2016 JUN 29 PM 3:10

FEDERAL ELECTION COMMISSION
Washington, DC 20463

June 29, 2016

AGENDA ITEM

For Meeting of 6-30-16

MEMORANDUM

TO: The Commission

THROUGH: Alec Palmer, Staff Director EWH for
Daniel Petalas, Acting General Counsel DP by ljs

FROM: FEC Forms Committee[1]

SUBJECT: Proposed Revisions to Forms 3, 3P, 3X, 6 and Instructions

Attached are proposed revisions to Forms 3, 3P, 3X, 6 and their respective instructions. We request that this document be placed on the agenda for June 30, 2016.

Attachment

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[1] The following staff members participated in the Forms Committee discussion regarding these proposals: Debbie Chacona (RAD), Nataliya Ioffe (RAD), Michael Hartsock (RAD), Lauren Lien (RAD), Ryan Lanz (RAD), Jeff Chumley (OCIO), Paul Clark (OCIO), Ken Lally (OCIO), Adav Noti (OGC), Cheryl Hemsley (OGC), Neven Stipanovic (OGC), Eileen Canavan Leamon (Public Disclosure & Media Relations), Greg Scott (Information) and James Jones (Information).

FEC FORM 3

REPORT OF RECEIPTS AND DISBURSEMENTS

For An Authorized Committee

Office Use Only

1. NAME OF COMMITTEE (in full) **TYPE OR PRINT ▼** Example: If typing, type over the lines. 12FE4M5

ADDRESS (number and street) ▼

☐ Check if different than previously reported. (ACC)

CITY ▲ STATE ▲ ZIP CODE ▲

2. **FEC IDENTIFICATION NUMBER ▼**

C

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

STATE ▼ DISTRICT

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

(a) Quarterly Reports:

☐ April 15 Quarterly Report (Q1)

☐ July 15 Quarterly Report (Q2)

☐ October 15 Quarterly Report (Q3)

☐ January 31 Year-End Report (YE)

☐ Termination Report (TER)

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

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

☐ Convention (12C) ☐ Special (12S)

Election on M M / D D / Y Y Y Y in the State of

(c) 30-Day **POST**-Election Report for the:

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

Election on M M / D D / Y Y Y Y in the State of

5. Covering Period M M / D D / Y Y Y Y through M M / D D / Y Y Y Y

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

Type or Print Name of Treasurer

Signature of Treasurer Date M M / D D / Y Y Y Y

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 52 U.S.C. §30109.

Office Use Only							

DRAFT - NOT FOR PUBLIC FILING

SUMMARY PAGE
of Receipts and Disbursements

Write or Type Committee Name

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

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

For further information contact:

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

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

DETAILED SUMMARY PAGE
of Receipts

Write or Type Committee Name

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

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

DETAILED SUMMARY PAGE
of Disbursements

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

III. CASH SUMMARY

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

SCHEDULE A (FEC Form 3)
ITEMIZED RECEIPTS

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

FOR LINE NUMBER: (check only one)

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

PAGE OF

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

NAME OF COMMITTEE (In Full)

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

Mailing Address

City | State | Zip Code

FEC ID number of contributing federal political committee. C

Name of Employer | Occupation

Receipt For: ☐ Primary ☐ General ☐ Other (specify)

Election Cycle-to-Date

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

☐ Memo Item

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

Mailing Address

City | State | Zip Code

FEC ID number of contributing federal political committee. C

Name of Employer | Occupation

Receipt For: ☐ Primary ☐ General ☐ Other (specify)

Election Cycle-to-Date

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

☐ Memo Item

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

Mailing Address

City | State | Zip Code

FEC ID number of contributing federal political committee. C

Name of Employer | Occupation

Receipt For: ☐ Primary ☐ General ☐ Other (specify)

Election Cycle-to-Date

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

☐ Memo Item

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

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

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SCHEDULE B (FEC Form 3)
ITEMIZED DISBURSEMENTS

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

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

PAGE OF

NAME OF COMMITTEE (In Full)

A.
Full Name (Last, First, Middle Initial)
Date of Disbursement M M / D D / Y Y Y Y
Mailing Address
City | State | Zip Code
FEC Identification Number C
Purpose of Disbursement
Candidate Name
Category/ Type
Amount of Each Disbursement this Period
Office Sought: ☐ House ☐ Senate ☐ President
State: District:
Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼
☐ Memo Item

B.
Full Name (Last, First, Middle Initial)
Date of Disbursement M M / D D / Y Y Y Y
Mailing Address
City | State | Zip Code
FEC Identification Number C
Purpose of Disbursement
Candidate Name
Category/ Type
Amount of Each Disbursement this Period
Office Sought: ☐ House ☐ Senate ☐ President
State: District:
Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼
☐ Memo Item

