AGENDA DOCUMENT NO. 03-09

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FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

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AGENDA ITEM
For Meeting of: 1-30-03

January 23, 2003

TO: The Commission

THROUGH: James A. Pehrkon, Staff Director
Lawrence Norton, General Counsel

FROM: The Forms Committee[1]

SUBJECT: Draft Agenda Document on Instructions for New and Revised FEC Forms (BCRA Implementation)

Attached for Commission approval are the draft instructions to accompany the new and revised FEC Forms (as contained in a separate agenda document). New language is shown with underlining and language to be deleted is shown with strikethroughs.

Recommendation
The Forms Committee recommends that the Commission approve the draft instructions contained in this document and the forms to which they relate.

[1] The Forms Committee consists of Irene Allen (Data); Debbie Chacona (Reports Analysis); Barry Conway (Reports Analysis); Mai Dinh (Office of General Counsel); James Jones (Printing Officer); Kevin Salley (Information); Lisa Stolaruk (Reports Analysis); Pat Sheppard (Audit); Wanda Thomas (Audit); John Vergelli (Office of General Counsel); Dorothy Yeager (Information) and Patricia Young (Public Disclosure). Tony Buckley (OGC); Jeff Chumley (Data); Bob Knop (OGC); Jonny Levin (OGC); Duane Pugh (OGC); Greg Scott (Information) and Rosie Smith (OGC) also participated in planning meetings and discussions regarding the forms.

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Federal Election Commission

Instructions for Statement of Organization (FEC FORM 1)

When to File

New political committees must file this form to register the committee once they exceed the applicable threshold, as described below:

•Principal campaign committees must file this form no later than 10 days after the candidate designates the committee on the Statement of Candidacy (FEC FORM 2). Other authorized committees file this form with the principal campaign committee, which in turn must file this form with the appropriate filing offices.

•Committees sponsored by corporations, labor organizations or trade associations (i.e., separate segregated funds) must file this form no later than 10 days after their establishment.

•Local political party committees must file this form no later than 10 days after exceeding one of the following thresholds during a calendar year: (1) receiving contributions in connection with a federal election aggregating in excess of $5,000; (2) making exempt payments under 11 CFR ~~100.7 or 100.8~~ 100.80, 100.87, 100.89, 100.140, 100.147 or 100.149 aggregating in excess of $5,000; or (3) making contributions or expenditures in connection with a federal election aggregating in excess of $1,000.

•All other political committees must file this form no later than 10 days after receiving contributions or making expenditures in connection with a federal election aggregating in excess of $1,000 during a calendar year.

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changes or corrections check the box labeled "AMENDED." If "AMENDED" is checked, complete Lines 1 through 4. With respect to Lines 5 – 9 include only the change(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

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Note: Political committees (except for committees required to file with the Secretary of the Senate) 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 after the calendar year in which it exceeds $50,000 in contributions or expenditures. 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 under 2 U.S.C. §432 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-by-Line Instructions

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

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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, or is a principal campaign committee of a candidate for the Senate or House of Representatives, also list an electronic mail address. Finally, if the committee is a principal campaign committee or an authorized committee, list the committee's fax number.

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 that have previously filed a Statement of Organization should fill in this block with the number that 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." Committees that have previously filed FEC FORM 1 and are now submitting

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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.

(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. <u>Do not leave this line blank. If there are no affiliated committees as described below, enter "None" on this line.</u>

•Principal campaign committees list all other committees authorized by the same candidate. Under "Relationship," ~~write~~ <u>enter</u> "affiliated."

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•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~~ enter "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~~ enter "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~~ enter "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~~ enter "connected" AND

•The name of the highest level political committee sponsored by the parent organization. Under "Relationship," ~~write~~ enter "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~~ enter "affiliated." (See 11 CFR 110.3(b).)

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•Subordinate State party committees list the State party committee. Under "Relationship," ~~write~~ enter "affiliated." (See 11 CFR 110.3(b).)

•Joint fundraising representatives list all the political committees participating in the joint fundraising effort. Under "Relationship," ~~write~~ enter "joint fundraising participant."

•Joint fundraising participants list the committee established to act as the joint fundraising representative. Under "Relationship," ~~write~~ enter "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 CFR 100.5(g).

LINE 7. Enter ~~T~~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. Enter ~~T~~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

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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, except for expenditures of $100 or less made from a petty cash fund.

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).

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.

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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 the Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510-7116. <u>The mailing address for the Secretary of the Senate is P.O. Box 5109, Alexandria, VA 22301-0109.</u>

•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 and Senate candidates must file a copy of this form with the state in which the office is sought, with the exception of committees of 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

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

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.

The Treasurer must sign the Statement of Organization.

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Federal Election Commission

Instructions for Statement of Candidacy (FEC FORM 2)

Who Must File FEC Form 2

Each individual who is a candidate for Federal office must file FEC FORM 2 or, if not filing electronically, a letter containing the same information within 15 days of becoming a candidate. An individual becomes a candidate for Federal office whenever any of the following events occur:

•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 100.72(b) and 100.131 for further information.

Note: 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

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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 after the calendar year in which it exceeds $50,000 in contributions or expenditures.

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 occur:~~

- ~~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;~~

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~~a. 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.)

•Senate Candidates. 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. The mailing address for the Secretary of the Senate is P.O. Box 5109, Alexandria, VA 22301-0109. Additionally, when filling out Line 9 (Declaration of Intent to Expend Personal Funds), the candidate must send a copy of FEC Form 2 or the information required therein to the Federal Election Commission by facsimile machine (to 202-219-0174) or by electronic mail (to 2022190174@fec.gov). The candidate must also simultaneously send a copy via facsimile machine or electronic mail to each opposing candidate. 11 CFR 400.20(b)(1). Fax numbers and electronic mail addresses for opposing candidates are available from the FEC's web site at www.fec.gov.

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•House Candidates. Candidates seeking nomination or election to the U.S. House file with the Federal Election Commission, 999 E Street, NW, Washington, DC. 20463. Additionally, when filling out Line 9 (Declaration of Intent to Expend Personal Funds), the candidate must send a copy of FEC Form 2 or the information required therein to the Federal Election Commission by facsimile machine (to 202-219-0174) or by electronic mail (to 2022190174@fec.gov). The candidate must also simultaneously send a copy via facsimile machine or electronic mail to each opposing candidate. 11 CFR 400.20(b)(2). Fax numbers and electronic mail addresses for opposing candidates are available from the FEC's web site at www.fec.gov.

•Presidential/Vice-Presidential Candidates. ~~All other~~ Candidates seeking nomination or election to ~~any other Federal offices~~ the offices of U.S. President or U.S. Vice President file with the Federal Election Commission, 999 E Street, NW, Washington, DC 20463;

State Filing. House and Senate candidates must file a copy of this form with the state in which the office is sought, with the exception of 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.

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.

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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~~ mailing 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.

LINE 3. Check "New" if you are filing Form 2 for the first time. Otherwise, check "Amended."

LINES ~~3-5~~ 4 – 6. Provide the requested information.

~~LINE 6~~ LINE 7. 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

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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~~ 7, 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~~ LINE 8. 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~~8, 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

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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."

LINE 9. Declaration of Intent to Expend Personal Funds. House and Senate candidates must enter an estimated amount of personal funds they intend to spend, or to obligate to make for each election (primary and general) in excess of the threshold amount defined by 11 CFR 400.9. If the candidate does not intend to expend personal funds in excess of the threshold amount, enter "$0.00". Note: Line 9 does not apply to Presidential candidates. If you are a Presidential candidate, leave Line 9 blank.

The candidate must sign and date the Statement of Candidacy.

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FEDERAL ELECTION COMMISSION

Report of Receipts and Disbursements for an Authorized Committee (FEC FORM 3)

Use FEC FORM 3 to file your report. Listed below are the summary pages and schedules of FEC FORM 3 with an explanation of what each discloses. These forms may be duplicated.

FEC FORM 3: Page 1, Report of Receipts and Disbursements

Identifies the committee, the type of report and the reporting period.

FEC FORM 3: Page 2, Summary Page

Discloses the committee's total receipts and disbursements for the reporting period and the election cycle-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 pages 5 – 8 (Post-Election Detailed Summary Page) for Lines 6 – 7 of page 2 (Summary Page).

FEC FORM 3: Pages 3 – 4, Detailed Summary Page

Summarizes receipts and disbursements by type of activity; shows reporting period and election cycle-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 pages 5 – 8 (Post-Election Detailed Summary Page) for all of pages 3 – 4 (Detailed Summary Page).

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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 either to the committee or to the candidate which are used for the purpose of influencing the candidate's election to federal office.

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.

3z-1 Shows the gross receipts for authorized committees as of June 30 or December 31 of the year before the candidate's general election.

Illegible and Non-FEC Forms

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

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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~~ Form 3 may not be filed by FAX because an original signature~~s are~~ is required.

Other Forms and Their Uses

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

FEC FORM 3: Pages 5 – 8, Post-Election Detailed Summary Page.

Used only for last reporting period of election cycle, in lieu of pages 3 – 4 (Detailed

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Summary Page) and portions of page 2 (Summary Page). Summarizes receipts and disbursements by type of activity; shows totals for each type of activity for the reporting period and for both the election cycle that ended on election day and the new election cycle that began the day after election day.

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 6

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

FEC FORM 8: Debt Settlement Plan

Used by terminating committees to disclose the terms of debt settlements.

FEC FORM 10: 24-Hour Notice of Expenditure of Personal Funds

Used to disclose within 24 hours any expenditure, or obligation to make an expenditure, from personal funds of the candidate in excess of the announced threshold.

FEC FORM 11: 24-Hour Notice of Opposition Personal Funds

Used to disclose the opposition personal funds amount which increases individual

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contribution limits and coordinated party expenditure limits.

FEC FORM 12: 24-Hour Notice of Suspended Limits

Used to disclose that the campaign has reached the proportionality provision limit and, therefore, the increased individual contribution and coordinated party expenditure limits are suspended.

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

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Instructions for Summary Page (FEC FORM 3, Pages 1 – 2)

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 after the calendar year in

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which it exceeds $50,000 in contributions or expenditures. **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:

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• 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.~~ 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.

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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 Savings Time on the prescribed filing date in order to be timely filed.

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 the Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510-7116. The mailing address for the Secretary of the Senate is P.O. Box 5109, Alexandria, VA 22301-0109 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

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Secretary of State (or appropriate State officer) of the State in which nomination or election is sought. **Exception:** Principal campaign committees of House and Senate candidates must file a copy of this form with the state in which the office is sought, with the exception of committees of candidates in states that have qualified for the Commission's state filing waiver. A list of qualified states is available from the Federal Election Commission.

Report Preparation

- A political committee may use any recordkeeping or accounting system which will enable it to comply with the Act.
- The Commission recommends that political committees use a recordkeeping or accounting system that keeps a separate accounting for each of the various categories of receipts and disbursements on the Detailed Summary Page. This separate accounting will help the political committee fill 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 pages 3 – 4 (Detailed Summary Page) and then (where appropriate) from the Detailed Summary Page to page 2 (Summary Page).
- Pages 3 and 4 (Detailed Summary Page) should be filled out before completing page 2 (Summary Page).

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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.

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).

Note that on the first report filed after your general election, receipts received and disbursements made after the date of the general election are considered to be for the next election cycle and must be aggregated separately for purposes of itemization.

Line-by-Line Instructions for Page 2 (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~~ Enter 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.)~~

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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.

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.

LINE 5. Enter the coverage dates (month/day/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).

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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 8 (Post-Election Detailed Summary Page) in lieu of filling out Lines 6-7 on page 2 (Summary Page). **Note:** Committees must also fill out the Post-Election Detailed Summary Page in lieu of pages 3 and 4 (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.

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Instructions for Detailed Summary Page (FEC FORM 3, Pages 3 – 4)

No changes are proposed to the current instructions for the Detailed Summary Pages of Form 3.

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Instructions for Schedule A, Itemized Receipts (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-to-date total. If disclosing a contribution from a federal political committee, the committee should enter the committee's FEC identification number. (This number is readily available from the Commission's Web site or its Public Disclosure Division.)

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

The date of receipt for reporting purposes is the date the committee (or its agent) actually obtains possession of the contribution. See 11 CFR 102.8(a). The "election

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cycle-to-date" total for each entry represents the total amount received from that source since the beginning of the election cycle (starting the day after the last general election through the date of the general election). (Note that on the first report filed after your general election, receipts received after the date of the general election are considered to be for the next election cycle and must be aggregated separately.) If a receipt is the only receipt from a person during the election cycle, the aggregate election cycle-to-date total must still be entered. 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," "Primary 2004"). ~~The "aggregate election cycle-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 the election cycle. If a receipt is the only receipt from a person during the election cycle, the aggregate election cycle-to-date total must still be entered.~~ If the contribution limits have been increased under 2 U.S.C. §§441a(i) or 441a-1 because an opponent has notified the campaign of significant personal expenditures, check the box to indicate that the amount is given under modified limits.

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 either determine that the contribution is not from a corporation, government contractor, or other prohibited source or refund it within thirty days of its receipt.

Contributions to a candidate or authorized committee that are not designated or redesignated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made, unless they are presumptively redesignated as described below. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election. A contribution ~~which~~ that appears to be excessive, either on its face or when aggregated with other contributions from the same person, may be presumptively redesignated or reattributed, if either is applicable, or it 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 in writing the contribution for a different election if such a contribution would otherwise be permissible. Alternatively, the excessive portion of contributions before the primary election may be presumptively redesignated to the general election if the redesignation does not cause the contributor to exceed any other contribution limit. Contributions after the primary but before the general election may be presumptively redesignated for the primary election to the extent the committee has net debts outstanding from the primary election. Contributions may also be presumptively reattributed to a joint contributor whose name also appears imprinted on the contribution check if the reattribution will not cause the contributor to exceed any contribution limits. If the committee presumptively

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redesignates or reattributes the excessive contribution, the committee must ~~be refunded~~ notify the contributor of its action, and offer the opportunity to request a refund, within sixty days of its receipt of the original contribution. Both written redesignations and written 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). Presumptive redesignations or reattributions must also be noted as such. See 11 CFR 110.1(b)(5)(ii)(B) and (C) for presumptive redesignations, 11 CFR 110.1(k)(3)(ii)(B) for presumptive reattributions, and 11 CFR 104.8 and the Campaign Guide 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

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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-to-date" total must include the total amount of all contributions which the person has contributed to the committee during the election cycle. 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 included 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-to-date amount must also be provided. The committee receiving the contribution in-kind must report it as both a receipt and an expenditure.) Note that special reporting rules apply when an individual makes an advance of personal funds for a good or service but expects to be reimbursed. See the instructions for reporting "reimbursed advances by staff" in the Campaign Guide for Congressional Candidates.

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

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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, 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.

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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, 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

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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, the treasurer will only be deemed to have exercised best efforts to obtain, maintain and report the required information if all

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written solicitations for contributions include a clear request for the information (i.e., name, mailing address, occupation and 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.

