the disbursement is a "Transfer."

LINE 23(a) Enter the total amount of loans made, excluding transfers reported on Line 22 on Line 23(a). For each loan made by the committee, provide the full name and mailing address of the person, date and amount of the loan and state that the purpose is a "Loan."

LINE 23(b) Enter the total amount of loan repayments, excluding transfers reported on line 22, made on LINE 23(b). All loan repayments made must be itemized on Schedule B, regardless of the amount. For each person who receives a loan repayment provide the full name, mailing address, date and amount and state that the purpose of the disbursement is a "Loan Repayment."

LINE 23(c) For Column A, add the totals on Line 23(a) and 23(b) to derive the figure for Line 23(c).

LINE 24(a) Enter the total amount of itemized other disbursements on Line 24(a). For each person who receives any disbursement(s) not otherwise disclosed where the aggregate amount or value is in excess of $200, the committee must provide the full name and address of each such person together with the date, amount and purpose of any such disbursement.

LINE 24(b) Enter the total of unitemized other disbursements on Line 24(b).

LINE 24(c) For Column A, add the totals on Line 24(a) and Line 24(b) to derive the figure for Line 24(c).

LINE 25 For both Column A and Column B, add Lines 21(c), 22, 23(c) and 24(c) to derive the figures for Line 25.

REPORT OF INDEPENDENT EXPENDITURES MADE AND CONTRIBUTIONS RECEIVED

To Be Used by Persons (Other than Political Committees) Including Qualified Nonprofit Corporations

1. Name of individual, organization or corporation

Address (number and street) ☐ check if different than previously reported

City, State and ZIP Code

2. Corporate filers only — Is the filer a qualified nonprofit corporation? ☐ Yes ☐ No

Individual filers only — NAME OF EMPLOYER — OCCUPATION

3. Identification number

4. TYPE OF REPORT (check appropriate boxes):

(a) ☐ April 15 Quarterly Report
☐ July 15 Quarterly Report
☐ October 15 Quarterly Report
☐ January 31 Year-End Report
☐ July 31 Mid-Year Report

☐ 12-Day Report preceding the election.

Type of Election	Date of Election	State

☐ 30-Day Report following the General Election.

Date of Election	State

(b) Is this Report an amendment? Yes ☐ No ☐

5. COVERING PERIOD: FROM THROUGH

PAGE OF

6. CONTRIBUTION(S) RECEIVED (Submit multiple forms if additional space is required)

Full Name, Mailing Address and ZIP Code of Contributor	Name of Employer	Occupation	Date (Month, Day, Year)	Amount

7. INDEPENDENT EXPENDITURE(S) MADE (Submit multiple forms if additional space is required)

Full Name, Mailing Address and ZIP Code of Payee	Purpose of Expenditure	Date (Month, Day, Year)	Amount	Check One: Support	Check One: Oppose	Name and Office Sought (District, State) of Federal Candidate

8. TOTAL CONTRIBUTIONS (multi-page filers: enter total on page 1) .... $ ______

9. TOTAL INDEPENDENT EXPENDITURES (multi-page filers: enter total on page 1) .... $ ______

Under penalty of perjury, I certify that the independent expenditures reported herein were not made with the cooperation or prior consent of, or in consultation with, or at the request or suggestion of, a candidate or a candidate's agent or authorized committee, nor did they involve the financing, dissemination, distribution or republication of any campaign materials prepared by a candidate or a candidate's agent or authorized committee. In addition, if the independent expenditures reported herein were made by a corporation, I certify that the corporation is a qualified nonprofit corporation under the Commission's regulations.

TYPE OR PRINT NAME OF PERSON COMPLETING FORM

SIGNATURE (multi-page filers: sign page 1 only) DATE

Subscribed and sworn to before me this ______ day

of ______________, 19______

My Commission Expires ______________

______________________(Notary Public)

NOTE: Submission of false, erroneous or incomplete information may subject the person signing this report to the penalties of 2 U.S.C. 437g.