C.
Full Name (Last, First, Middle Initial)
Date of Disbursement M M / D D / Y Y Y Y
Mailing Address
City | State | Zip Code
FEC Identification Number C
Purpose of Disbursement
Candidate Name
Category/ Type
Amount of Each Disbursement this Period
Office Sought: ☐ House ☐ Senate ☐ President
State: District:
Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼
☐ Memo Item

SUBTOTAL of Disbursements This Page (optional) ▶

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

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SCHEDULE C (FEC Form 3)
LOANS

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

PAGE OF

FOR LINE NUMBER: (check only one)
☐ 13a
☐ 13b

NAME OF COMMITTEE (In Full)

LOAN SOURCE Full Name (Last, First, Middle Initial) ☐ Memo Item

Election:
☐ Primary
☐ General
☐ Other (specify) ▼

Mailing Address

City | State | ZIP Code

☐ Personal Funds of the Candidate

Original Amount of Loan | Cumulative Payment To Date | Balance Outstanding at Close of This Period

TERMS Date Incurred M M / D D / Y Y Y Y | Date Due M M / D D / Y Y Y Y | Interest Rate (If none, enter 0) % (apr) | Secured: ☐ Yes ☐ No

List All Endorsers or Guarantors (if any) to Loan Source

1. Full Name (Last, First, Middle Initial)
   Name of Employer
   Mailing Address
   Occupation
   City | State | ZIP Code
   Amount Guaranteed Outstanding:

2. Full Name (Last, First, Middle Initial)
   Name of Employer
   Mailing Address
   Occupation
   City | State | ZIP Code
   Amount Guaranteed Outstanding:

3. Full Name (Last, First, Middle Initial)
   Name of Employer
   Mailing Address
   Occupation
   City | State | ZIP Code
   Amount Guaranteed Outstanding:

4. Full Name (Last, First, Middle Initial)
   Name of Employer
   Mailing Address
   Occupation
   City | State | ZIP Code
   Amount Guaranteed Outstanding:

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

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

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

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SCHEDULE C-1 (FEC Form 3)

LOANS AND LINES OF CREDIT FROM LENDING INSTITUTIONS

Federal Election Commission, Washington, D.C. 20463

Supplementary for Information found on Page _____ of Schedule C

NAME OF COMMITTEE (In Full)

FEC IDENTIFICATION NUMBER
C

LENDING INSTITUTION (LENDER)
Full Name

Amount of Loan

Interest Rate (APR) %

Mailing Address

Date Incurred or Established M M / D D / Y Y Y Y

City | State | Zip Code

Date Due M M / D D / Y Y Y Y

A. Has loan been restructured? ☐ No ☐ Yes If yes, date originally incurred M M / D D / Y Y Y Y

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

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

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

What is the value of this collateral?

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

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

What is the estimated value?

A depository account must be established pursuant to 11 CFR 100.82(e)(2) and 100.142(e)(2).

Date account established: M M / D D / Y Y Y Y

Location of account:

Address:

City, State, Zip:

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

G. COMMITTEE TREASURER
Typed Name
Signature

DATE M M / D D / Y Y Y Y

H. Attach a signed copy of the loan agreement.

I. TO BE SIGNED BY THE LENDING INSTITUTION:

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

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

III. This institution is aware of the requirement that a loan must be made on a basis which assures repayment, and has complied with the requirements set forth at 11 CFR 100.82 and 100.142 in making this loan.

AUTHORIZED REPRESENTATIVE
Typed Name
Signature | Title

DATE M M / D D / Y Y Y Y

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

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

PAGE OF

FOR LINE NUMBER: (check only one)

- [ ] 9
- [ ] 10

NAME OF COMMITTEE (In Full)

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

Nature of Debt (Purpose):

Mailing Address

City	State	Zip Code

Outstanding Balance Beginning This Period

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

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

Nature of Debt (Purpose):

Mailing Address

City	State	Zip Code

Outstanding Balance Beginning This Period

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

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

Nature of Debt (Purpose):

Mailing Address

City	State	Zip Code

Outstanding Balance Beginning This Period

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

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

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

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

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

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FEC FORM 3Z (File with Form 3)

Report Covering Period from: M M / D D / Y Y Y Y

to: M M / D D / Y Y Y Y

Part 1: CONSOLIDATION REPORT

NAME OF PRINCIPAL CAMPAIGN COMMITTEE

NAME OF COMMITTEE AUTHORIZED BY CANDIDATE
(Use Separate Page for Each Committtee)

	LINE DESCRIPTION	
6(c)	Net Contributions	. .
7(c)	Net Operating Expenditures	. .
9	Debts and Obligations Owed TO the Committee	. .
10	Debts and Obligations Owed BY the Committee	. .
11(a)	Contributions from Individuals/Persons Other Than Political Committees	. .
11(b)	Contributions from Political Party Committees	. .
11(c)	Contributions from Other Political Committees	. .
11(d)	Contributions from the Candidate	. .
11(e)	Total Contributions	. .
12	Transfers from Other Authorized Committees	. .
13(a)	Loans Made or Guaranteed by the Candidate	. .
13(b)	All Other Loans	. .
13(c)	Total Loans	. .
14	Offsets to Operating Expenditures	. .