Loans. Report a loan received on Schedule A for the appropriate line number of the Detailed Summary Page, in the reporting period during which the loan is received. Also, disclose the loan on Schedule C, and, if from a lending institution, on Schedule C-1.

If a candidate personally receives a loan from a lending institution, or an advance from a brokerage account, credit card or line of credit, and then contributes or loans some or all of those funds to the campaign, report the amount of funds contributed or loaned on Schedule C-1. If the candidate treats the funds as a personal contribution, report the receipt of the contribution from the candidate on Schedule A for Line 11(d). If the candidate treats the funds as a loan, report the receipt of the loan on Schedule A for Line 13(a). See also the instructions for Schedule C-1. A loan obtained by the candidate from a brokerage account, credit card, home equity line of credit or other line of credit that is used exclusively for routine living expenses does not have to be reported, provided the loan is not guaranteed by third parties and the loan is repaid exclusively from the personal funds of the candidate. If such a loan is used in part for routine living expenses

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and in part for influencing the candidate's election for Federal office, only the latter part must be reported.

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Instructions for Schedule B, Itemized Disbursements (FEC FORM 3)

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. If the purpose of the disbursement is a refund or a disposal of an excess contribution required under 11 CFR 400.53, check the box to indicate this.

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

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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

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production costs)

005 Polling Expenses

006 Campaign Materials (e.g., buttons, bumper stickers, brochures, mass mailings, pens, posters and 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 non-federal 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-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

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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," "Primary 2004"). 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.).

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Instructions for Schedule C, Loans (FEC FORM 3)

Instructions for Schedule C-1, Loans and Lines of Credit From Lending Institutions (FEC FORM 3)

Instructions for Schedule D, Debts and Obligations (FEC FORM 3)

No changes are proposed to the most recently approved versions of the instructions for Schedule C, Schedule C-1 or Schedule D of Form 3.

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Instructions for Consolidation Report of Receipts and Disbursements (FEC FORM 3Z)

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

~~Form 3Z must be filed by the~~ The principal campaign committee must file Form 3Z if the candidate has authorized other political committees. Enter 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. List 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 must report the candidate's activity. 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 (FEC FORM 3, page 2) and the Detailed Summary Page of Receipts and Disbursements (FEC FORM 3, pages 3 and 4). **Note:** For the last report filed during an election cycle, the committee should use pages 5-8 (Post-Election Detailed Summary Page) instead of pages 3 and 4 (Detailed Summary Page). See special instructions below. For Lines (a)-(w) and (z)-(cc), transfer 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),

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there is no Column A and the dollar amounts are transferred from Line 23 and Line 27, respectively, of page 4 (Detailed Summary Page). Enter the total for each column ~~must be entered~~ on Line 1. If there are more than two 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 B for the last page.

The principal campaign committee must submit the completed Form 3Z ~~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 pages 5 – 8 (Post-Election Detailed Summary Page). For Lines (a)-(w), transfer totals from Column A, pages 5 – 8 (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 page 8 (Post-Election Detailed Summary Page). For Lines (z) and (aa), transfer totals from Lines 9 and 10 of page 2 (Summary Page). For Lines (bb) and (cc), transfer totals from Sections III and IV, respectively, of page 8 (Post-Election Detailed Summary Page).

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Instructions for FEC Form 3Z-1, Consolidated Report of Gross Receipts for Authorized Committees (11 CFR 104.19)

(Millionaires' Amendment)

Who Must File FEC Form 3Z-1

Principal campaign committees of candidates for the U.S. House and the U.S. Senate must file FEC Form 3Z-1 as part of their July Quarterly and Year-End reports in the year preceding the year in which the general election for the office sought is held. 11 CFR 104.19. The information provided in this form allows opposing candidates to compute their "gross receipts advantage," used in determining under 11 CFR 400.10 whether a candidate is entitled to increased contribution limits under 2 U.S.C. 441a(i) or 441a-1.

Instructions

Enter the name and FEC ID number of the candidate, as well as the name, address and FEC ID number of the candidate's principal campaign committee.

Form 3Z-1 is only filed with the July Quarterly and Year-End reports in the year preceding the year in which the general election for the office sought is held. If the report is the July Quarterly, check "through June 30". If the report filed is the Year-End, check "through December 31".

Line 1. Gross receipts of authorized committees. Gross receipts includes all receipts disclosed on Lines 11, 12, 13, 14 and 15 of the Detailed Summary Page by all of the candidate's authorized committees. Provide the gross receipts to date for the primary election and the gross receipts to date for the general election in the respective columns.

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To derive the totals for each column, you will first need to organize your internal records to separate those receipts that were received for the primary election from those received for the general election. To calculate the gross receipts for the primary election column, add the total receipts of the candidate's authorized committees in connection with the primary election as of the closing date of the report (regardless of whether the funds have already been spent), including contributions that were made, designated or redesignated for the primary election. To calculate the gross receipts for the general election column, add the total receipts of the candidate's authorized committees in connection with the general election as of the closing date of the report (regardless of whether the funds have already been spent) including contributions that were made, designated or redesignated for the general election. See 11 CFR 400.8.

Line 2. Aggregate amount of contributions from personal funds of the candidate. For the primary election column, add the total aggregate amount of contributions from the personal funds of the candidate to any of the candidate's authorized committees for the primary, including contributions that were made, designated or redesignated by the candidate for the primary. For the general election column, add the total aggregate amount of contributions from the personal funds of the candidate to any of the candidate's authorized committees for the general, including contributions that were made, designated or redesignated by the candidate for the general.

Line 3. Gross receipts minus the candidate's personal contributions. For each column, subtract Line 2 from Line 1.

Federal Election Commission

Report of Receipts and Disbursements for
Other Than an Authorized Committee (FEC FORM 3X)

(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.

FEC FORM 3X: Page 1, Report of Receipts and Disbursements

Identifies the committee, the type of report and the reporting period.

FEC FORM 3X: Page 2, 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: Pages 3 – 4, 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.

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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~~ allocated federal and non-federal administrative expenses, exempt activity costs, generic voter drive costs and allocated federal/Levin fund "federal election activity" expenses.

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

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

H4: Shows disbursements for shared allocated federal and non-federal activity.

H5: Shows transfers of Levin funds for allocable federal election activity.

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H6: Shows disbursements of federal and Levin funds for allocable federal election activity.

L: Aggregation page for showing receipt and disbursement of Levin funds.

L-A: Memo schedule for itemizing receipts of Levin funds.

L-B: Memo schedule for itemizing disbursements of Levin funds.

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. ~~(p. 2).~~

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.

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Faxing Forms

Most ~~R~~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~~ obtain additional forms, call the Information Division at 800/424-9530 or 202/694-1100 or visit the FEC's Web site at www.fec.gov.

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Instructions for Summary Page (FEC FORM 3X, Pages 1 – 2)

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 after the calendar year in which it exceeds $50,000 in contributions or expenditures. 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

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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.

> **Note: State, district and local party committees that have combined receipts and disbursements of $5,000 or more in the aggregate for "federal election activities" as defined at 11 CFR 100.24 must file monthly reports. 11 CFR 300.36(c)(1). All national party committees must file monthly reports. 11 CFR 104.5(c)(4).**

(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

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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

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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.

Except for State, district and local party committees required to file monthly under 11 CFR 300.36(c)(1) (see above) and national party committees required to file monthly under 11 CFR 104.5(c)(4), a~~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 Savings 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. The mailing address for the Secretary of the Senate is P.O. Box 5109, Alexandria, VA 22301-0109
- 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 state officer) of each state a copy of that portion of the report applicable to candidates seeking election in that state, 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.

Report Preparation

- A political committee may use any recordkeeping or accounting system which will enable it to comply with the Act.
- The Commission recommends that the political committee keep a recordkeeping or accounting system that keeps a separate accounting for each of the various categories of receipts and disbursements on pages ~~3—4~~ 3, 4 and 5 (Detailed Summary Page). This separate accounting will help the political committee fill out the reporting forms, since

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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 pages ~~3—4~~ 3, 4 and 5 (Detailed Summary Page) and then (where appropriate) from the Detailed Summary Page to page 2 (Summary Page).
- Pages ~~3 and 4~~ 3, 4 and 5 (Detailed Summary Page) should be filled out before completing page 2 (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 for Page 2 (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~~ Enter 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.

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LINE 4. 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 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~~ 31 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

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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 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.

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Instructions for Detailed Summary Page (FEC FORM 3X, Pages ~~3—4~~ 3, 4 and 5)

A political committee must report the total amount of receipts and disbursements during the reporting period and during the calendar year for each category of receipts and disbursements on FEC FORM 3X. 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 a calendar year, the "Calendar Year-to-Date" 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 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 and the aggregate year-to-date total.

LINE 11(a)(ii). Enter the total amount of all contributions from individuals/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

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the Column B figure, see above instructions on how to calculate the Calendar Year-to-Date figure.

LINE 11(b). For political committees <u>(other than political party committees)</u>, 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 and the aggregate year-to-date total. Political party committees should use Line 12.

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 and the aggregate year-to-date total. Do not abbreviate committee names.

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

LINE 12. Political party committees must enter the total amount of transfers from other party committees on Line 12. All other political committees must enter the total amount of transfers from other affiliated committees on Line 12. (See also 11 CFR 102.5 and 102.6.) Loans and loan repayments received from other political party committees or affiliated committees (as appropriate) must be included on Line 12, and not on Line 13. These transfers must be itemized on Schedule A, regardless of the amount. For each

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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 13. Enter the total amount of loans received (other than loans from affiliated/other party committees) on Line 13. 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 the 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 14. Enter the total amount of loan repayments received (other than loan repayments from affiliated/other party committees) on Line 14. 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 15. Enter the total amount of offsets to operating expenditures (including refunds, rebates, and returns of deposits) on Line 15. For each person who provides rebates, refunds and other offsets to operating 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.

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LINE 16. Enter the total amount of refunds of contributions made to Federal candidates and other political committees on Line 16. If the original check was passed through the account of the recipient committee and a check for the refund is written on the recipient committee's account, the refund must be itemized as a receipt on Schedule A, regardless of the amount, and the amount of the refund must be included in the total figure for Line 16. For each contribution refund received, provide the full name and address of the Federal candidate or political committee, date and amount of the refund and the aggregate year-to-date total. DO NOT use this Line if the original check is returned uncashed. The return must be reported as a negative entry on Schedule B and subtracted from the total amount for Line 23.

LINE 17. Enter the total amount of other receipts (including dividends and interest) on Line 17. 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 18(a). Transfers from Non-federal Account for ~~Joint~~ Shared Activity: Enter the total of any transfers from non-federal accounts brought to the federal account or a separate allocation account in order to pay for ~~shared~~ allocated federal/non-federal activity. Only committees with separate federal and non-federal accounts who undertake ~~shared~~ allocated activity affecting both types of campaign should report transfers among these accounts. The total transfers for this period come from the last page of Schedule H3 which itemizes any such transfers made for ~~shared~~ allocated activity.

LINE 18(b). Transfers from Levin Funds: Enter the total of any transfers from Levin funds brought to the federal account or a separate allocation account in order to pay for allocated federal/Levin "federal election activity". Only committees with separate federal and Levin funds who undertake allocated federal election activity should report transfers from Levin funds or accounts. The total transfers for this period come from the last page of Schedule H5 which itemizes any such transfers made for allocated activity.

LINE 18(c). Total Transfers: For both Column A and Column B add Lines 18(a) and 18(b) to derive the figures for Line 18(c).

LINE 19. Total Receipts: For both Column A and Column B add the totals on Lines 11(d), 12, 13, 14, 15, 16, 17, and 18(c) to derive the figures for Line 19.

LINE 20. Total Federal Receipts: This Line represents the difference between total receipts reported on Line 19 and the sum of any transfers into the federal account by non-federal account(s) for ~~shared~~ allocated activity or from Levin funds for allocated federal election activity. The value is equal to Line 19 minus Line 18(c).

LINE 21. **Note:** Line 21(a) is required only for those committees undertaking activity which is ~~shared~~ allocated among federal and non-federal accounts. Committees with no non-federal accounts, or who do not undertake activities which are ~~shared~~ allocated among federal and non-federal accounts complete only Lines 21(b) and (c). All operating expenses for those purely federal committees should be included on Line 21(b).

Operating Expenditures: Enter the total amount of operating expenditures and ~~shared~~ allocated federal/non-federal activity on the appropriate Line under Line 21. Examples of

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operating expenditures are: ~~salaries,~~ travel, rent and telephones. Committees report only those operating expenditures paid for from committee funds. Enter the federal portion of all operating expenses for ~~shared~~ allocated federal and non-federal activity on Line 21(a)(i). This is equal to the federal share value from the bottom of the last page of Schedule H4 for this period. These ~~shared~~ allocated activities must be itemized on Schedule H4 regardless of amount. Line 21(a)(ii) contains the sum of the non-federal share of operating expenses for ~~shared~~ allocated federal and non-federal activity. This value also is brought forward from the last page of Schedule H4 for this period. Enter on Line 21(b) the sum of all other federal operating expenditures, including those itemized on Schedule B as well as any unitemized federal operating expenditures. For each person who receives payments for operating 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 the expenditure.

LINE 22. Political party committees must enter the total amount of transfers to all other political party committees on Line 22. All other political 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, not on Line 26 or 27. 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. Enter the total amount of contributions to Federal candidates and other political

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committees on Line 23. These contributions must be itemized on Schedule B, regardless of the amount. DO NOT include transfers reported on Line 22 on this Line. Contributions made to non-federal candidates should not be entered on this Line, but on Line 29. For each contribution to a Federal candidate or political committee, provide the full name and address of the political committee or candidate, date and amount of the contribution and, in the case of a candidate or authorized committee, ~~provide under "Purpose"~~ the office sought by the candidate. (Include ~~Including~~ State and congressional district, where applicable.)

LINE 24. Enter the total amount of independent expenditures on Line 24. **Note:** ~~Political~~ National party committees may not make independent expenditures in connection with a general election campaign for the office of President of the United States. 11 CFR 110.7(a)(5) (See also instructions for Schedule E.)

LINE 25. For political party committees, enter the total amount of coordinated party expenditures made by the committee pursuant to 2 U.S.C. 441a(d) on Line 25. **Note:** Political committees which are not political party committees may not make coordinated party expenditures pursuant to the special allowance at 2 U.S.C. 441a(d). (See also instructions for Schedule F.)

LINE 26. Enter the total amount of loan repayments made on Line 26. 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, amount, and state that the purpose of the disbursement is a "loan repayment".

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LINE 27. Enter the total amount of loans made (excluding transfers reported on Line 22) on Line 27. 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 of the disbursement is a "loan".

LINE 28(a). Enter the total amount of contribution refunds to individuals/persons other than political committees on Line 28(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 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, 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 the totals on 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 (including contributions to non-federal candidates) on Line 29. For each such 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

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date, amount and purpose of any such disbursement.

