

## FEDERAL ELECTION COMMISSION

# Instructions for 48-Hour Notice of Contributions/Loans Received (FEC FORM 6)

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

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

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

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

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

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

## What to Report

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

- Full name (including first name, middle name or initial, if available, and last name);
- Mailing address;
- Occupation and name of employer;
- Date of receipt; and
- Amount of contribution.

In the case of contributions from any other person (including contributions from political committees), provide the contributor's full name and address, the date of receipt and the amount of the contribution.

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

## Filing on Time

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

## Where to File

Senate candidate committees file with the Secretary of the Senate.

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

All other candidate committees file with the FEC.

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

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

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