	LINE DESCRIPTION	
15	Other Receipts	. .
16	Total Receipts	. .
17	Operating Expenditures	. .
18	Transfers to Other Authorized Committees	. .
19(a)	Repayments of Loans Made or Guaranteed by Candidate	. .
19(b)	Other Loan Repayments	. .
19(c)	Total Loan Repayments	. .
20(a)	Refunds of Contributions to Individuals/Persons	. .
20(b)	Refunds of Contributions to Political Party Committees	. .
20(c)	Refunds of Contributions to Other Political Committees	. .
20(d)	Total Contributions Refunds	. .
21	Other Disbursements	. .
22	Total Disbursements	. .
23	Cash on Hand at Beginning of Reporting Period	. .
27	Cash on Hand at Close of Reporting Period	. .

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FEC FORM 3Z (File with Form 3)

Part 2: CONSOLIDATED TOTALS FOR ALL AUTHORIZED COMMITTEES

Report Covering Period from: M M / D D / Y Y Y Y

to: M M / D D / Y Y Y Y

NAME OF PRINCIPAL CAMPAIGN COMMITTEE

For each line, add the amounts for all authorized committees and disclose the total on the appropriate line below.

LINE DESCRIPTION		
6(c)	Net Contributions	
7(c)	Net Operating Expenditures	
9	Debts and Obligations Owed TO the Committee	
10	Debts and Obligations Owed BY the Committee	
11(a)	Contributions from Individuals/Persons Other Than Political Committees	
11(b)	Contributions from Political Party Committees	
11(c)	Contributions from Other Political Committees	
11(d)	Contributions from the Candidate	
11(e)	Total Contributions	
12	Transfers from Other Authorized Committees	
13(a)	Loans Made or Guaranteed by the Candidate	
13(b)	All Other Loans	
13(c)	Total Loans	
14	Offsets to Operating Expenditures	

LINE DESCRIPTION		
15	Other Receipts	
16	Total Receipts	
17	Operating Expenditures	
18	Transfers to Other Authorized Committees	
19(a)	Repayments of Loans Made or Guaranteed by Candidate	
19(b)	Other Loan Repayments	
19(c)	Total Loan Repayments	
20(a)	Refunds of Contributions to Individuals/Persons	
20(b)	Refunds of Contributions to Political Party Committees	
20(c)	Refunds of Contributions to Other Political Committees	
20(d)	Total Contributions Refunds	
21	Other Disbursements	
22	Total Disbursements	
23	Cash on Hand at Beginning of Reporting Period	
27	Cash on Hand at Close of Reporting Period	

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).

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.

Illegible and Non-FEC Forms

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

Electronic Filing

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

Computerized Format

FEC FORM 3 may be filed by paper filers 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

Form 3 may not be filed by FAX because an original signature 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 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 in which the candidate participates.

FEC FORM 8: Debt Settlement Plan

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

To request additional forms, call the Information Division at 800/424-9530 or 202/694-1100 or visit the FEC's web site at www.fec.gov.

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 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 quarter of the calendar year, or $25,000 in contributions or expenditures in the first half of the calendar year.

Contact the FEC for more information on filing electronically.

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

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

When to File

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

- Quarterly reports must be filed no later than April 15, July 15, October 15 and January 31 of the following calendar year. Each such report must disclose all transactions from the last report filed through the last day of the calendar quarter. A quarterly report is not required to be filed if a Pre-Election Report is required to be filed during the period beginning on the 5th day and ending on the 15th day after the close of the calendar quarter.
- A 12-Day Pre-Election Report must be filed no later than the 12th day before any primary or general election in which the candidate seeks election and must include all transactions from the closing date of the last report filed through the 20th day before the election. A 12-Day Pre-Election Report sent by certified or registered mail must be mailed no later than the 15th day before the election.
- A 30-Day Post-General Election Report must be filed no later than 30 days after the general election and include transactions from the closing date of the last report filed through the 20th day after the general election.

In any other calendar year, 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 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. Mail addressed to the Secretary of the Senate should read: "Office of Public Records, P.O. Box 77578, Washington, DC 20013-7578." Other authorized committees of the candidate must file with the principal campaign committee.