LINE 30. Federal Election Activity. Only State, district and local party committees making disbursements for federal election activities as defined by 2 U.S.C. 431(20) must enter figures on Line 30. See the instructions for Schedules B, H1, H5 and H6 for more information. Break out such disbursements as follows:

LINE 30(a). Allocated Federal Election Activity. Enter the total amount of the federal portion of all such disbursements for allocable federal election activity on Line 30(a)(i). This is equal to the federal share value from the bottom of the last page of Schedule H6 for this period. All such disbursements must be itemized regardless of amount on Schedule H6. Enter the total amount of the Levin share of disbursements for allocable federal election activity on Line 30(a)(ii). (See also the instructions for Schedules H1, H5 and H6. Note that if the federal election activity is not allocable under 11 CFR 300.33, or if the party committee chooses to pay for allocable federal election activity completely from its federal account, those payments must instead be reported on Line 30(b) below and itemized as required on Schedule B.)

LINE 30(b). Federal Election Activity Paid Entirely With Federal Funds. Enter the total amount of all disbursements made for public communications, as defined at 11 CFR 100.26, and the total amount of all disbursements made to pay the salary of any employee of a State, district or local party committee who spends over 25% of his or her compensated time during any month on activities in connection with a Federal election. See 11 CFR 100.24(b)(4). Itemize all such disbursements of $200 or more on Schedule

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B for Line 30(b). (See also the instructions for Schedule B.)

LINE 30(c). Total Federal Election Activity. For Column A and Column B, add the totals on Lines 30(a)(i), 30(a)(ii) and 30(b) to derive the figures for Line 30(c).

LINE ~~30~~ 31. Total Disbursements. For Column A and Column B add the totals on Lines 21~~(d)~~ (c), 22, 23, 24, 25, 26, 27, 28(d), ~~and~~ 29 and 30(c) to derive the figures for Line 31~~30~~.

LINE ~~31~~ 32. Total Federal Disbursements. Subtract from Line ~~30~~ 31 (total disbursements) the total non-federal share of disbursements from Line 21(a)(ii) and the total Levin share of disbursements from Line 30(a)(ii).

LINES ~~32-37~~ 33-38. Enter the figures requested and complete the calculations as noted.

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Instructions for Schedule A, Itemized Receipts (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. If disclosing a contribution from a federal political committee, the committee should enter the committee's FEC identification number. (This number is readily available from the Commission's Web site or its Public Disclosure Division.)

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.

The "receipt for" block does not apply to contributions received by political committees. Only use these blocks for receipts relating to refunds or loan repayments

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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.

Add t~~T~~he "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~~ carry it 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, the committee must refund it ~~must be refunded~~ within thirty days of its receipt.

A contribution ~~which~~ that appears to be excessive, either on its face or when aggregated with other contributions from the same person, may be presumptively reattributed, if either is applicable, or it may be returned or deposited into a committee 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.. Alternatively, contributions may also be presumptively reattributed to a joint contributor whose name also appears imprinted on the contribution check if the reattribution will not cause the contributor to exceed any contribution limits. If the committee presumptively reattributes the excessive contribution, the committee must ~~be refunded~~ notify the

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contributor of its action, and offer the opportunity to request a refund, within sixty days of its receipt of the original contribution. Written reattributions are to be reported as memo entries on the report covering the period in which the committee receives the reattributions. Indicate how the contribution(s) was reported initially, followed by the reattributed entry(ies). Presumptive reattributions must also be noted as such. See 11 CFR 110.1(k)(3)(ii)(B) for presumptive reattributions, and 11 CFR 104.8 and the Campaign Guide for the reporting of these types of contributions.

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, itemize a contribution in-kind from an individual ~~must be itemized~~ on Schedule A and report~~ed~~ it under the category for "Contributions From Individuals/Persons Other Than Political Committees." Enter ~~T~~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 included in the total for "Operating Expenditures." (Note: A political committee ~~which~~ that makes a contribution in-kind only reports it as a

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disbursement and itemizes the transaction on Schedule B with a notation "contribution in-kind." The itemization must include 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.)

Report ~~C~~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. Enter ~~T~~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 expenditures 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." Enter ~~T~~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~~ do not carry it 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

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disclose each contribution on a separate Schedule A attached to the conduit's (intermediary) next report. ~~and t~~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, do not report 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, report the ~~refund~~ return ~~should be reported~~ as a negative entry on Schedule B, and subtract the

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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~~ a 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 be deemed to have exercised best efforts to obtain, maintain and report the required information if all written solicitations for contributions include 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 more information.

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Instructions for Schedule B, Itemized Disbursements (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.

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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)

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005 Polling Expenses

006 Campaign Materials (e.g., buttons, bumper stickers, brochures, mass mailings, pens, posters and 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 (e.g., contribution refunds to individuals/persons, political party committees or other political committees)

011 Political Contributions (e.g., contributions to other federal committees and candidates, and donations to non-federal 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"~~ list, in the appropriate boxes, the name of the candidate and office sought (including State and congressional district, where applicable). Also list 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~~ that are not designated by the contributor

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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," "Primary 2000"). The election check-off boxes provided for each itemized entry on Schedule B should not be used when itemizing operating expenditures.

Add ~~T~~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~~ carry the total 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.).

Disbursements for Federal Election Activities that are made entirely with federal funds (State, district and local party committees only)

Certain federal election activities under 2 U.S.C. 431(20)(A)(iii) and (iv) conducted by State, district or local party committees must be paid for with federal funds only. These activities are:

- Disbursements for public communications that refer to a clearly identified

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candidate for Federal office and that promote, support, attack or oppose any candidate for Federal office, if the communications are disseminated during the time period referenced above. Identify the candidate supported or opposed when itemizing such disbursements.

- Disbursements for the salary of any employee for services provided during any month when that individual spends more than 25 percent of his or her compensated time on activities in connection with a federal election.

Disbursements for other federal election activities may be allocated between federal funds and Levin funds. 2 U.S.C. 431(20)(A)(i) and (ii). State, district or local party committees must itemize such allocated disbursements for federal election activity on Schedules H5 and H6; for more information, see the instructions for Schedule H1, H5 and H6. However, a State, district or local political party committee may choose to pay for such allocable federal election activities with 100% federal funds (that is, they may choose not to allocate the disbursements even though they could do so).

Use Schedule B to report disbursements of federal funds for federal election activites made entirely with federal funds. This includes disbursements for federal election activities that may not be allocated, and those that may be allocated, but which is not in fact allocated (i.e., that are made with 100% federal funds). Itemize such disbursements of $200 or more on Schedule B for Line 30(b). When itemizing disbursements for public communications, identify the candidate supported or opposed.

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Instructions for Schedule C, Loans (FEC FORM 3X)

A loan is a contribution at the time it is made and is a contribution to the extent it remains unpaid. A LOAN WHICH EXCEEDS THE CONTRIBUTION LIMITATIONS IS UNLAWFUL WHETHER OR NOT IT IS REPAID. The aggregate amount loaned to a candidate or committee by another individual or political committee, when added to other contributions from that individual or political committee to that candidate or committee, shall not exceed the contribution limitations. A loan, to the extent it is repaid, is no longer a contribution. All loans to a political committee (regardless of amount) must be disclosed on the first report filed with the Commission after the date the loan is made.

When filling out Schedule C, the committee must enter its full name in the box at the top of the page.

DO NOT combine loans owed TO the committee with those owed BY the committee on the same Schedule C. Instead, use a separate Schedule C. Each loan should be reported separately until extinguished.

Loans Owed By The Committee

When a loan is received by the committee, it must be itemized on Schedule A and must also be disclosed on Schedule C (see also instructions for Schedule A for itemizing loans received by the committee). For each loan owed BY the reporting committee at the close of the reporting period, the committee must report certain basic information on Schedule C in the appropriate boxes: (1) full name, mailing address and zip code of the creditor; (2) if the committee is an authorized committee, the election to which the loan applies

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(i.e., primary, general or other); (3) the original amount of the loan; (4) the cumulative payment to date on the loan; and (5) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Certain additional information must be entered on Schedule C in the box entitled TERMS: (1) if an intermediary is reported as the source of the loan, the original source of the loan (which must be disclosed in the first box for endorsers and guarantors with a notation that the person identified is the original source); (2) the date the obligation was incurred; (3) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate Line); (4) the actual rate of interest charged on each loan (if the loan does not bear an interest rate, enter "None" on the appropriate Line); and (5) check the box if the loan has been secured.

In instances where the loan has endorsers or guarantors, the following information must be supplied: (1) the identification of each endorser or guarantor, and (2) the amount of the endorsement or guarantee outstanding at the close of the reporting period. The term "identification" means (a) in the case of an individual, his or her full name, mailing address, occupation, and name of employer; and (b) in the case of any other person, the person's full name and address.

Loans owed BY the committee must continue to be reported on each subsequent report until repaid. When a payment is made to reduce or extinguish the amount of a loan owed BY the committee, the payment must be itemized on Schedule B, reported on the appropriate Line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule C. If any extension for repayment is granted, this

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should be reported on the first report after the extension is made.

If a loan is settled for less than the reported amount, the reporting committee must include a statement as to the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A loan owed BY a political committee which is forgiven or settled for less than the amount owed is a contribution. The total amount of loans owed BY the committee at the close of the reporting period must be entered on the Line for "Total This Period" on the bottom of the last page and transferred to Line 3 of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

Loans Owed To The Committee

When a loan is made by the committee, it must be itemized on Schedule B and must also be disclosed on Schedule C (see also instructions for Schedule B for itemizing loans made by the committee). For each loan owed TO the committee at the close of the reporting period, the committee must report certain basic information on Schedule C in the appropriate boxes: (1) the full name, mailing address and zip code of each debtor; (2) if the loan was made by a political committee other than an authorized committee and was made to a Federal candidate or authorized committee, the election to which the loan applies (i.e., primary, general or other); (3) the original amount of the loan; (4) the cumulative payment to date on the loan; and (5) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Certain additional information must be entered on Schedule C in the box entitled

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TERMS: (1) the date the obligation was incurred; (2) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate Line; (3) the actual rate of interest charged on the loan (if the loan does not bear an interest rate, enter "None" on the appropriate Line); and (4) check the box if the loan has been secured. Loans owed TO the committee must continue to be reported on each subsequent report until repaid. When a payment is received to reduce or extinguish a loan owed TO the committee, the payment must be itemized on Schedule A, reported on the appropriate Line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule C. If any extension of repayment is granted or made, this should be reported on the first report after the extension is made.

The total amount of loans owed TO the committee at the close of the reporting period must be entered on the Line for "Total This Period" on the bottom of the last page and transferred to Line 3 of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

Miscellaneous

Loans by Financial Institutions. A loan of money by a State bank, a federally chartered depository institution (including a national bank) or a depository institution whose deposits and accounts are insured by the Federal Deposit Insurance Corporation~~,~~ ~~the Federal Savings and Loan Insurance Corporation,~~ or the National Credit Union Administration is not a contribution by the lending institution if the loan is made in accordance with applicable banking laws and regulations and is made in the ordinary

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course of business. A loan will be deemed to be made in the ordinary course of business if it: bears the usual and customary interest rate of the lending institution for the category of loan involved; is made on a basis that assures repayment; is evidenced by a written instrument; and is subject to a due date or an amortization schedule.

~~**Candidate Loans.** If a candidate personally receives a loan from a financial institution or other person, which is loaned or given to the campaign or used in the campaign, the candidate's principal campaign committee must disclose all information with respect to that loan. The financial institution or other person must be listed as the original source of the loan and the candidate listed as an intermediary. Loans obtained by an individual prior to becoming a candidate for use in connection with that individual's campaign must be reported as an outstanding loan owed TO the lender by the candidate's principal campaign committee, if the loan is outstanding at the time the individual becomes a candidate.~~

Loans by Political Committees. If a political committee makes a loan TO any person, the loan shall be subject to the contribution limitations. Repayment to the political committee of the principal amount of the loan is not a contribution by the debtor to the lender committee. The repayment must be made with funds which are permissible under the Act. The payment of interest to the committee by the debtor is a contribution only to the extent that the interest paid exceeds a commercially reasonable rate prevailing at the time the loan is made. All payments of interest must be made from funds which are permissible under the Act.

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Endorsers and Guarantors. A loan is a contribution by each endorser or guarantor. Each endorser or guarantor shall be deemed to have contributed that portion of the total amount of the loan for which he or she agreed to be liable in a written agreement. Any reduction in the unpaid balance of the loan shall reduce proportionately the amount endorsed or guaranteed by each endorser or guarantor in such written agreement. In the event that such agreement does not stipulate the portion of the loan for which each endorser or guarantor is liable, the loan shall be considered a loan by each endorser or guarantor in the same proportion to the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors.

Loan Repayments. Each committee must disclose all loan payments received or made by the committee. When a loan repayment is **received by** a committee, the repayment must be itemized on Schedule A and included in the "Cumulative Payment to Date" column on Schedule C. When a loan repayment is **made by** a committee, the repayment must be itemized on Schedule B and included in the "Cumulative Payment to Date" column on Schedule C. Disclose ~~For a political committee other than an authorized committee,~~ the total amount of loan repayments received and the total amount of loan repayments made ~~must be disclosed~~ on the appropriate Lines of the Detailed Summary Page. ~~For authorized committees, the total amount of loan repayments of loans made or guaranteed by the candidate and the total amount of loan repayments of all other loans must be disclosed on the appropriate Lines of the Detailed Summary Page.~~

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Instructions for Schedule C-1, Loans and Lines of Credit From Lending Institutions (FEC FORM 3X)

Background: FEC Regulations on Loans from Lending Institutions

Schedule C-1 seeks information on loans—including Lines of credit—from lending institutions such as state or federally chartered banks, federally insured savings and loan associations or federally insured credit unions. The purpose of Schedule C-1 is to verify that a loan or Line of credit does not result in a prohibited contribution from the lending institution, a violation of the federal campaign finance law.

Under FEC regulations at 11 CFR ~~100.7(b)(11) and 100.8(b)(12)~~ 100.82 and 100.142, a loan "made in accordance with applicable banking laws" and "in the ordinary course of business" is not considered a contribution if certain conditions are met. One of these conditions is that the loan "is made on a basis which assures repayment." Schedule C-1 documents whether or not the loan complies with these requirements.

Who Must File Schedule C-1

A political committee that obtains a loan or Line of credit from a bank or other lending institution must file Schedule C-1. ~~An authorized committee of a candidate must also file Schedule C-1 if the candidate obtains a loan or Line of credit from a bank or other lending institution and the borrowed funds are used for campaign purposes. 11 CFR 104.3(d)(1). (See Schedule C instructions on Candidate Loans.)~~

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When to File Schedule C-1

A Schedule C-1 must be filed for each loan and each Line of credit obtained from a lending institution. 11 CFR 104.3(d)(1).

Loans. A committee must file a Schedule C-1 with its next report when it first obtains a loan and in succeeding reporting periods each time the terms of the loan are restructured. 11 CFR 104.3(d)(1) and (3). (A restructured loan is considered a new loan.)