For further information, contact:
Federal Election Commission
999 E Street, N.W.
Washington, D.C. 20463
Toll Free 800-424-9530 Local 202-694-1100

Any information reported herein may not be copied for sale or use by any person for the purposes of soliciting contributions or for any other commercial purpose except that the name and address of any political committee may be used to solicit contributions from that committee.

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FEC FORM 5 (4/96)

WHO MUST FILE

Every person, group of persons or organization, other than a political committee, that makes independent expenditures aggregating in excess of $250 during a calendar year must report these expenditures by submitting FEC Form 5 or a signed statement satisfying the requirements of 11 CFR 109.2(a)(1). (Political committees that make independent expenditures shall report them on FEC Form 3X, Schedule E.)

Corporations that make independent expenditures must also submit these reports, and must certify that they are a qualified nonprofit corporation that is exempt from the prohibition on independent expenditures under 11 CFR 114.10.

NOTE: Individuals and other persons (including qualified nonprofit corporations) must file this form in an electronic format under 11 CFR 104.18 if they make independent expenditures in excess of $50,000 in a calendar year, or if they have reason to expect that they will exceed this threshold during the calendar year. If you have reached this level of activity, you must file this form in an electronic format. Because this form requires notarization, you will also need to submit a paper copy in addition to the electronic form or a digitized version of the notary seal and signature as a separate file in the electronic submission. Contact the FEC for more information on filing electronically.

DEFINITIONS

Contribution means any gift, subscription, loan, advance or deposit of money or anything of value made by any person for the purpose of influencing any election for Federal office.

Independent expenditure means an expenditure by a person for a communication expressly advocating the election or defeat of a clearly identified candidate that is not made with the cooperation or prior consent of, in consultation with, or at the request or suggestion of, a candidate or an agent or authorized committee of a candidate. For a definition of "expressly advocating," see 11 CFR 100.22.

Qualified nonprofit corporation is a corporation with the following characteristics: (a) Its only express purpose is the promotion of political ideas (i.e., issue advocacy, election influencing activity, and research, training or educational activity expressly tied to its political goals); **(b)** It cannot engage in business activities; **(c)** It does not have **(1)** shareholders or persons (other than employees and creditors) who are affiliated in a way that could allow them to make a claim on its assets or earnings; or **(2)** persons who receive a benefit that is a disincentive for them to disassociate themselves with the corporation on the basis of the corporation's position on a political issue; **(d)** It was not established by a business corporation or labor organization, does not accept donations from business corporations or labor organizations; and if unable, for good cause, to demonstrate that it has not accepted such donations, has a written policy against accepting donations from business corporations or labor organizations; and **(e)** It is described in 26 U.S.C. § 501(c)(4). (See 11 CFR 114.10.)

Name of Employer means the organization or person by whom an individual is employed, rather than the name of his or her supervisor. Individuals who are self-employed should indicate "self-employed."

Occupation means the principal job title or position of an individual.

Purpose means a brief statement or description of why the disbursement was made.

WHEN TO FILE

File reports of independent expenditures for the reporting period in which these expenditures aggregate in excess of $250 for the calendar year, and for any subsequent reporting period in which additional independent expenditures of any amount are made. The reporting periods are described below.

Corporations must certify that they are qualified nonprofit corporations under 11 CFR 114.10 when they submit their first independent expenditure report.

Election year reporting

Election years are divided into quarterly, pre-election and post-general election reporting periods. All reports must disclose all reportable contributions received and independent expenditures made from the closing date of the last report filed through the end of the reporting period for which the report is submitted. The reporting periods are as follows:

Quarterly reports. Quarterly reports are due April 15, July 15 and October 15 of the election year and January 31 of the nonelection year, and must disclose all reportable activity through the end of the calendar quarter. However, a quarterly report need not be filed if a pre-election report is due 5 to 15 days after the close of that calendar quarter.

