

FECFile Webinars for PACs and Party Committees

July 8, 2026



Advanced FECFile Webinar for PACs & Party Committees

July 8, 2026

2:30 - 4:30 p.m. Eastern Time

During today's presentation, staff members from the Reports Analysis Division will cover specialized FECFile topics that will assist you with utilizing FECFile to file your July Quarterly Report (due July 15) and beyond. Our presenters will provide you with an understanding of specialized aspects of common transactions, how to use FECFile to complete additional forms, and provide all of the necessary information for your FEC filings.

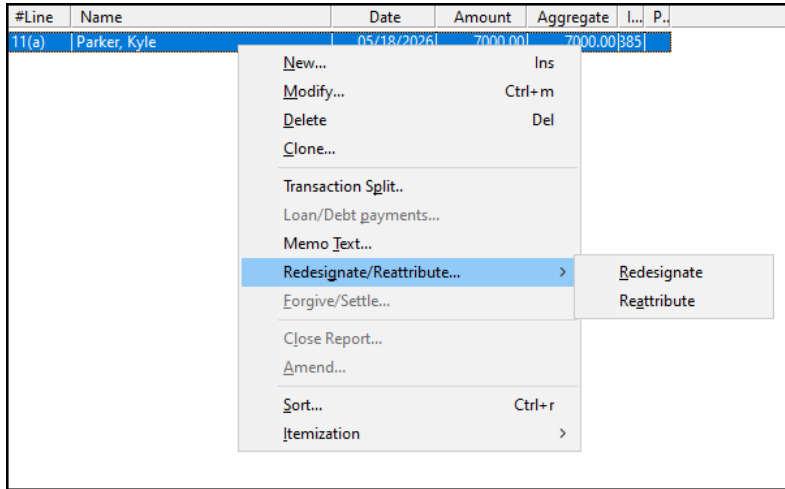
This presentation is designed to be as interactive and helpful as possible, so if you have any questions at any time during the presentation, please type them into the Q&A pod.



WORKSHOP OUTLINE

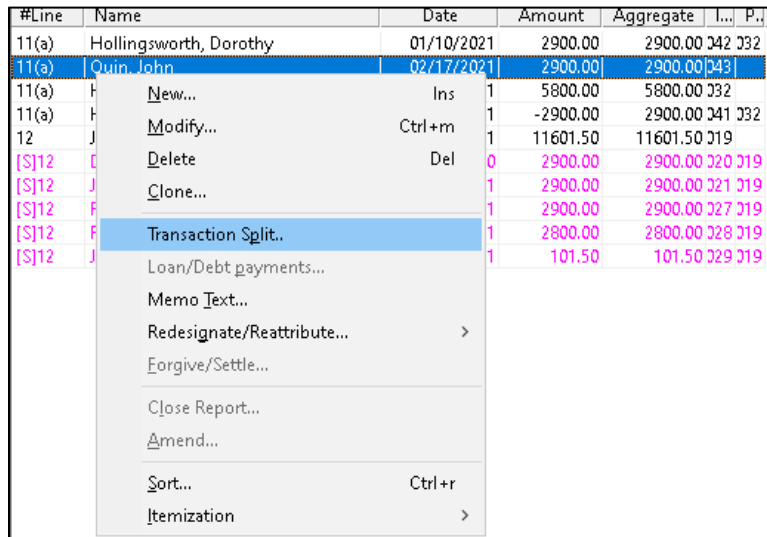
Part I: Redesignations and Reattributions

- A. The difference between redesignation and reattributions.
- B. Using “Redesignate/Reattribute” tool to remedy excessive contributions.
 - a. Add additional text noting a redesignation or reattribution is taking place.
- C. [Additional information on redesignation and reattributions.](#)



Part II: Earmarked Contributions (Getting Started Manual, page 17)

- A. Using “Transaction Split” tool to show both the conduit and earmarked contribution.
 - a. Additional text noting the conduits limit is not affected.
 - b. Date the contributor directed their contribution to the conduit vs. the date the conduit forwarded the contribution to your committee.
- B. Reporting processing fees associated with conduits.
- C. What to do when contributor pays the processing fees for committee.
 - a. [Advisory Opinion 2007-04](#): Credit card processing services provided to political committees



Part III: Loans & Debts

Loans	Debts
<ul style="list-style-type: none">□ Money is IN the committee.□ Lump of money given to committee that they promise to repay.	<ul style="list-style-type: none">□ VALUE is IN the committee, money is NOT.□ Individuals go out and buy something on the committee's behalf and get reimbursed in return.□ Individual/vendor provides a good or service and the committee owes payment in return (but hasn't yet paid).

- A. Debts – Examples of a committee incurring a debt.
 - a. Incurring additional debts owed to an existing debtor.
 - b. Reporting unpaid loan interest.
 - c. Reporting unpaid bills owed to credit card companies.