Lines of Credit. A committee must file a Schedule C-1 with its next report when a Line of credit is established and in succeeding reporting periods each time any draws are made on the Line of credit and each time the Line of credit is restructured to change the repayment terms. 11 CFR 104.3(d)(1) and (3).

Reporting Loans and Lines of Credit on Schedules A and C

Schedule A. When a ~~candidate or~~ committee obtains a loan, the committee must itemize the receipt on a Schedule A for the appropriate Line number. However, a Line of credit is itemized on Schedule A only when the ~~candidate or~~ committee obtains funds by making a draw on the credit.

Schedule C. As with all loans, loans from lending institutions (including Lines of credit) must be continuously disclosed on Schedule C, starting with the first report due after the committee obtains the loan and continuing with each report thereafter until the loan is repaid.

Line-by-Line Instructions

Schedule C Cross-Reference. Enter the Schedule C page number where information on the loan or Line of credit appears.

Name of Committee Obtaining Loan. Enter the full name of the reporting committee.

Identification Number. Enter the reporting committee's FEC identification number. If the committee is newly registered and has not yet obtained a number, enter "not yet assigned."

Name/Address of Lender. Enter the full name, address and zip code of the lending institution.

Loan Amount. Enter the amount of the loan or Line of credit. If reporting a restructured loan or Line of credit, enter the amount under the new terms. 11 CFR 104.3(d)(1)(i) and (3).

Interest Rate. Enter the annual percentage rate (APR) of interest on the loan or each draw on the Line of credit. If reporting a restructured loan or Line of credit, enter the interest rate under the new terms. 11 CFR 104.3(d)(1)(ii) and (3).

Date Incurred or Established. Enter the date the ~~candidate or~~ committee incurred the debt by signing the loan agreement (the original agreement or a restructured agreement, as appropriate). 11 CFR 104.3(d)(1)(i) and (3).

Due Date. Enter the date on which full repayment of the loan or Line of credit is due (under the original agreement or a restructured agreement, as appropriate). 11 CFR 104.3(d)(1)(ii) and (3).

A. Restructured Loans. Check yes if the loan or Line of credit has been restructured to

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change the terms; enter the date on which the original loan or Line of credit was incurred. 11 CFR 104.3(d)(3).

B. Draws on Line of Credit. If reporting a draw on a Line of credit, enter the amount of the draw and the outstanding balance owed on the Line of credit (cumulative draws less any repayments made). 11 CFR 104.3(d)(1)(ii).

C. Secondary Sources of Repayment. Check yes if the loan or Line of credit was endorsed or guaranteed by secondary parties. 11 CFR 104.3(d)(1)(iii). Information on endorsers and guarantors must be disclosed on Schedule C. (Note that guarantees and endorsements of loans are considered contributions; see Schedule C instructions.)

D. Traditional Collateral. Check yes if the loan or Line of credit was obtained using traditional sources of collateral, and list the specific assets that were pledged. Enter the total fair market value of the collateral as of the date of the loan agreement. Indicate whether the lender has a perfected security interest in the collateral. 11 CFR 104.3(d)(1)(iii). (Note that a perfected security interest is a requirement under FEC regulations. 11 CFR ~~100.7(b)(11)(i)(A)(1) and 100.8(b)(12)(i)(A)(1)~~ 100.82(e)(1)(i) and 100.142(e)(1)(i)).

E. Future Receipts as Collateral. Check yes if the loan or Line of credit was obtained using future receipts as collateral; list the types of receipts that were pledged; and enter their estimated amount. 11 CFR 104.3(d)(1)(iii). Enter the date the separate account was established for the deposit of pledged receipts. (A depository account is required under 11 CFR ~~100.7(b)(11)(i)(B) and 100.8(b)(12)(i)(B)~~100.82(e)(2) and 100.142(e)(2).) Provide the full name and address of the depository institution where the account was

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established.

F. Other Means of Obtaining Loan. Complete this section if "no" was checked in sections C, D, and E or if the amount cosigned and/or pledged for the loan or Line of credit is less than the loan amount. If so, state the basis upon which the loan was made and the basis on which it assures repayment. 11 CFR 104.3(d)(1)(iv).

G. Treasurer's Signature and Date. The committee treasurer (or properly designated assistant treasurer) must sign and date the form; the signer's name should be printed or typed beside the signature.

H. Copy of Loan Agreement. Attach a copy of the signed agreement. 11 CFR 104.3(d)(2).

I. Lender Certification. An authorized representative of the lending institution must sign and date the form to certify that the lender has complied with items I through III. 11 CFR 104.3(d)(1)(v). The representative's name should be printed or typed beside his or her signature. The representative's title must also be entered.

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Instructions for Schedule D, Debts and Obligations (FEC FORM 3X)

No changes are proposed to the current version of the instructions for Schedule D of Form 3x.

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Instructions for Schedule E, Itemized Independent Expenditures (FEC FORM 3X)

General

Definition

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

When To File

~~Any~~ Except as provided, any political committee that makes or contracts to make independent expenditures aggregating less than $10,000 with respect to a given election must report these expenditures on Schedule E during the reporting period in which they were made. Special reporting procedures apply to expenditures aggregating $1,000 or more and made within 20 days before an election; these are described below under "24-hour Reports". In addition, special reporting procedures apply to expenditures aggregating $10,000 or more and are described below under "48-hour Reports."

48-hour Reports

Any political committee that makes or contracts to make independent expenditures regarding a particular election (e.g., a particular party's Presidential nomination or a

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particular Senate general election) aggregating $10,000 or more during the calendar year up to and including the 20th day before an election must ensure that the Commission receives a report of these expenditures no later than 11:59 p.m. Eastern Standard/Daylight Time of the second day following the date on which the independent expenditure meeting the $10,000 threshold is publicly disseminated. The committee must continue to file additional 48-hour reports each time subsequent independent expenditures reach the $10,000 threshold with respect to the same election to which the first report related. For purposes of determining whether 48-hour reports must be filed, aggregations of independent expenditures must be calculated as of the first date on which a communication that constitutes an independent expenditure is publicly distributed or otherwise publicly disseminated. See 11 CFR 104.4(f). The report must include all of the information required on Schedule E and be filed with the Federal Election Commission. Committees that are not electronic filers may file 48-Hour reports by fax or electronic mail. All filers may submit 48-hour reports online at www.fec.gov. All 48-Hour paper reports not bearing a handwritten signature (e.g., those filed by fax (to 202-219-0174)) shall be immediately followed by the handwritten signature of the treasurer certifying, under penalty of perjury, the independence of the expenditure.

24-hour Reports

The Committee must file a report of any independent expenditures aggregating $1,000 or more made after the 20th day, but more than 24 hours before an election, before 12:01 A.M. of the day of the election. The committee must ensure must ~~be received by the Commission or the Secretary of the Senate, as appropriate,~~ that the Commission receives the report no later than 11:59 p.m. Eastern Standard/Daylight Time of the day following the date on which the $1,000 threshold is reached during the final 20 days before the election.~~24 hours after the independent expenditure is made. Note that if a disbursement is made before the communication is disseminated, the committee voluntarily may use the earlier date of a disbursement, rather than the date of the dissemination of the communication, to calculate when the independent expenditure is reported.~~ For purposes of determining whether 24-hour reports must be filed, aggregations of independent expenditures must be calculated as of the first date on which a communication that constitutes an independent expenditure is publicly distributed or otherwise publicly disseminated. See 11 CFR 104.4(f). The report must include all of the information required on Schedule E and be filed with the ~~appropriate office~~ Federal Election Commission. The committee must file a new 24-hour report each time it makes subsequent independent expenditures relating to the same election and aggregating $1,000 or more. Committees that are not electronic filers may file 24-Hour reports by fax or electronic mail. ~~All 24-Hour paper reports (e.g., those filed by hand delivery, U.S. Mail or fax (to 202-219-0174)) shall be immediately followed by the handwritten signature of the treasurer certifying, under penalty of perjury, the independence of the expenditure.~~ All filers may submit 24-Hour reports online at www.fec.gov.

LINE BY LINE INSTRUCTIONS

For Schedule E, enter the full name of the committee and the FEC Identification Number in the appropriate boxes at the top of the page. Check the box "48-hour Report" or "24-hour Report" if applicable.

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An independent expenditure is considered made on ~~the first date on which the communication is published, broadcast or otherwise publicly disseminated. See 109.1(f).~~ every date on which a communication that constitutes an independent expenditure is "publicly distributed" or otherwise publicly disseminated. 11 CFR 104.4(f). "Publicly distributed" means aired, broadcast, cablecast or otherwise disseminated for a fee through the facilities of a television or radio station or cable television or satellite system. 11 CFR 100.23(b)(3). "Publicly disseminated" refers to communications made public via other media (e.g., newspapers, magazines, etc.) 11 CFR 104.4(f).

For each person who receives a payment or disbursement during the calendar year aggregating in excess of $200 in connection with an independent expenditure, 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). Also indicate, in the election check-off box, the election for which the independent expenditure was made.

In situations where the committee incurs a reportable obligation for an independent expenditure in one reporting period, and the communication will be publicly disseminated in a future reporting period, report the obligation on Schedule D (Debts and Obligations) in the first period and, in the future reporting period, report the independent expenditure on Schedule E referencing the debt on Schedule D (using a memo entry if actual payment has not been made). Continue to report the debt on Schedule D and itemize payments on it using Schedule E until the debt is extinguished.

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In situations where the committee pays in advance for an independent expenditure in one reporting period and the communication will be publicly disseminated in a future reporting period, report the payment on Schedule B as an operating expenditure. When, in a subsequent reporting period, the communication is publicly disseminated, itemize the independent expenditure and its date of dissemination on Schedule E, and itemize the previous expenditure again as a negative entry on Schedule B so that total disbursements are not inflated.

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, assign one of the following codes 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

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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, mass mailings, pens, posters, balloons)

In addition, 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. Also, list the total amount expended in the aggregate during the calendar year, per election, per office sought. A subtotal of itemized expenditures must be disclosed on Line (a) of the last Schedule E filed. A subtotal of independent expenditures 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

The treasurer of the committee must sign Schedule E and certify under penalty of perjury that the expenditure was not in fact made in cooperation, consultation or concert with, or at the request or suggestion of any candidate or authorized committee or agent, thereof. If the committee is not a political party committee, it must also certify that the

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expenditure was not, in fact, made in cooperation, consultation or concert with, or at the request or suggestion of a political party committee or its agents.

NOTE: Any other person or entity (other than a political committee) that makes an independent expenditure must file on FEC FORM 5, or, if not required to file electronically, may file by Form 5 or letter.

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Instructions for Schedule F, Itemized Coordinated Party Expenditures Made by Political Parties (FEC FORM 3X)

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

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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~~ that makes coordinated party expenditures must itemize each expenditure on Schedule F. For each coordinated party 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. If the limits for an expenditure are modified as described below under "24-hour Notices" (pursuant to 2 U.S.C. §441a(i)(C)(iii)(III) on behalf of a Senate candidate or to 2 U.S.C. §441a-1(a)(1)(c) on behalf of a House candidate) check the box in each block disclosing an expenditure to indicate this fact.

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, mass mailings, pens, posters and 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)~~

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

~~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 committees and candidates, and donations to non-federal 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.

24-hour Notices

If a candidate qualifies for modified coordinated expenditure limits under 11 CFR 400.40 or 400.41, the campaign must notify the national and State political party within 24 hours using FEC Form 11. Upon receipt of a candidate's FEC Form 11, the party committee, after verifying the information, may make coordinated party expenditures in excess of the limitations set forth in 11 CFR 109.32. However, if the committee does make expenditures in excess of the limitations, it must file a Schedule F disclosing such expenditures by facsimile machine (to 202-219-0174) or by electronic mail (to 2022190174@fec.gov) with the Federal Election Commission within 24 hours of making such expenditures. 11 CFR 400.30(c)(2). The party committee must also simultaneously send a copy via facsimile machine or electronic mail to the candidate (or his or her authorized committee) on whose behalf the expenditure was made. Fax numbers and electronic mail addresses for authorized committees are available from the FEC's web site at www.fec.gov. Note: When filing a 24-hour notice, check the box at the top of the form to indicate that the filing is a 24-hour notice.

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.

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*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.

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Instructions for Schedule H1, Method of Allocation for ~~Shared~~ Allocated Federal and Non-federal Administrative Expenses, ~~and~~ Generic Voter Drive Costs, Exempt Activity Costs and Allocated Federal/Levin Fund "Federal Election Activity" Expenses (FEC FORM 3X)

Who Must File

Any ~~political~~ State, district and local party committee, separate segregated fund or nonconnected 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 allocable federal/non-federal activity with federally permissible funds or make such payments by allocating the expenses between its federal and nonfederal accounts according to specified allocation methods. A State, district or local party committee engaging in allocable federal election activities may pay for such activities entirely with federal funds, or may allocate such payments between its federal account and Levin funds, according to specified allocation methods. Committees that choose to allocate ~~shared~~ allocable expenses must report the allocation methods and ratios used on ~~the Method of Allocation Schedule.~~ either Schedule H1 or H2, as appropriate. The categories of expense referred to on Schedule H1 include administrative expenses, ~~and~~ the costs of generic voter drives, the costs of allocable exempt activities and the costs of allocable expenses for allocable "federal election activities" as defined at 11 CFR 100.24, while the categories of expenses referred to on Schedule H2 include the costs of fundraising and the costs of direct candidate support.

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Definitions

The term "generic voter drive" means any voter identification, voter registration, or get-out-the-vote drive, or any other activity that urges the general public to register, vote or support candidates of a particular party or associated with a particular issue, without ~~mentioning a specific~~ clearly identifying a candidate. (Note that such activity in a special election involving only a federal candidate is treated as if it mentions a specific candidate.)

The term "Non-federal account" means an account that contains funds to be used in connection with a State or local election or allocable expenses as permitted by 11 CFR 106.7, 300.30 and 300.33. 11 CFR 300.2(j).

The term "Levin funds" means funds that are raised and that are or will be disbursed for specific "federal election activity" pursuant to 11 CFR 300.31 and 300.32. 11 CFR 300.2(i).

The term "allocable Federal election activity" means

- Voter registration activity during the period that begins on the date that is 120 days before the date that a regularly scheduled Federal election is held and that ends on the date of the election; or

Any of the following, when conducted during the period of time beginning on the date of the earliest filing deadline for primary ballot access for Federal candidates, or in those States that do not conduct primary elections, on January 1 of each even numbered year through the date of the general election (including any general election runoff). In the case of a special election in an odd-numbered year, the applicable

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period runs from the date on which the date of the special election is set and ends on the date of the special election. See 11 CFR 100.24(a)(1).

- Voter identification;
- Generic campaign activity; (i.e., a public communication that promotes or opposes a political party and does not promote or oppose a clearly identified federal candidate or a non-federal candidate. See 11 CFR 100.25); or
- Get-out-the-vote activity. 11 CFR 100.24(b)(1) and (2)

Line-by-Line Instructions and When To File

Enter ~~T~~the committee's full name ~~must be entered~~ in the appropriate block.