Pre-election reports. Pre-election reports are also required when independent expenditures are made during the pre-election period. These reports are due no later than the 12th day before the election, and must disclose all reportable activity from the closing date of the last report filed through the end of the 20th day before any primary or general election. Pre-election reports sent by certified or registered mail must be mailed no later than the 15th day before the election.

Post-general election reports. Post-general election reports are due no later than 30 days after the general election, and must disclose all reportable activity from the closing date of the last report filed through the end of the 20th day after the general election.

Special election reporting

The Commission establishes separate reporting schedules for special elections. Contact the Commission for special election reporting dates.

Nonelection year reporting

For nonelection year reporting, see the semiannual reporting schedules in 11 CFR 104.5(c)(2).

24 hour reports

In addition to the reports listed above, independent expenditures aggregating $1,000 or more made after the twentieth day but more than 24 hours before 12:01A.M. of the day of the election must be reported within 24 hours of when they are made. These reports must contain the information listed in 11 CFR 109.2(a), including a statement indicating whether the independent expenditure was in support of, or in opposition to, a particular candidate. This report shall be filed with the appropriate office (listed below).

WHERE TO FILE

File all reports of independent expenditures (except those supporting or opposing only candidates for the U.S. Senate) with the Federal Election Commission, 999 E Street, N.W., Washington, DC 20463. File reports of independent expenditures supporting or opposing only candidates for the U.S. Senate with the Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510-7116.

Submit a copy of this form to the Secretary of State (or appropriate state officer) of the state indicated below:

- For reports of independent expenditures supporting or opposing a candidate for the House, submit a copy to the state in which the candidate seeks election, with the exception of those states that have qualified for the Commission's state filing waiver program.
- For reports of independent expenditures supporting or opposing a candidate for the Senate, submit a copy to the state in which the candidate seeks election. NOTE: This requirement will no longer apply once computer-imaged copies of the reports filed with the Secretary of the Senate are available on the Federal Election Commission's Web site. (Once the copies of Senate reports are posted on the Commission's Web site, the Commission will announce that fact in its monthly newsletter, the *Record*.)
- For reports of independent expenditures supporting or opposing a candidate for President or Vice President, submit a copy to the state in which the expenditure is made, with the exception of those states that have qualified for the Commission's state filing waiver program.

A list of qualified states is available from the Commission.

~~•Submit a copy of any report of independent expenditures to the Secretary of State (or appropriate State officer) of the state indicated below, unless the Commission has determined that the state has a system that permits electronic access to, and duplication of, reports and statements filed with the Commission:~~

~~•For reports of independent expenditures supporting or opposing a candidate for the U.S. House of Representatives or the U.S. Senate, submit a copy to the state in which the candidate seeks election.~~

~~•For reports of independent expenditures supporting or opposing a candidate for President or Vice President, submit a copy to the State in which the expenditure is made.~~

Persons filing independent expenditure reports should retain copies of their reports for a period of not less than 3 years from the date of filing.

LINE BY LINE INSTRUCTIONS

LINE 1 Provide the requested information.

LINE 2 Corporate filers—indicate if you are a qualified nonprofit corporation. Individual filers—provide the name of your employer and your occupation.

LINE 3 First time filers—leave this line blank. Previous filers with an identification number—enter that number.

LINE 4 (a) Indicate the type of report being filed. For 12 day pre-election reports, indicate primary, general, convention, special or run-off election, date of election, and State. For 30 Day post-general election reports, provide the date and State of the election.

(b) Indicate if the report is an amendment.

LINE 5 Enter report coverage dates. All activity from the ending coverage date of the last report filed must be included. When submitting multiple forms for a single period, indicate the current page number and total pages submitted for the period.

LINE 6 Report contribution(s) received in excess of $200 that were made for the purpose of furthering an independent expenditure. Submit multiple forms if additional space is required.

LINE 7 Report all independent expenditure(s) made during the reporting period. Submit multiple forms if additional space is required.

LINE 8 Enter total contributions received during the reporting period, including contributions of $200 or less that were not itemized on Line 6. When submitting multiple forms for a single period, enter total on page 1.