- B. Loans – When to report a Schedule C and Schedule C-1.
 - a. Loan obtained by the [Committee](#).
 - i. Schedule C: Loan terms between the bank and the committee
 - ii. Schedule C-1: Additional terms between the bank and the committee.
 - iii. Bank Official's signature required;
 - iv. Report the Schedule C-1 on FECFile and also mail a copy of the loan agreement to the FEC or submit a copy as a PDF attachment on a Form 99.
 - b. [Reporting interest payments on loans](#)
 - i. Interest payments reported on Line 21(b).
 - ii. Payments on principal reported on Line 26.

Part IV: FEC Form 24: 24/48-Hour Notice of Independent Expenditures (Getting Started Manual, pages 24-25)

- A. Required for independent expenditures that aggregate \$1,000 or more during the 24-hour reporting period with respect to a given election after the 20th day, but more than 48-hours before the day of an election.
- B. Required for independent expenditures that aggregate \$10,000 or more during the 48-hour reporting period with respect to a given election up to and including the 20th day before an election.
- C. [Using FECFile to submit Form 24](#)
 - a. Next report must be created.
 - b. Enter transaction on the report.
 - c. Navigate to Reports
 - d. Select 24-Hour report (Form 24)
 - e. Navigate to All Transactions

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- f. Locate the transaction in question and right-click.
- g. Choose “Add to Form 24”, repeat as needed.
- h. Submit Form 24 like a Form 3X. (same process)

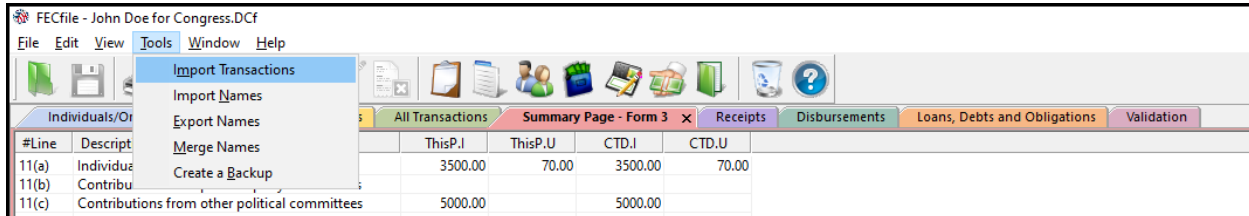
Part V: Joint fundraising transfers

- A. Joint Fundraising Transfers
 - a. The amount of the JF Transfer (net) should be less than or equal to the total for all of the JF memos entries (gross) supporting that transfer.
- B. JF memos:
 - a. Use “Transaction Split” function to manually enter JF memos:
 - i. Itemize all PAC contributions regardless of amount.
 - ii. Itemize all contributions from individuals who have given more than \$200 in the year.
 - iii. For large amounts of unitemized contributions disclose a separate memo from the Joint Fundraising Organization indicating the dollar amount of the unitemized totals.
- C. Reporting refunds made by joint fundraising committee.

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Part VI: Importing Transactions

- A. [Importing instructions](#) located on FEC.gov website.
 - a. You can't import loans, debts, or linked transactions (ex. conduits)
 - b. Use the importing template instructions to format transactions so FECFile can accept the transactions when you attempt to import them.
 - c. For additional questions about importing data into FECFile please contact the Electronic Filing Office at (202) 694-1307.



The screenshot shows the FECFile software interface. The 'Tools' menu is open, highlighting 'Import Transactions'. The main window displays a table with the following data:

#Line	Descript	ThisP,I	ThisP,U	CTD,I	CTD,U
11(a)	Individu	3500.00	70.00	3500.00	70.00
11(b)	Contribu				
11(c)	Contributions from other political committees	5000.00		5000.00	

HELPFUL LINKS

Electronic Filing Resources:

- Getting Started with FECFile Manual: https://www.fec.gov/resources/cms-content/documents/GettingStarted_FECFileManual_pac-party.pdf
- Electronic Filing Overview: <https://www.fec.gov/help-candidates-and-committees/filing-reports/electronic-filing/>
- About FECFile: <https://www.fec.gov/help-candidates-and-committees/filing-reports/fecfile-software/>
- Download FECFile: <https://efilingapps.fec.gov/registration/fecfile.htm>
- Electronic Filing Password: <https://webforms.fec.gov/psa/getstarted.htm>
- Validation Errors: <https://www.fec.gov/help-candidates-and-committees/filing-reports/validation-errors-explained/>
- Upload Errors: <https://www.fec.gov/help-candidates-and-committees/filing-reports/upload-errors/>
- Online Webforms: <https://webforms.fec.gov/>
- Importing Data into FECFile: <https://www.fec.gov/help-candidates-and-committees/filing-reports/importing-data-fecfile/>

FECFile Video Tutorials:

- Intro to FECFile: <https://www.youtube.com/watch?v=yI8AYiaOErA>
- Setting up the FECFile Database: <https://www.youtube.com/watch?v=9-NuHQuDgLw>
- Entering Individual and PAC Contributions in FECFile: <https://www.youtube.com/watch?v=KVLBTho2CG4>
- Entering Disbursements in FECFile: https://www.youtube.com/watch?v=FqVjsXhCRIs&list=PLJr_nRe8SzD3D0A4IxVIGbniAkNqYdRIJ&index=4