~~National party committees, other than the House and Senate Campaign Committees, are to allocate 65% of their administrative expenses and generic voter drive costs to their federal accounts in presidential election years, and 60% in all other years. The committee must file the Method of Allocation Schedule with its first FEC Form 3X submitted each year, and must indicate on the Schedule which federal percentage will be applied that year.~~

~~The House and Senate Campaign Committees of the national parties are to allocate their administrative expenses and generic voter drive costs according to the "funds expended method" (see 11 CFR 106.5(c)), with a minimum of 65% to be allocated to their federal accounts each year. The Method of Allocation Schedule must accompany the first FEC Form 3X filed by the committee in each federal election cycle, and must indicate the estimated percentage of costs to be allocated to its federal and nonfederal~~

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~~accounts for that two-year cycle, or whether the minimum federal percentage will be applied. If the committee subsequently adjusts its estimated allocation ratio based on the actual federal and nonfederal disbursements made, then an amended copy of the Method of Allocation Schedule must be filed for each reporting period in which an adjustment occurred, indicating the adjusted federal and nonfederal percentages and amounts in the appropriate boxes.~~

State, district and local party committees must allocate their administrative expenses, ~~and~~ generic voter drive costs, allocable exempt activity costs and costs for allocable "federal election activity" according to ~~the "ballot composition method a~~ fixed percentage. (See 11 CFR ~~106.5(d)~~ 106.7(d) and 300.33(b)). ~~By checking~~ Check the appropriate ~~boxes~~ box on ~~the Method of Allocation~~ Schedule ~~(H1),~~ Method of Allocation, ~~committees calculate a federal~~ to indicate the fixed ~~allocation~~ federal percentage. The percentage is based on ~~the ratio of points for federal offices expected on the ballot to the total points for federal and nonfederal offices~~ whether a Presidential candidate, a Senate candidate, both or neither are expected on the ballot in the next general federal election ~~(plus one extra nonfederal point)~~. ~~In calculating this ratio, committees may count only one point for each federal and each nonfederal candidate category listed in Lines 1 through 9 of the Schedule, with the following exceptions: (1) Each state and local party committee may count a maximum of two nonfederal points for the category of "Other Statewide Candidates" if more than one such office is expected on the ballot in the next regularly scheduled general election. (2) A local party committee may count a maximum of two nonfederal points for the category of "Local Candidates" if~~

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~~more than one such office is expected on the ballot in that committee's district in any regularly scheduled election during the two-year Congressional election cycle. However, a state party committee may count only one point for the "Local Candidates" category if any such office is expected on the ballot in any district of the state in any regularly scheduled election during the two-year Congressional election cycle.~~

~~On Line 10, all state and local party committees are entitled to include an extra nonfederal point in their ratios, regardless of the make-up of the ballot.~~

~~All state and local party committees must f~~File Schedule H1 with ~~their~~ the first FEC Form 3X submitted each year. 11 CFR 104.17(b)(1). ~~If a committee subsequently files an amended Schedule H1 that counts a point for an office that was not previously included in its ratio, it should include a note of explanation for the change.~~

~~Note: State and local party committees in states that do not hold federal and nonfederal elections in the same year must calculate separate allocation ratios for their administrative expenses and their generic voter drive costs. The ratio for generic voter drive costs is to be based on the ballot expected in the calendar year, while the ratio for administrative expenses is to be based on the ballot expected during the two-year federal election cycle. Therefore, such committees must file two Method of Allocation Schedules: one with the first FEC Form 3X submitted each calendar year; and the other with the first FEC Form 3X submitted in each federal election cycle. The committee should indicate on each Schedule the category of expense to which the reported federal percentage applies.~~

Nonconnected committees and separate segregated funds ~~are to~~ must allocate their administrative expenses and generic voter drive costs according to the "funds expended

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method." (See 11 CFR 106.6(c)). ~~The Method of Allocation~~ File Schedule H1, Method of Allocation, ~~must accompany~~ with the first FEC Form 3X filed by the committee in each ~~federal election cycle~~ calendar year, ~~and must~~ to indicate the estimated percentage of costs to be allocated to ~~it's~~ the committee's federal and non-federal accounts for that ~~cycle~~ year. 11 CFR 104.10(b)(1). If the committee subsequently adjusts its estimated allocation ratio based on the actual federal and non-federal disbursements made, then it must file an amended copy of ~~the Method of Allocation~~ Schedule H1 ~~must be filed~~ for each reporting period in which an adjustment occurred, indicating the adjusted federal and non-federal percentages and amounts in the appropriate boxes.

Note: The administrative expenses of a separate segregated fund are not allocated if paid for by the committee's connected organization.

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Instructions for Schedule H2, Allocation Ratios

(To Be Used For Allocable Federal and Non-federal Fundraising~~, Exempt Activity,~~ and Direct Candidate Support)

Who Must File

Any ~~political~~ State, district or local party committee, separate segregated fund or nonconnected 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~~ allocable activity with federally permissible funds, or may allocate expenses for its ~~shared~~ allocable activities between its federal and non-federal accounts according to specified allocation methods. Committees that choose to allocate expenses for certain ~~shared~~ allocable activities must report the allocation ratios used for each activity on the Allocation Ratios Schedule. The categories of allocable activity referred to on this Schedule include (1) fundraising events through which both federal and non-federal funds are collected by one committee~~;~~ and (2) ~~state and local party exempt activities, when conducted in conjunction with non-federal election activities; and (3)~~ activities providing direct candidate support to both specific federal and specific non-federal candidates.

Methods of Allocation

(1) Fundraising expenses are to be allocated according to the "funds received method," whereby allocation is based on the ratio of funds received by the committee's federal account as compared to the total funds received by all of the committee's accounts from

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each ~~shared~~ allocable fundraising event. Detailed instructions for calculating this ratio are contained in 11 CFR ~~106.5(f)~~ 106.7(d)(4) (for party committees) and 11 CFR 106.6(d) (for nonconnected committees and separate segregated funds).

(2) ~~The costs of state and local party exempt activities are to be allocated according to a ratio based on the time or space devoted in each exempt communication to federal candidates or elections as compared to the total time or space devoted to all federal and nonfederal candidates or elections. Detailed instructions for calculating this ratio are contained in 11 CFR 106.5(e).~~

~~(3)~~ The costs of direct candidate support activities are to be allocated according to a ratio based on the benefit expected to be derived by each candidate. Detailed instructions for calculating this ratio are contained in 11 CFR 106.1(a).

Line-by-Line Instructions

~~The committee must e~~Enter the name of each activity or event in the appropriate blocks.

Note: Each individual fundraising event~~, exempt activity,~~ or activity providing direct candidate support must be assigned a unique identifying title or code. The exact title or code must be used consistently throughout a committee's reports when disclosing transactions related to that activity or event.

The committee must enter the percentage of costs allocated to its federal account and its non-federal account for each individual activity or event. These percentages are to be calculated according to the appropriate allocation method for each category of activity.

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For each individual activity or event, the committee must indicate whether it is a fundraising event~~, an exempt activity,~~ or an activity providing direct candidate support. If the event represents activity for more than one category, the committee must list each category on a separate Line. The committee must also indicate whether the allocation ratio is new, revised or the same as previously reported for that activity or event.

When To File

The Allocation Ratios Schedule (Schedule H2) must accompany each FEC Form 3X filed by a committee that discloses a disbursement for a ~~shared~~ allocated federal and non-federal fundraising event~~, exempt activity,~~ or activity providing direct candidate support.

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Instructions for Schedule H3, Transfers From Non-federal Accounts for Allocated Federal/Non-federal activity

(To Be Used to Show Transfers From Non-federal Accounts to Federal Accounts For The Purpose of Paying Allocable Expenses)

Who Must File

Any ~~political~~ State, district or local party committee, separate segregated fund or nonconnected 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~~ allocable activity with federally permissible funds, or may allocate expenses for its ~~shared~~ allocable activities between its federal and non-federal accounts according to specified allocation methods. A committee that chooses to allocate ~~shared~~ allocable 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 from its non-federal account to either of these federal accounts, solely for the purpose of paying the non-federal share of allocable expenses. All such transfers must occur not more than 10 days before or 60 days after the payments for which they are intended are made, and must be itemized on ~~Receipt~~ Schedule H3. This Schedule is used only in support of Line 18(a) of the Detailed Summary Page. All other federal account receipts should be itemized~~,~~ as required~~,~~ on Schedule A or Schedule H5, as appropriate.

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Line-by-Line Instructions

The committee must enter its full name, the name of the non-federal account from which each transfer is made, and the date and total amount of the transfer in the appropriate blocks.

Each transfer from a non-federal account to a federal account may include funds intended to pay for more than one allocable activity. Therefore, the committee must indicate on Lines i) through ~~iii)~~ v) the purposes for which each transfer is made, and the amount designated for each such purpose. Line i) will list the total amount to be used for administrative expenses. ~~and~~ Line ii) will list the total amount to be used for generic voter drive costs; Line iii) will list the amount to be used for each allocable fundraising event; ~~and~~ Line ~~iii)~~ iv) will list the amount to be used for ~~each exempt activity or for~~ allocable direct candidate support and Line v) will list the amount to be used for each allocable exempt activity. Each fundraising event~~, exempt activity,~~ or activity providing direct candidate support must be identified by the unique ~~title or code~~ activity or event identifier assigned to it on the Allocation Ratios Schedule H2.

Subtotals must be computed at the bottom of each page for the transfers itemized on that page. The "Total This Period" for the column "Total Amount Transferred" is carried forward to Line 18(a) of the Detailed Summary Page.

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When To File

~~Receipt~~ Schedule H3 must be filed for each reporting period in which any funds are transferred from a non-federal account to a federal account for the purpose of paying the non-federal share of a committee's allocable expenses.

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Instructions for ~~Disbursement~~ Schedule H4, ~~Joint~~ Allocated Federal/Non-federal Activity Schedule (FEC FORM 3X)

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

Who Must File

Any ~~political~~ State, district or local party committee, separate segregated fund or nonconnected 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~~ allocable activity with federally permissible funds, or may allocate expenses for its ~~shared~~ allocable activities between its federal and non-federal accounts according to specified allocation methods. A committee that chooses to allocate ~~shared~~ allocable 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 for activity allocated between its federal and non-federal accounts as made from its federal account or separate allocation account on ~~Disbursement~~ Schedule H4. Only disbursements supporting Line 21(a), ~~Joint~~ Shared 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

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required, on Schedule B, E or F, or byState, district and local party committees on Schedule H6, as appropriate.

Line-by-Line Instructions

Enter t~~T~~he 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 category/type 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

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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, mass mailings, pens, posters and balloons)

007 Campaign Event Expenses (e.g., costs associated with candidate appearances, campaign rallies, town meetings, phone banks, including catering costs, door to

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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 (e.g., contribution refunds to individuals/persons, political party committees or other political committees)

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

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

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

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

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administrative expenses, ~~and~~ generic voter drive activity and allocable exempt activities, one aggregate amount for all disbursements in that ~~category~~ type is sufficient.

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

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 non-federal candidates), the federal share of the disbursement must be disclosed on Schedule B, E or F, 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, E or F 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

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"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 nonfederal 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 federal/non-federal expenses under 11 CFR 106.7.

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Instructions for Schedule H5, Transfers of Levin Funds Received (FEC FORM 3X) (To Be Used to Show Transfers From Levin Funds or Levin Accounts to Federal Accounts For The Purpose of Paying Allocable Expenses for Federal Election Activity)

Who Must File

Any State, district or local party committee that engages in allocable federal election activities (see 11 CFR 300.32 and 300.33) and that has established separate federal and Levin accounts, or that has raised Levin funds, may either make all payments for that allocable federal election activity with federally permissible funds, or may allocate expenses for it between its federal account and Levin funds, according to the fixed percentage reported on Schedule H1. A party committee that chooses to allocate allocable expenses for "federal election activity" must pay 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 from its Levin funds to either of these federal accounts, solely for the purpose of paying the Levin share of allocable expenses. All such transfers must occur not more than 10 days before or 60 days after the payments for which they are intended are made, and must be itemized as receipts on Schedule H5. This Schedule is used only in support of Line 18(b) of the Detailed Summary Page.

Line-by-Line Instructions

Name of Committee: Enter the committee's full name.

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For each transfer made, complete a block as follows:

Account Name: Enter the name of the Levin account or the name of the non-federal account from which a transfer of Levin funds has been made.

Breakdown of Transfer Received:

Note: Each transfer from Levin funds to a federal account may include funds intended to pay for more than one type of allocable federal election activity. Therefore, the committee must indicate in each block on Lines i) through iv) the amount of each transfer for each type of allocable federal election activity.

1. Enter the date and total amount of the transfer in the appropriate blocks.
2. Line i): List the total amount to be used for voter registration costs.
3. Line ii): List the amount to be used for voter identification costs.
4. Line iii): List the amount to be used for get-out-the-vote costs.
5. Line iv): List the amount to be used for the costs of generic campaign activity (i.e., public communications as defined by 11 CFR 100.25).

Compute subtotals as indicated at the bottom of each page for the transfers itemized on that page. Carry forward the "Total This Period" for the column "Total Amount Transferred" to Line 18(b) of the Detailed Summary Page.

When To File

File Schedule H5 for each reporting period in which any Levin funds are transferred to a federal account for the purpose of paying the Levin share of a committee's allocable expenses.

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Instructions for Schedule H6, Disbursements of Federal and Levin Funds for Allocated Federal Election Activity

(To Be Used For Allocated Federal/Levin Federal Election Activity)

Who Must File

Any State, district or local party committee that engages in allocable federal election activities (see 11 CFR 300.32 and 300.33), and that has established separate federal and Levin accounts, or that has raised Levin funds, may either make all payments for allocable federal election activity with federally permissible funds, or may allocate expenses for its allocable federal election activity between its federal account and Levin funds according to the fixed percentage reported on Schedule H1. A committee that chooses to allocate federal election activity expenses must pay 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 Levin funds within specified time limits to cover the Levin share of the allocated expense. The committee must itemize each allocated disbursement made from its federal account or separate allocation account for allocable federal election activity on Schedule H6. Only disbursements supporting Line 30(a), Allocated Federal Election Activity, of the Detailed Summary Page should be reported on Schedule H6. Itemize disbursements supporting Line 30(b), Federal Election Activity Paid Entirely with Federal Funds, on Schedule B for Line 30(b), as required. Itemize all other disbursements from the federal account, as required, on Schedule B, E, F or H4.

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Line-by-Line Instructions

Enter the committee's full name in the appropriate block of each page.

For each disbursement itemized during the reporting period, provide:

1. The payee's full name and mailing address;
2. The date; and
3. The purpose for which the disbursement was made.

Purpose: 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, 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.

Identify the "type of allocated activity" for which each disbursement is made 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.