LINE 9 Enter the total amount of independent expenditures made during this reporting period. When submitting multiple forms for a single period, enter total on page 1.

FEC FORM 5 MUST BE SIGNED BY THE PERSON MAKING THE INDEPENDENT EXPENDITURE AND NOTARIZED.

DEBT SETTLEMENT PLAN

NAME OF COMMITTEE

ADDRESS

CITY, STATE AND ZIP CODE

FEC I.D. NUMBER

PART I — COMMITTEE SUMMARY INFORMATION

1. CASH ON HAND AS OF ________		6. TOTAL AMOUNT OF DEBTS OWED BY THE COMMITTEE	
2. TOTAL ASSETS TO BE LIQUIDATED		7. TOTAL NUMBER OF CREDITORS OWED	
3. TOTAL (ADD 1 AND 2)		8. NUMBER OF CREDITORS IN PART II OF THIS PLAN	
4. YEAR TO DATE RECEIPTS		9. TOTAL AMOUNT OF DEBTS OWED TO THE CREDITORS IN PART II OF THIS PLAN	
5. YEAR TO DATE DISBURSEMENTS		10. TOTAL AMOUNT TO BE PAID TO CREDITORS IN PART II OF THIS PLAN	

11. IS THE COMMITTEE TERMINATING ITS ACTIVITIES?

☐ YES ☐ NO IF YES, WHEN DOES THE COMMITTEE EXPECT TO FILE A TERMINATION REPORT? IF NO, COMMITTEE IS NOT ELIGIBLE TO FILE A DEBT SETTLEMENT PLAN (SEE INSTRUCTIONS).

12. IF THIS IS AN AUTHORIZED COMMITTEE, DOES THE CANDIDATE HAVE OTHER AUTHORIZED COMMITTEES?

☐ YES ☐ NO IF YES, LIST BELOW.

13 DOES THE COMMITTEE HAVE SUFFICIENT FUNDS TO PAY THE TOTAL AMOUNT INDICATED IN THIS PLAN?

☐ YES ☐ NO IF NO, WHAT STEPS WILL BE TAKEN TO OBTAIN THE FUNDS?

14. HAS THE COMMITTEE FILED PREVIOUS DEBT SETTLEMENT PLANS?

☐ YES ☐ NO

15. AFTER DISPOSING OF ALL THE COMMITTEE'S DEBTS AND OBLIGATIONS, WILL THERE BE ANY RESIDUAL FUNDS?

☐ YES ☐ NO IF YES, HOW WILL THE FUNDS BE DISBURSED?

I certify, to the best of my knowledge, that the information contained in this Debt Settlement Plan is true, correct and complete.

SIGNATURE OF TREASURER OF COMMITTEE

DATE

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FEC FORM 8
(Effective 1/1/90)

INSTRUCTIONS FOR PREPARING THE DEBT SETTLEMENT PLAN

Political committees that settle their debts for less than the full value are required to file a debt settlement plan for Commission review. Only terminating committees are eligible to file debt settlement plans. A terminating committee is one that is winding down its political activities in preparation of filing a termination report and would be able to terminate except that it has outstanding debts and obligations. A political committee will be considered to be winding down its political activities if it has ceased to make or accept contributions and expenditures, other than contributions accepted for debt retirement purposes and expenditures representing payments of debts or obligations previously incurred or payments for the costs associated with the termination of political activity.

Every terminating committee that settles a debt for less than full value shall file at least one debt settlement plan for the Commission to review, prior to filing its termination report. The plan should be filed *after* the creditors have agreed to the settlement. Payments should not be made until completion of Commission review.

Debts and obligations subject to debt settlement and Commission review include amounts owed to commercial vendors, debts arising from advances by committee staff and other individuals, salary owed to committee employees and debts arising from loans from political committees or individuals, including candidates, to the extent permitted under 11 C.F.R. Part 110.