Reporting and Additional Resources:

- Campaign Guide for Political Action Committees: <https://www.fec.gov/help-candidates-and-committees/guides/?tab=political-action-committees>
- Campaign Guide for Political Party Committees: <https://www.fec.gov/help-candidates-and-committees/guides/?tab=political-party-committees>
- Help for Candidates and Committees: <https://www.fec.gov/help-candidates-and-committees/>
- Reporting Examples: <https://www.fec.gov/help-candidates-and-committees/reporting-examples/>
- Reporting Dates and Deadlines: <https://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/>
- 24/48 Hour Reports of Independent Expenditures: <https://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/2026-reporting-dates/24-and-48-hour-reports-independent-expenditures-periods-main-page-2026/>
- Pre- and Post-General Report: <https://www.fec.gov/help-candidates-and-committees/dates-and-deadlines/2026-reporting-dates/pre-and-post-general-reports-2026/>

For Additional Help, Contact:

- Analyst Lookup and Email Questions to Reports Analysis Division: <https://www.fec.gov/help-candidates-and-committees/question-rad/>
- Reports Analysis Division: (202) 694-1130 or 1-800-424-9530 (menu option 5)
- Electronic Filing Office: (202) 694-1307 or 1-800-424-9530 (menu option 4)

FECFile Webinar Glossary

Conduit: Any person or committee who receives and forwards an earmarked contribution to a candidate or a candidate's authorized committee. Common conduit committees include ActBlue and WinRed.

Contribution: A gift, subscription, loan, advance or deposit of money or anything of value given to influence a federal election; or the payment by any person of compensation for the personal services of another person if those services are rendered without charge to a political committee for any purpose.

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Earmarked Contribution: A contribution that the contributor directs (either orally or in writing) to or on behalf of a clearly identified candidate or authorized committee through an intermediary or conduit.

Election Cycle: The period beginning the day after the previous general election for a given federal office and ending on the date of the general election for that office. The election cycle spans two years for House candidates; four years for presidential candidates; and six years for Senate candidates. More information on election cycles is available here: <https://www.fec.gov/help-candidates-and-committees/filing-reports/election-cycle-aggregation/>

2026 House of Representatives: 11/06/2024 – 11/03/2026

2026 Senate: 11/04/2020 – 11/03/2026

2028 Presidential: 11/06/2024 – 11/07/2028

Error Message: The FECFile validator has identified error(s) that will prevent the report from being uploaded. A list of common error messages can be found here: <https://www.fec.gov/help-candidates-and-committees/filing-reports/validation-errors-explained/>

Debt: Debts include unpaid bills. FEC reports show the amount of reportable debt a committee owes to other entities at the end of the filing period.

Disbursement: Any purchase or payment made by a political committee or any other person that is subject to the *Federal Election Campaign Act*.

Form 3: The Report of Receipts and Disbursements used by House and Senate candidate committees to disclose their financial activity.

Form 6: The form used to disclose 48-Hour Notices, which are required to be filed for contributions \$1,000 or more received less than 20 days but more than 48 hours before the day of an election. More information on 48-Hour Notices is available here: <https://www.fec.gov/help-candidates-and-committees/filing-reports/48-hour-notices/>

Form 99: Also called a Miscellaneous Report to the FEC. This form allows committees to file a written explanation for the public record.

In-Kind Contribution: A contribution of goods, services or property offered free or at less than the usual and normal charge.

Itemized Transaction: A transaction that meets the \$200 itemization threshold and information regarding that transaction (such as name, address, date and amount) will appear as an entry on the report.

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Joint Fundraising Committee: A committee that has been set up for the purposes of fundraising for multiple committees at the same time or an existing committee that has been authorized to serve that purpose.

Loan: A loan is considered a contribution to the extent of the outstanding balance of the loan. (Bank loans, however, are not considered contributions if made in the ordinary course of business and on a basis that assures repayment.) Besides being reported as a contribution, a loan must be continuously reported until it is fully repaid.

Memo Entry/Memo Item: An informational entry that does not affect the cash on hand.

Memo Text: A field offered in FECFile software and some commercial software to allow a committee to provide additional text to describe a particular transaction it is reporting.

Redesignation: With regard to contributions made to candidates, the portion of a contribution that has been designated by the contributor, in writing, to an election other than the one for which the funds were originally given.

Reattribution: The portion of an excessive contribution that has been attributed in writing to another contributor and signed by both contributors.

Transaction Split: A function that provides memo entries linked to a parent transaction. Transaction Split can be used when reporting contributions received through conduits, joint fundraising transfers, credit card payments, payroll payment, and staff reimbursements.

Unitemized Transaction: A transaction that does not meet the \$200 itemization threshold and will not appear as an entry on the report but the amount of the transaction will still affect cash on hand on the report.

Warning Message: A problem identified by the validator but will not prevent the report from being uploaded. A list of common warning messages can be found here: <https://www.fec.gov/help-candidates-and-committees/filing-reports/validation-errors-explained/>