The total amount of each disbursement must be entered in the appropriate box. For each disbursement, enter the total amounts allocated to the federal account and Levin

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funds in the appropriate boxes. The federal and Levin shares are derived from the percentage stated on the Schedule H1, Method of Allocation.

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~~Instructions for Schedule I, Aggregation Page, Nonfederal Accounts of National Party Committees (FEC FORM 3X)~~

~~**Who Must File**~~

~~All national party committees must disclose specified information about their non-federal accounts (including building fund accounts). Every reporting period, each such committee must file an Aggregation Page summarizing the receipts and disbursements of its non-federal accounts for that reporting period and for the calendar year-to-date. A separate Aggregation Page must be submitted for each of the committee's non-federal accounts. The committee must also attach Schedule A and Schedule B, itemizing the receipts and disbursements of each non-federal account, as required, to the Aggregation Page.~~

~~**Line-by-Line Instructions**~~

~~The committee should enter its full name, the full name of the non-federal account and the coverage dates of the report in the appropriate blocks.~~

~~To calculate the "Calendar Year-to-Date" figure for each Line, the committee should add the figure from the same Line of its previous report to the "Total This Period" for the current report. For the first report filed in a calendar year, the "Calendar Year-to-Date" figure and the "Total This Period" figure will be the same.~~

~~If there were no receipts or disbursements for a particular non-federal account during the reporting period or the calendar year, enter "0" on the appropriate Lines.~~

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~~**Receipts**~~

~~LINE 1: Enter the total amount of receipts from individuals, committees, corporations, labor organizations and other entities. For each individual or entity who has made one or more donations during the calendar year aggregating in excess of $200, the committee must disclose in a memo Schedule A the following information: the identification (full name, mailing address, occupation or type of business) of the individual or entity, and the date of receipt and amount of each donation aggregating in excess of $200. (See also instructions for Schedule A).~~

~~**Disbursements**~~

~~LINE 2. Enter the total amount transferred from the non-federal account to the committee's federal account or separate allocation account for the purpose of paying allocable expenses.~~

~~LINE 3. Enter the total amount transferred from the non-federal account to the non-federal account of a state or local party committee.~~

~~LINE 4. Enter the total amount of disbursements made in direct support of state and local candidates.~~

~~LINE 5. Enter the total amount of all other disbursements.~~

~~**Note Regarding Lines 2 through 5:** For each person or entity to whom a disbursement is made in an aggregate amount or value in excess of $200 within the calendar year, the committee must disclose in a memo Schedule B the following information: the full name and mailing address of the payee, and the date, amount and~~

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~~purpose of such disbursement. The term "purpose" means a brief statement or description of why the disbursement was made. (See also instructions for Schedule B).~~

~~LINE 6. Add Lines 2, 3, 4 and 5 to derive the figure for total disbursements.~~

~~**Summary**~~

~~LINE 7. Enter the total amount of cash on hand at the beginning of the reporting period. For Column B ("Calendar Year-to-Date"), enter the total amount of cash on hand as of January 1 of the calendar year.~~

~~Note: 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 non-federal account; certificates of deposit, treasury bills, and other investments valued at cost.~~

~~LINE 8. Enter the "Total This Period" figure from Line 1.~~

~~LINE 9. Add Lines 7 and 8 to derive the subtotal for receipts.~~

~~LINE 10. Enter the "Total This Period" figure from Line 6.~~

~~LINE 11. Subtract Line 10 from Line 9 to derive the figure for cash on hand at the close of the reporting period.~~

~~**When To File**~~

~~The Aggregation Page, and supporting memo Schedules A and B, must be submitted for each non-federal account (including building fund accounts) with each FEC FORM 3X filed by a national party committee.~~

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Instructions for Schedule L, Aggregation Page, Levin Funds of State, District or Local Party Committees

Who Must File

All State, district or local party committees must disclose certain information about Levin funds raised, and transferred or otherwise disbursed by the committee. Every reporting period, each such committee must file an Aggregation Page summarizing the receipts and disbursements of its Levin funds for that reporting period and for the calendar year-to-date. A separate Aggregation Page must be submitted for each of the committee's accounts that handles Levin funds, whether that account is a dedicated "Levin account" or whether it is another non-federal account. The committee must also attach Schedule L-A and Schedule L-B, itemizing the receipts and disbursements of Levin funds.

Line-by-Line Instructions

Enter the committee's full name and the coverage dates of the report in the appropriate blocks.

To calculate the "Calendar Year-to-Date" figure for each Line, the committee should add the figure from the same Line of its previous report to the "Total This Period" for the current report. For the first report filed in a calendar year, the "Calendar Year-to-Date" figure and the "Total This Period" figure will be the same.

If there were no receipts or disbursements for a particular Line during the reporting period or the calendar year, enter "0" on the appropriate Lines.

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Receipts

LINE 1. Enter the total amount of receipts of Levin funds from individuals, committees and other entities. For each individual or entity who has made one or more donations during the calendar year, the committee must disclose in a memo Schedule L-A the following information: the identification of the individual (full name, mailing address, name of employer and occupation) or entity (full name and mailing address), and the date of receipt and amount of each donation aggregating $200 or more. (See also instructions for Schedule A).

LINE 2. Enter the total of any other receipts disclosed in a memo Schedule L-A.

LINE 3. Add the total of Line 1 and Line 2.

Disbursements

LINE 4. Enter the total amount of transfers of Levin funds made to the committee's federal account or allocation account for each category of allocable federal election activity. Itemize each such transfer on a memo Schedule L-B in full. (See also instructions for Schedule B).

LINE 5. Enter the total amount of all other disbursements disclosed on a memo Schedule L-B. All such disbursements must be itemized if they exceed $200 or more.

LINE 6. Add Lines 4(e) and 5 to derive the figure for total disbursements.

Summary

LINE 7. Enter the total amount of cash on hand at the beginning of the reporting period.

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For Column B ("Calendar Year-to-Date"), enter the total amount of cash on hand as of January 1 of the calendar year.

LINE 8. Enter the "Total This Period" figure from Line 3.

LINE 9. Add Lines 7 and 8 to derive the subtotal for receipts.

LINE 10. Enter the "Total This Period" figure from Line 6.

LINE 11. Subtract Line 10 from Line 9 to derive the figure for Levin funds on hand at the close of the reporting period.

When To File

Submit Schedule L, the Levin Funds Aggregation Page, and supporting memo Schedules L-A and L-B with each report once the committee has combined receipts and disbursements of $5,000 or more in the aggregate for "federal election activity" during the calendar year as defined at 11 CFR 100.24. Note that once this threshold is passed, the committee must file FEC reports on a monthly basis. 11 CFR 300.36(c)(1).

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Instructions for Preparing FEC Form 5 (Report of Independent Expenditures Made and Contributions Received to be Used by Persons (Other Than Political Committees) Including Qualified Nonprofit Corporations)

Who Must File

Every person, group of persons or organization, other than a political committee, that makes or contracts to make 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)~~ 109.10. (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. 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 or a political party committee or its agents. 11 CFR 100.16. For a definition of "expressly advocating," see 11 CFR 100.22.

Date Made means ~~the first~~ every date on which ~~the~~ a communication that constitutes an independent expenditures is "publicly distributed" ~~is published, broadcast~~ or otherwise publicly disseminated. 11 CFR 104.4(f).

Publicly Distributed or **Publicly Disseminated**. "Publicly distributed" means aired, broadcast, cablecast or otherwise disseminated for a fee through the facilities of a television or radio station or cable television or satellite system. 11 CFR 100.23(b)(3). "Publicly disseminated" refers to communications made public via other media (e.g., newspapers, magazines, etc.) 11 CFR 104.4(f). ~~A communication that is mailed is considered to be publicly disseminated when it is relinquished to the US Postal Service.~~ See ~~109.2(f)~~

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~~ from 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.); or (ii) has been deemed entitled to qualified nonprofit corporation status by a court in competent jurisdiction in a case in which the same corporation was a party. (See 11 CFR 114.10(e)(1)(i)(B).

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 that year in which additional independent expenditures of any amount are made. In addition to regularly scheduled reporting of independent expenditures, more timely reports are required for independent expenditures of $10,000 or more made more than 20 days before the election ("48-hour reports") and of $1,000 or more made less than twenty days before the election ("24-hour reports"). See below. 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

Nonelection years are divided into ~~semiannual~~ quarterly reporting periods, due April 15, July 15 and October 15 of the election year and January 31 of the election year, and must disclose all reportable activity through the end of the calendar quarter. 11 CFR 109.10(b). ~~The Mid-Year Report, covering January 1 to June 30 is due on July 31, and the Year-End report, covering July 1 to December 31, is due on January 31 of the following year.~~

48-hour reports

In addition to the reports required above, any person that makes or contracts to make independent expenditures aggregating $10,000 or more with respect to a given election during the calendar year up to and including the 20th day before an election must report these expenditures within 48 hours. The report must be received no later than 11:59 p.m. Eastern Standard/Daylight Time on the second day following the date on which an independent expenditure is publicly distributed or disseminated. The person must continue to file additional 48-hour notices every time subsequent independent expenditures reach the $10,000 threshold with respect to the same election to which the first report related. The notice must include all of the information required on Form 5 and by 11 CFR 109.10(e), including a statement indicating whether the independent expenditure was in support of, or in opposition to, a particular candidate and a verified certification under penalty of perjury as to whether such expenditure was made in cooperation, consultation or concert with, or at the request or suggestion of any candidate or authorized committee or agent or a political party committee or its agents thereof. All 48-hour notices shall be filed with the Federal Election Commission. Filers other than electronic filers may submit 48-hour reports by fax (to 202-219-0174), electronic mail or on the Commission's web site at www.fec.gov.

24-hour reports

In addition to the reports listed above, persons who make ~~reports of~~ independent expenditures aggregating $1,000 or more with respect to a given election ~~made~~ after the twentieth day but more than 24 hours before 12:01A.M. of the day of the election must file 24-hour reports. The report must be received by 11:59 p.m. Eastern Standard/Daylight Time of the day following the date on which the $1,000 threshold is reached during the final 20 days before the election.~~24 hours after the independent expenditure is made~~. Note that, if a disbursement is made before the communication is distributed or disseminated, the filer voluntarily may use the earlier date of a disbursement, rather than the date of the public distribution or dissemination of the communication, to calculate when the independent expenditure is reported. These ~~reports~~

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notices must contain ~~the information listed in 11 CFR 104.3(b)(3)(vii) and 109.2(a)(1)~~ all of the information required on Form 5 and by 11 CFR 109.10(e), including a statement indicating whether the independent expenditure was in support of, or in opposition to, a particular candidate and a verified certification under penalty of perjury as to whether such independent expenditure was made in cooperation, consultation or concert with, or at the request or suggestion of any candidate or authorized committee or agent or a political party committee or its agents ~~thereof. This report~~ All 24-hour reports shall be filed with the ~~appropriate office (listed below)~~ Federal Election Commission. Filers other than electronic filers may submit 24-Hour reports by fax (to 202-219-0174) ~~or~~, electronic mail or on the Commission's web site at www.fec.gov. All 24-hour paper reports not bearing a handwritten signature (e.g., those filed by fax (to 202-219-0174)) shall be immediately followed by the handwritten signature of the filer certifying, under penalty of perjury, the independence of the expenditure. ~~All filers may submit 24-hour reports online at www.fec.gov.~~

Where To File

File all reports of independent expenditures supporting or opposing candidates for the U.S. House and President ~~(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. The mailing address for the Secretary of the Senate is P.O. Box 5109, Alexandria, VA 22301-0109. Exception: 24-

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hour and 48-hour reports of expenditures supporting or opposing only candidates for the Senate must be filed with the Federal Election Commission.

Submit a copy of this form to the Secretary of State (or appropriate state officer) as indicated below:

- For reports of independent expenditures supporting or opposing a candidate for the House or Senate, 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 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.

Persons filing independent expenditure reports ~~should~~ must 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. Name of Individual, Organization or Corporation. Provide the ~~requested information.~~ name and mailing address of the filer.

LINE 2. Corporate filers—indicate if you are a qualified nonprofit corporation.

Individual filers—provide the name of your employer and your occupation.

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LINE 3. FEC Identification Number. First time filers—leave this line blank. Previous filers with an identification number—enter that number.

LINE 4. Type of Report. (a). Indicate the type of report being filed by checking the appropriate box. 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. For "48-hour" and "24-hour" reports, check the box "48-hour Report" or "24-hour Report" as applicable.

(b). Indicate if the report is an amendment.

LINE 5. Covering Period. Enter report coverage dates. Include all activity from the ending coverage date of the last report filed. 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. Fill in the requested information for all independent expenditure(s) made during the reporting period. Submit multiple forms if additional space is required. For each expenditure, report the first date on which the communication is published, broadcast or otherwise publicly disseminated.~~

LINE ~~8~~ 6. Total Contributions. Enter total contributions received during the reporting period, including contributions of $200 or less that were not itemized on ~~Line 6~~ Schedule 5-A. When submitting multiple forms for a single period, enter total on page 1.

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LINE ~~9~~ 7. Total Independent Expenditures. 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.

Verification

FEC FORM 5 must be signed by the person making the independent expenditure, who ~~is making a verified certification~~ must certify verifiably under penalty of perjury that the expenditure was not made in cooperation, consultation or concert with, or at the request or suggestion of any candidate or authorized committee or agent or a political party committee or its agents. 11 CFR 109.10(e)(1)(v) and (2).

Instructions for Schedule 5-A (Itemized Receipts)

Provide the requested information for each contribution over $200 that was made for the purpose of furthering the independent expenditures.

Instructions for Schedule 5-E (Itemized Independent Expenditures)

Once the total of independent expenditures made exceeds $250 per election in a calendar year, provide the requested information about the payee, the date the expenditure was made (as described above) and the amount.

Indicate under "Purpose of Expenditure," the specific type of communication made (e.g., television ad, radio ad). Along with reporting the purpose of the expenditure, also broadly characterize disbursements by providing the category/type 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

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cases where the disbursement was for several purposes, assign one of the following codes 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, mass mailings, pens, posters, balloons)

Identify the candidate supported or opposed by the independent expenditure by indicating the candidate's name, office sought and the election for which the

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disbursement was made. Also, list the total amount expended in the aggregate during the calendar year, per election, per office sought.

Subtotal the expenditures at the bottom of Schedule 5-E and add them to the subtotal of unitemized independent expenditures at the bottom of the last Schedule 5-E page. Carry the total forward to Line 7 of Form 5.

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Instructions For Preparing FEC Form 9 (24 Hour Notice of Disbursements for Electioneering Communications)

Who Must File

Every person, group of persons, qualified nonprofit corporation or organization that makes disbursements for electioneering communications aggregating in excess of $10,000 during a calendar year must report these disbursements by submitting FEC Form 9. For purposes of these notices "disbursements" includes actual disbursements and the execution of contracts creating an obligation to make disbursements for electioneering communications. The Commission must receive the notice by 11:59 p.m. of the day following the date of the first public disclosure of the electioneering communication that triggers the reporting requirement. Each time subsequent disbursements for electioneering communications made by the same person or entity aggregate in excess of $10,000, another notice must be submitted. (Note: Political committees that make disbursements for such communications must report such disbursements on FEC Form 3X as expenditures or independent expenditures, as appropriate.)