Debts and obligations that shall not be forgiven or settled for less than the amount due include repayment obligations pursuant to 11 C.F.R. 9007.2, 9008.10, 9008.11, 9038.2 or 9038.3 of funds received from the Presidential Election Campaign Fund or the Presidential Primary Matching Payment Account. Debts that are disputed are not subject to the debt settlement and Commission review requirements and procedures.

Committees that file or who have filed a debt settlement plan should continue to report each outstanding debt or obligation included in a debt settlement plan on its report of receipts and disbursements until the Commission has informed the committee that it has completed its review of the plan.

TREASURER'S RESPONSIBILITIES

A copy of this Plan must be preserved by the treasurer of the political committee for a period of not less than three years from the date of filing. The treasurer of the political committee is personally responsible for the information submitted in the plan and for responding to any Commission request regarding the plan or any information contained in it.

WHERE TO FILE

An original must be filed as follows:

~~Committees which only support or oppose a candidate(s) for the House of Representatives must file with the Clerk of the House of Representatives, Office of Records and Registration, 1036 Longworth House Office Building, Washington, D.C. 20515-6612.~~ Committees which only support or oppose a candidate(s) for the Senate must file with the Secretary of the Senate, Office of Public Records, 232 Hart

Senate Office Building, Washington, D.C. - 20510-7116.
-All other political committees must file with the Federal Election Commission, 999 E Street, N.W., Washington, D.C. 20463.
-Political committees filing a debt settlement plan must file with the Secretary of State (or appropriate State officer) of each state a copy of that portion of the report applicable to candidates seeking (who sought) election in that State. Principal campaign committees of House candidates must file a copy of this form with the state in which the office is sought, with the exception of committees of House candidates in states that have qualified for the Commission's state filing waiver program. Principal campaign committees of Presidential candidates must file a copy of this form in each state in which they have made expenditures, with the exception of those states that have qualified for the Commission's state filing waiver program. A list of qualified states is available from the Federal Election Commission.

Principal campaign committees of Senate candidates must continue to file copies of this form with the state in which the office is sought. NOTE: Senate campaigns will no longer have to file copies of this form in states that have been qualified under the state filing waiver program once computer-imaged copies of the reports filed with the Secretary of the Senate are available on the Federal Election Commission's Web site. (Once the copies of Senate reports are posted on the Commission's Web site, the Commission will announce that fact in its monthly newsletter, the *Record*.)

Unauthorized political committees must continue to file copies of this form with the states in which they have their headquarters, with the exception of committees that are located in states that have qualified for the state waiver program~~.~~.

LINE BY LINE INSTRUCTIONS FOR PART I

Fill out the committee's full name, address and the FEC identification number assigned to your committee.

LINE 1 Enter the committee's cash on hand and the date.

LINE 2 Calculate the value of any of the committee's assets that can be liquidated. Enter the total amount on line 2.

LINE 3 Add Lines 1 and 2.

LINE 4 Enter the year to date receipts for the calendar year.

LINE 5 Enter the year to date disbursements for the calendar year.

LINE 6 Enter the total amount of debts and obligations owed by the committee, including loans.

LINE 7 Enter the total number of creditors owed by the committee.

LINE 8 Enter the number of creditors that are in Part II of this plan.

LINE 9 Total the debts owed to the creditors in Part II of this plan, and enter the amount on this line.

LINE 10 Add the amounts to be paid to the creditors in Part II of this plan, and enter the amount on this line.

LINE 11 Only committees that are terminating are eligible to file a debt settlement plan. Check the appropriate box. If you check the "no" box, do not go any further. If yes, put the date you expect the committee to file a termination report.

LINE 12 List any other political committee(s) the candidate has authorized to support his/her candidacy for election to federal office.

LINE 13 If Line 3 above is less than Line 10, please explain how the committee expects to obtain the additional funds.

LINE 14 If the committee has filed any debt settlement plans prior to this one, check yes, even if the committee has not received an acknowledgment of the plan from the Commission.

LINE 15 Should the committee have any residual funds after it has paid or settled all debts and obligations, state how they will be spent.

After completing the entire plan, the treasurer should sign and date the plan.