Qualified Nonprofit Corporations that make disbursements for or execute contracts obligating them to make disbursements for electioneering communications must also certify that they fit the criteria for exemption from the prohibition on corporations making electioneering communications under 11 CFR 114.10.

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Definitions

Electioneering Communication means any broadcast, cable or satellite communication that (1) refers to a clearly identified candidate; (2) is publicly distributed for a fee; (3) is distributed within 60 days prior to a general election or 30 days prior to a primary election; and (4) can be received by 50,000 or more people in the House District or State that the candidate seeks to represent, or in the case of Presidential primaries, the State holding a Presidential primary within 30 days of the date of public distribution. 11 CFR 100.29.

Public Distribution of an electioneering communication means the airing, broadcast, cablecast or other dissemination for a fee of such a communication through the facilities of a television station, radio station, cable television system or satellite system.

Date of Public Distribution refers to the "**Disclosure Date**" under 11 CFR 104.20(a)(1). That regulation defines the date that triggers disclosure of an electioneering communication. The first reportable date of public distribution in a calendar year is the date that an electioneering communication is publicly distributed when the maker of the communication has also surpassed the $10,000 disbursement threshold. Counting toward the $10,000 threshold are disbursements made for the direct costs of producing or airing the communication aired on the first reportable date plus the direct costs of any previously unreported electioneering communications. After the first disclosure date, subsequent disclosure notices must be filed on the day following each date on which an electioneering communication is publicly distributed, provided that the direct costs for

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any electioneering communications since the last Form 9 was filed aggregate in excess of $10,000.

Direct Costs of Producing or Airing Electioneering Communications means (1) costs charged by a vendor (e.g., studio rental time, staff salaries, costs of video or audio recording media and talent) or (2) costs of airtime on broadcast, cable and satellite radio and television stations, studio time, material costs and the charges for a broker to purchase the airtime. 11 CFR 104.20(a)(2).

Qualified nonprofit corporation is a corporation that either (i) has 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); or (ii) has been deemed entitled to qualified nonprofit corporation status by a court in competent jurisdiction in a case in which the same corporation was a party. (See 11 CFR 114.10(e)(1)(i)(B).

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Donation as used on this Form means any gift, subscription, loan, advance or deposit of money or anything of value given to any person that is used to finance an electioneering communication.

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

The Commission must receive notices of electioneering communications no later than 11:59 p.m. Eastern Standard/Daylight Time of the day following the date on which an electioneering communication is publicly distributed for the first time, provided that the $10,000 threshold has been reached. The Commission must receive notices of subsequent disbursements for additional airings of the same electioneering communication and/or for other electioneering communications by 11:59 p.m. Eastern Standard/Daylight Time of the days that follow the dates of public distribution of later electioneering communications, whenever the costs of such communications bring subsequent aggregate disbursement totals to more than $10,000. These later aggregations must include any previously unreported disbursements for electioneering communications made since the most recent notice was filed.

Notices of electioneering communications may be filed by fax to (202)219-0174 or electronic mail to 2022190174@fec.gov.

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Where To File

File all notices of electioneering communications with the Federal Election Commission, 999 E Street, N.W., Washington, DC 20463.

Submit a copy of this form to the Secretary of State (or appropriate state officer) as indicated below:

•For notices of electioneering communications referencing a candidate for the House or Senate, 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 notices of electioneering communications referencing 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.

Persons filing notices of electioneering communications must retain copies of their notices for a period of not less than 3 years from the date of filing.

Line By Line Instructions

LINE 1. Individual, Organization or Qualified Nonprofit Corporation Making the Disbursements/Obligations. Provide the requested information. Individual filers: provide the name of your employer and your occupation.

LINE 2. FEC Identification Number. First time filers—leave this line blank. Previous filers with an identification number—enter that number.

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LINE 3. New or Amended. Check "Amended" if you are filing an amendment to a previous notice. Otherwise, check "New."

LINE 4. Covering Period. Enter the first and last dates of financial activity covered by the statement; these dates should begin with the date of the first related disbursement and end with the date of public distribution.

LINE 5. a) Date of Public Distribution. Enter the public distribution date of the electioneering communication for which disbursements have exceeded $10,000 or whose related costs together with earlier disbursements for electioneering communications have exceeded $10,000, thereby triggering the 24-hour notice requirement. If this is the first notice filed with regard of a particular electioneering communication by the maker, enter the date that the communication was first publicly distributed If this is not the first notice filed with regard to a particular electioneering communication by the maker, enter the date on which the previously reported electioneering communication was publicly distributed an additional time, provided that costs related to the additional public distribution have exceeded $10,000 or the costs of the additional distribution plus disbursements related to other electioneering communications aired since the last notice was filed have exceeded $10,000. For subsequent, new electioneering communications, enter the date on which the communication was first aired whenever related and/or aggregated costs exceed $10,000. See the definitions above and under 11 CFR 104.20(a) of "Date of Public Distribution" and "Direct Costs of Producing or Airing Electioneering Communications".

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b) Communication title. List the title of the communication as named by the media vendor or producer of the communication. (Titles of individual communications should remain the same throughout their various public distributions unless the content changes.)

LINE 6. Qualified Nonprofit Corporations. If the filer is a qualified nonprofit corporation as defined above and under 11 CFR 114.10~~(e)~~, check "Yes." Otherwise, check "No."

LINE 7. Account for Donations. All filers: Check "Yes" if the disbursements for the electioneering communication were made exclusively from donations to a segregated bank account that contains only funds donated by individuals who are United States citizens, United States nationals or who are lawfully admitted for permanent residence under 8 U.S.C. 1101(a)(20), and that was set up expressly under 11 CFR 114.14(d)(2) for the purpose of financing electioneering communication(s). Otherwise, check "No."

LINE 8. Name of Custodian of Records. Provide the requested information about the individual who controls the books and records that support this filing.

LINE 9. Total Donations This Statement. Provide the sum total of donations itemized on Schedule 9-A.

LINE 10. Total Disbursements/Obligations This Statement. Provide the sum total of disbursements itemized on Schedule 9-B.

LINE 11. List of Persons Sharing/Exercising Control. Provide the requested information for each person who shared or exercised control of making the disbursement/obligation for the electioneering communication. This includes officers, directors, executive

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directors or their equivalents, partners, and, in the case of unincorporated organizations, owners of the entity or persons making disbursements for the electioneering communication. The senior staff position in an organization, whatever its title, that functions as an executive director is the equivalent of an executive director.

Verification

FEC FORM 9 must be signed by the person making the electioneering communication, who is making a verified certification under penalty of perjury that the statement is correct and, if the communications were made by a corporation, that it is a qualified nonprofit corporation under the Commission's regulations.

Instructions for Schedule 9-A (Donations Received)

Donations Made to Segregated Account. If the disbursements for the electioneering communication were made exclusively from donations to a segregated bank account that contains only funds donated by individuals who are United States citizens, United States nationals or who are lawfully admitted for permanent residence under 8 U.S.C. 1101(a)(20), and that was set up expressly under 11 CFR 114.14(d)(2) for the purpose of financing electioneering communication(s), provide the requested information for those donors who donated an amount aggregating $1,000 or more since the first day of the preceding calendar year. 11 CFR 104.20(c)(7).

Donations Made to Non-Segregated Account. If the disbursements/obligations for the communication were made from an account that is not segregated as described above, provide the requested information for all donors who donated an amount aggregating

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$1,000 or more since the first day of the preceding calendar year to the person or entity making the disbursement.

After itemizing the donations, subtotal each Schedule 9-A. (You may use multiple pages.) Add the subtotals on the last page of Schedule 9-A, and carry the total to Line 9 of Form 9.

Instructions for Schedule 9-B (Disbursement(s) Made or Obligations)

For each disbursement made or contract executed, including each disbursement made or contract executed prior to exceeding the $10,000 threshold, provide the requested information. If the payee is an individual, list that individual's occupation and employer. Additionally, list each federal candidate clearly identified in the communication, including the office sought and the election that the disbursement/obligation is made for. Along with listing the specific purpose of the disbursement (e.g., radio ad, television ad), list the title of the communication as named by the media vendor or producer of the communication. (Titles of individual communications should remain the same throughout their various public distributions unless the content changes.) Also list the communication date for the electioneering communication. In most instances, this date will be the Date of Public Distribution. If the maker of the electioneering communication is also required to report disbursements related to other electioneering communications (e.g., electioneering communications with costs below the $10,000 threshold), the disbursements listed on Schedule 9-B must indicate the other electioneering communication's title in the purpose line, the date the electioneering communication was

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publicly distributed and the federal candidate that was clearly identified in the communication.

After itemizing the disbursements/obligations, subtotal each Schedule 9-B. (You may use multiple pages). Add the subtotals on the last page of Schedule 9-B, and carry the total to Line 10 on Form 9.

This form may be duplicated.

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Federal Election Commission

Instructions for FEC Form 10, 24 Hour Notice of Expenditure of Personal Funds

(11 CFR 400.21 and 400.22) (Millionaires' Amendment)

Who Must File

Senate Candidates. A committee for the U.S. Senate must file this form initially when the candidate makes or obligates to make expenditures from personal funds aggregating in excess of 2 times the threshold amount published by the Commission in connection with any election. The committee must also file this form each time the candidate makes, or obligates to make, expenditures from personal funds that, in the aggregate, exceed $10,000 since the last time that the committee was required to file this report. 11 CFR 400.21(a) and 400.22(a).

House Candidates. A committee for the U.S. House must file this form initially when the candidate makes or obligates to make expenditures from personal funds aggregating in excess of $350,000 in connection with any election. The committee must also file this form each time the candidate makes, or obligates to make, expenditures from personal funds that, in the aggregate, exceed $10,000 since the last time that the committee was required to file this report. 11 CFR 400.21(b) and 400.22(b).

When to File

Senate Candidates. The Commission must receive this report no later than 11:59 p.m. Eastern Standard/Daylight Time of the day following the date on which a candidate for the U.S. Senate makes or obligates to make expenditures from personal funds aggregating in excess of 2 times the threshold amount published by the Commission in connection with any election. Also the Commission must receive this report no later than 11:59 Eastern Standard/Daylight Time of the day following the date on which the candidate makes or obligates to make subsequent expenditures from personal funds aggregating in excess of $10,000. 11 CFR 400.21(a) and 400.22(a).

House Candidates. The Commission must receive this report no later than 11:59 p.m. Eastern Standard/Daylight Time of the day following the date on which a candidate for the U.S. House makes or obligates to make expenditures aggregating in excess of $350,000 in connection with any election. Also, the Commission must receive this report no later than 11:59 p.m. Eastern Standard/Daylight Time of the day following the date on which the candidate makes or obligates to make subsequent expenditures from personal funds aggregating in excess of $10,000. 11 CFR 400.21(b) and 400.22(b).

Where to File

Senate Candidates. The principal campaign committee of a candidate seeking nomination or election to the United States Senate must file Form 10 with the Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510-7116. The mailing address for the Secretary of the Senate is P.O. Box 5109, Alexandria, VA 22301-0109. The principal campaign committee must also send a copy of Form 10 (or the information contained therein) to the Commission by facsimile machine (to 202-219-0174) or by electronic mail to (2022190174@fec.gov). The committee must also simultaneously send a copy via facsimile machine or electronic mail to each opposing candidate. For purposes of a primary election, opposing candidate means another candidate seeking the nomination of the same political party. For purposes of the general election, opposing candidate means another candidate seeking election to the same office. See 11 CFR 400.3. Fax numbers and electronic mail addresses for opposing candidates are available from the FEC's web site at www.fec.gov. 11 CFR 400.24(a).

House Candidates. The principal campaign committee of a candidate seeking nomination or election to the United States House must file Form 10 electronically with the Federal Election Commission, 999 E Street, NW, Washington, DC 20463. The committee must also simultaneously send a copy of Form 10 (or the information contained within) via facsimile machine or electronic mail to each opposing candidate and the national party committee of each opposing candidate. For purposes of a primary election, opposing candidate means another candidate seeking the nomination of the same political party. For purposes of the general election, opposing candidate means another candidate seeking election to the same office. See 11 CFR 400.3. Fax numbers and electronic mail addresses for opposing candidates and their national party committees are available from the FEC's web site at www.fec.gov. 11 CFR 400.24(b).

State filing. House and Senate candidates must file a copy of this form with the state in which the office is sought, with the exception of candidates in states that have qualified for the Commission's state filing waiver program. A list of qualified states is available from the Federal Election Commission.

Line by Line Instructions

LINE 1. Name of Candidate. List the name of the candidate.

LINE 2. Office Sought. List the office the candidate is seeking (House or Senate).

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LINE 3. State. List State.

LINE 4. District. List district if applicable.

LINE 5. Candidate ID Number. List the identification number (beginning with H for a House candidate or S for a Senate candidate) issued to the candidate by the FEC after his or her Statement of Candidacy was filed.

LINE 6. Name of Principal Campaign Committee. List the name of the committee the candidate named as his or her principal campaign committee on FEC Forms 1 and 2 (the Statement of Organization and Statement of Candidacy, respectively).

LINE 7. Committee ID Number. List the identification number (beginning with C) issued to the principal campaign committee by the FEC after its Statement of Organization was filed.

LINE 8. Address. List the address of the principal campaign committee.

LINE 9. City, State and Zip Code. Provide the requested information for the principal campaign committee.

LINE 10. Expenditures of Personal Funds. In the box for "Aggregate Expenditures Previously Reported During the Election Cycle," list the total amount reported on Line 11 of the most recent Form 10 filed. For purposes of this form, "election cycle" means the period beginning on the day after the date of the most recent election for the specific office or seat that a candidate is seeking and ending on the date of the next election for that office or seat. A primary election and a general election are considered to be separate election cycles, but a run-off election is considered to be part of the election cycle of the election necessitating the run-off election. 11 CFR 400.2. For each

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expenditure of personal funds made, list the required information (date, election made for, as described above, and amount). If the expenditure was made in the form of a loan from the candidate to his or her committee, check the appropriate box.

LINE 11. Total Expenditures This Notice. Total the expenditures listed on the notice.

LINE 12. Total Expenditures Election Cycle to Date. If this is the first notice filed for the election cycle, carry the total forward from Line 11 to Line 12. If this is not the first notice filed during the election cycle, add the total from Line 11 to the total listed at the top of Line 10 as "Aggregate Expenditures Previously Reported During the Election Cycle".

The committee treasurer must sign and date the form. 11 CFR 400.25.

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Federal Election Commission

Instructions for FEC Form 11 24-Hour Notice of Opposition Personal Funds (11 CFR 400.30)
(Millionaires' Amendment)

Who Must File

House and Senate candidates or committees who have received a 24 Hour Notice of Expenditure of Personal Funds (FEC Form 10) from an opposing candidate; (2) calculated the opposition personal funds amount (see worksheet provided below); and (3) determined that the opposition personal funds amount entitles national and State party committees to make coordinated party expenditures in excess of the limitations at 11 CFR 109.32 must file this form. For purposes of a primary election, "opposing candidate" means another candidate seeking the nomination of the same political party. For purposes of the general election, "opposing candidate" means another candidate seeking election to the same office. See 11 CFR 400.3.

When to File

Within 24 hours of the receipt of an opposing candidate's initial or additional filing of FEC Form 10, the candidate or committee must:

- Calculate the opposition personal funds amount (a worksheet is provided in these instructions);
- Determine if such amount exceeds the threshold that permits national and State party committee to make coordinated party expenditures in excess of the limitations (a worksheet is provided in these instructions); and

- File this form with the Commission and the national and State committees of the candidate's political party, if the opposition personal funds amount exceeds the threshold permitting the party committees to make coordinated party expenditures in excess of the limitations. 11 CFR 400.30(b)(1) and (2).

Senate candidates do not need to file this form if the opposition personal funds amount triggers increased contribution limits for individuals, but does not exceed the threshold permitting party committees to make coordinated party expenditures in excess of the limitations.

Where to File

House Candidates. The principal campaign committee of a candidate seeking nomination or election to the United States House or the candidate must file FEC Form 11 by facsimile machine (to 202-219-0174), by electronic mail to 2022190174@fec.gov or with the Federal Election Commission, 999 E Street, NW, Washington, DC 20463. The candidate or committee must also simultaneously send a copy of Form 11 (or the information required therein) via facsimile machine or electronic mail to the national and State party committee of the candidate. Fax numbers and electronic mail addresses for national and State party committees are available from the FEC's web site at www.fec.gov. 11 C.F.R 400.30(b) (1).

Senate Candidates. The principal campaign committee of a candidate seeking nomination or election to the United States Senate or candidate must file FEC Form 11 with the Commission by facsimile machine (to 202-219-0174) or by electronic mail to 2022190174@fec.gov. The committee or candidate must also simultaneously send a

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copy of Form 11 (or the information required therein) via facsimile machine or electronic mail to the national and state party committee of the candidate. Fax numbers and electronic mail addresses for national and state party committees are available from the FEC's web site at www.fec.gov. 11 C.F.R 400.30(b)(2).

State Filing. House and Senate candidates or committees must file a copy of FEC Form 11 with the state in which the office is sought, with the exception of candidates in states that have qualified for the Commission's state filing waiver program. A list of qualified states is available from the Federal Election Commission

Line by Line Instructions

LINE 1. Name of Candidate. Enter the complete name of the candidate.

LINE 2. Candidate ID Number. Enter the identification number (beginning with H for a House candidate or S for a Senate candidate) issued to the candidate by the FEC after his or her Statement of Candidacy (FEC Form 2) was filed.

LINE 3. Office Sought. Enter the office the candidate is seeking (House or Senate).

LINE 4. State. Enter the state, in which the candidate is seeking office,

LINE 5. District. Enter the district, if applicable.

LINE 6. Principal Campaign Committee. Enter the name of the committee the candidate named as his or her principal campaign committee on the Statement of Organization and FEC Form 2.

LINE 7. Committee ID Number. Enter the identification number (beginning with C) issued to the principal campaign committee by the FEC after its Statement of Organization was filed.

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LINE 8. Address. Enter the complete address of the principal campaign committee.

LINE 9. City, State and Zip Code. Enter the requested information for the principal campaign committee.

For Lines 10 through 14, please provide the information as it appears on the FEC Form 10 received from an opposing candidate or committee.

LINE 10. Name of (Opposing) Candidate. Enter the complete name of the opposing candidate.

LINE 11. Name of Committee. Enter the name of the opposing candidate's principal campaign committee.

LINE 12. Committee ID Number. Enter the identification number issued to the opposing candidate's principal campaign committee.

LINE 13. Committee Address. Enter the address of the opposing candidate's principal campaign committee.

LINE 14. City, State and Zip Code. Enter the requested information for the opposing candidate's principal campaign committee.

LINE 15. Date of Receipt of FEC Form 10. Enter the date of the FEC Form 10 received from the opposing candidate or principal campaign committee.

LINE 16. Opposition Personal Funds Amount (11 CFR 400.10). Enter the Opposition Personal Funds Amount as calculated using the worksheet provided below. If the calculated amount results in a negative number, enter a '0' in this box.

LINE 17. Election. Check the appropriate box for election designation (primary, general or other). If other is checked please indicate the appropriate election designation (i.e.

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convention). A run-off, for purposes of filing this form, is considered to be part of the election which generated the run-off.

LINE 18. Type. Check the appropriate box for election type (regular or special).

The Candidate or Treasurer must sign and date the FEC Form 11. The treasurer should retain the worksheet used to determine the opposition personal funds amount for three years from the date of filing.

Calculation of Opposition Personal Funds and Increased Limits Worksheet – 11

CFR 400.10

For FEC Form 11– Line 16

Before you begin:	▪ You must have received an FEC Form 10 from an opposing candidate. ▪ You must have a copy of the opposing candidate's FEC Form 3Z-1 (available from the FEC) and use it to calculate the amount of personal funds expended by the candidate.
In addition:	▪ Senate candidates should have located and recorded the Voting Age Population (VAP) for the state in which he or she is seeking election.

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- If you received your opponent's FEC Form 10 before July 16 of the year preceding the year in which the general election is held, complete Part A, Step 1 and Part B. Begin with Part A, Step 1 and use the figure from Part A, Step 1, Line 3 of this worksheet. House candidates, enter this amount on Part B, Line 1 of this worksheet. Senate candidates, enter this amount on Part B, Line 3 of this worksheet. 11 CFR 400.10(a)(1).

- If you received your opponent's FEC Form 10 between July 16 of the year preceding the year in which the general election is held and January 31 of the year in which the general election is held, complete Part A, Steps 1 and 2 and Part B. In Part A, Step 2, use the amount disclosed on Line 3 of the FEC Form 3Z-1 filed by the opposing candidate for the period ending June 30. 11 CFR 400.10(a)(2).

- If you received your opponent's FEC Form 10 after January 31 of the year in which the general election is held, complete Part A, Steps 1 and 2 and Part B. In Part A, Step 2, use the amount disclosed on Line 3 of the FEC Form 3Z-1 filed by the opposing candidate for the period ending December 31. 11 CFR 400.10(a)(2).

PART A **Calculation of Opposition Personal Funds Amount**

STEP 1	1.	Enter the amount from Line 10 of an opposing candidate's most recently filed FEC Form 10.	1 \$
	2.	Enter the amount of personal funds expended by the candidate as of the date of receipt of the most recently filed FEC Form 10.	2 \$
	3.	Subtract Line 2 from Line 1.	3 \$

If the amount on Line 3 is zero (0) or a negative amount, do not proceed any further with calculations. You are not required to file FEC Form 11 because your national and State party committees are not entitled to make coordinated party expenditures in excess of the limitations in 11 CFR 109.32.

The following calculations are based on the amounts disclosed on the Consolidated Report of Gross Receipts (FEC Form 3Z-1) for the period ending:

☐ June 30 ☐ December 31

STEP 2	4.	For the appropriate election, enter the amount from Line 3 of the candidate's FEC Form 3Z-1.	4 \$
	5.	For the appropriate election, enter the amount from Line 3 of the opposing candidate's FEC Form 3Z-1.	5 \$

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Is the amount on Line 4 less than or equal to the amount on Line 5?

- Yes – Do not proceed any further with calculations. Use the amount from Line 3 above as the Opposition Personal Funds Amount.
- No – Use the following steps to calculate the Opposition Personal Funds Amount.

6.	Subtract Line 5 from Line 4.	6	$
7.	Divide Line 6 by 2.	7	$
8.	Enter amount from Line 3 above.	8	$
9.	Subtract Line 7 from Line 8.	9	$

Use the amount from Line 9 above as the Opposition Personal Funds Amount.

PART B Calculation of Increased Individual Contribution Limits and Coordinated Party Expenditures

House of Representative Candidates/Committees

1.	Enter the Opposition Personal Funds Amount calculated in Part A.	1	$

Is the amount on Line 1 is less than or equal to $350,000?

- Yes – Neither the individual contribution limits nor the coordinated party expenditure limits change. Since your national and State party committees are not entitled to make coordinated party expenditures in excess of the limitations in 11 CFR 109.32, you are not required to file FEC Form 11.
- No – The individual contribution limits increases to three (3) times the applicable limit, and your national and State party committees may make coordinated party expenditures in excess of the limitations in 11 CFR 109.32. You are required to file FEC Form 11. Enter the opposition personal funds amount from Line 1 above on Line 16 of FEC Form 11.

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Senate Candidates/Committees

1 Enter Voting Age Population (VAP) of the state of the candidate. The VAP figures can be found on the FEC website (www.fec.gov) or on the US Census Bureau website (www.census.gov). 1 |

2 Perform the following calculations:

a (Figure from Line 1 multiplied by $0.08) + $300,000 a | $

b (Figure from Line 1 multiplied by $0.16) + $600,000 b | $

c (Figure from Line 1 multiplied by $0.40) + $1,500,000 c | $

3 Enter the Opposition Personal Funds Amount calculated in Part A. 3 | $

4 **Determination of Increased Individual Contribution Limits and Coordinated Party Expenditure Limits**

a If Line 3 is less than or equal to Line 2a, the individual contribution limits and coordinated party expenditure limits do not change. You are not required to file FEC Form 11.

b If Line 3 is greater than Line 2a and less than or equal to Line 2b the individual contribution limit is three (3) times the applicable limit, but the coordinated party expenditure limits do not change. You are not required to file FEC Form 11.

c If Line 3 if greater than Line 2b and less than or equal to Line 2c, the individual contribution limit is six (6) times the applicable limit, but the coordinated party expenditure limits do not change. You are not required to file FEC Form 11.

d If Line 3 if greater than Line 2c, the individual contribution limit is six (6) times the applicable limit and your national and State party committees are entitled to make coordinated party expenditures in excess of the limitations in 11 CFR 109.32. You must

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file FEC Form 11. Enter the amount from Line 3 on Line 16 of FEC Form 11.

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Federal Election Commission

Instructions for FEC Form 12

24-Hour Notice of Suspension of Increased Limits (11 CFR 400.31) (Millionaires' Amendment)

Who Must File

House and Senate candidates or committees who have previously filed FEC Form 11 and who are accepting individual contributions under modified limits, or on whose behalf coordinated party expenditures are being made under modified limits, must file this form within 24 hours of reaching the proportional funding amount specified in FEC regulations at 11 CFR 400.31. To determine if it is necessary to file this form, use the following worksheet. (Note: you will need a copy of your committee's most recently filed FEC Form 11 to complete this worksheet.)

Worksheet for Form 12:

1. Enter the total disclosed as opposition personal funds amount (from Line 10 of the most recently filed FEC Form 11)	$
2. Enter the aggregate amount of contributions previously accepted by the candidate and the candidate's committees under the increased limits.	$
3. Enter the aggregate amount of coordinated party expenditures in connection with the general election campaign of the candidate previously made by any political party under the increased limits. (Note, if calculating this during the primary election cycle, enter "0.00".)	$
4. Enter the opposition personal funds amount related to each opposing candidate.	$
5. Add Lines 2, 3 and 4.	

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6. **House candidates:** Compare the total calculated in Line 5 to the total amount listed on Line 1. If the total amount entered in Line 5 is greater than the amount entered in Line 1, you must file this form within 24 hours as described below.	
7. **Senate candidates.** Multiply the total calculated in Line 5 x 1.1	$
If the total amount entered in Line 7 is greater than the amount entered in Line 1, you must file this form within 24 hours as described below.	

When to File

House Candidates or Committees. The Commission must receive this report no later than 11:59 p.m. Eastern Standard/Daylight Time of the day following the date on which a candidate for the U.S. House reaches 100% of the opposition personal funds amount previously disclosed on its last FEC Form 11 filed.

Senate Candidates or Committees. The Commission must receive this report no later than 11:59 p.m. Eastern Standard/Daylight Time of the day following the date on which a candidate for the U.S. Senate reaches 110% of the opposition personal funds amount previously disclosed by the committee on its last FEC Form 11 filed.

Where to File

House Candidates. The principal campaign committee of a candidate seeking nomination or election to the United States House must file Form 12 by facsimile machine (to 202-219-0174) or by electronic mail (to 2022190174@fec.gov) with the Federal Election Commission. The committee must also simultaneously send a copy via facsimile machine or electronic mail to the national and state political party committees of the

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candidate. Fax numbers and electronic mail addresses for national party committees are available from the FEC's web site at www.fec.gov. 11 CFR 400.31(e)(1)(ii).

Senate Candidates. The principal campaign committee of a candidate seeking nomination or election to the United States Senate must file Form 12 by facsimile machine (to 202-219-0174) or by electronic mail (to 2022190174@fec.gov) with the Federal Election Commission. The committee must also simultaneously send a copy via facsimile machine or electronic mail to the national and state political party committees of the candidate. Fax numbers and electronic mail addresses for national party committees are available from the FEC's web site at www.fec.gov. 11 CFR 400.31(d)(1)(ii).

State Filing. House and Senate candidates must file a copy of this form with the state in which the office is sought, with the exception of candidates in states that have qualified for the Commission's state filing waiver program. A list of qualified states is available from the Federal Election Commission

Line by Line Instructions

LINE 1. Name of Candidate. List the name of the candidate.

LINE 2. Office Sought. List the office the candidate is seeking (House or Senate).

LINE 3. State. List the state in which the candidate is seeking office.

LINE 4. District. List the district, if applicable.

LINE 5. Candidate ID Number. List the identification number (beginning with H for a House candidate or S for a Senate candidate) issued to the candidate by the FEC after his or her Statement of Candidacy was filed.

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LINE 6. Name of Principal Campaign Committee. List the name of the committee the candidate named as his or her principal campaign committee on FEC Forms 1 and 2 (the Statement of Organization and Statement of Candidacy, respectively).

LINE 7. Committee ID Number. List the identification number (beginning with C) issued to the principal campaign committee by the FEC after its Statement of Organization was filed.

LINE 8. Address. List the address of the principal campaign committee.

LINE 9. City, State and Zip Code. Provide the requested information for the principal campaign committee.

House Candidates.

In Block A, list the date that the campaign reached 100% of the opposition personal funds amount previously disclosed on FEC Form 11 (calculated as shown in the above worksheet). Also list the amount that was disclosed on Form 11 as opposition personal funds and the date that Form 11 was previously filed.

Senate Candidates.

In Block B, list the date that the campaign reached 110% of the opposition personal funds amount previously disclosed on FEC Form 11 (calculated as shown in the above worksheet). Also list the amount that was disclosed on Form 11 as opposition personal funds and the date that Form 11 was previously filed.

Either the committee treasurer or the candidate must date and sign the form. The treasurer should retain the worksheet used to determine whether to file this form for three years from the date of filing.