A copy of each report filed by the principal campaign committee must be filed with the Secretary of State (or appropriate State officer) of the State in which nomination or election is sought. 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).

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

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. Enter the complete name and mailing address of your committee.

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).

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.

INSTRUCTIONS FOR DETAILED SUMMARY PAGE (FEC FORM 3, PAGES 3 – 4)

An authorized committee must report the total amount of receipts and disbursements during the reporting period and during the election cycle for each category of receipts and disbursements on pages 3 and 4 (Detailed Summary Page) of FEC FORM 3. The committee's full name and the coverage dates for the report must be entered in the appropriate blocks. If there are no receipts or disbursements for a particular category for a reporting period or election cycle enter "0."

To derive the "election cycle-to-date" figure for each category, the political committee should add the "election cycle-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 an election cycle, the "election cycle-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 election cycle 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, the date and amount of each contribution aggregating in excess of $200, the aggregate election cycle-to-date total and whether the contribution is for a primary general or other election.

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

LINE 11(a)(iii). Add Lines 11(a)(i) and 11(a)(ii) to derive the figure for Column A. For the Column B figure, see above instructions for how to calculate the election cycle-to-date figure.

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

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

LINE 11(d). Enter the total amount of contributions (other than loans) from the candidate on Line 11(d). If the candidate makes one or more contributions during the election cycle aggregating in excess of $200, the committee must provide on Schedule A the identification (full name, mailing address, occupation and name of employer), the date and amount of each contribution aggregating in excess of $200, and the aggregate year-to-date totals. If the contribution is derived from funds that were loaned to the candidate from a lending institution, or from an advance from the candidate's brokerage account, credit card or line of credit, report the loan to the candidate on Schedule C-1.

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

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

LINE 13(a). Enter the total amount of loans from the candidate (including any loans to the committee guaranteed by the candidate) to the committee on Line 13(a). This category includes loans made by the candidate from personal funds and loans from the candidate (including any loans guaranteed by the candidate) to the committee derived from a bank loan to the candidate or from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit which are used for the purpose of influencing the candidate's election for federal office. All loans from the candidate (including any loans guaranteed by the candidate) to the committee must be itemized on Schedule A, regardless of the amount. For each loan, provide the candidate's identification (full name, mailing address, occupation and name of employer), the date and amount of the loan and the aggregate election cycle-to-date total (see also instructions for Schedule C).

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

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

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

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

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

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

LINE 19(a). Enter the total amount of loan repayments of loans from the candidate to his or her authorized committee (including any loans to the committee guaranteed by the candidate) on Line 19(a), including loans derived from a bank loan to the candidate or from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other lines of credit. All loan repayments must be itemized on Schedule B, regardless of the amount. For each person who receives a loan repayment, provide the full name, mailing address, date and amount, and state that the purpose of the disbursement is a "loan repayment" (see also instructions for Schedule C).

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

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

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

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

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

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

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

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

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

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

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

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

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

Special Instructions for Last Report Filed for Your Election Cycle

For this report ONLY, principal campaign committees must fill out Parts I and II on pages 5 – 8, (Post-Election Detailed Summary Page) in lieu of filling out pages 3 and 4 (Detailed Summary Page). Note: Committees must also fill out Parts III and IV of page 8 (Post-Election Detailed Summary Page) in lieu of filling out Lines 6 and 7 of page 2 (Summary Page). This requirement applies to the Post-General report filed by general election candidates or to the Year-End Report filed by all other candidates in that election cycle.

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, enter the FEC identification number of the committee making the contribution. (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 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").

Check the 'Memo' box for informational entries that do not affect the committee's cash on hand (e.g., contributor attribution, conduit information, ultimate payee information, etc.)

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 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 redesignates or reattributes the excessive contribution, the committee must 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 any such contributions were 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 In-Kind. Contributions in-kind (i.e., goods and services provided to a political committee) are treated as any other contribution and must be reported and itemized under the appropriate category of receipts. For example, a contribution in-kind from an individual must be itemized on Schedule A and reported under the category for "Contributions From Individuals/Persons Other Than Political Committees." The value of each contribution in-kind must be entered in the "Amount of Each Receipt This Period" column. The amount or value of the contribution in-kind is the difference between the usual and normal charge for the goods or services at the time of the contribution and the amount charged the political committee. The "aggregate election cycle-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 expenditures (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 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.

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, the date the earmarked contribution was received from the conduit by the recipient committee, 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 subtract the amount of the check from the total for that category. If the original receipt of the check was previously 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 previously reported, the refund should be reported as a negative entry on Schedule B on the current report, and the amount of the contribution refund subtracted from the disbursement totals on the line of the Detailed Summary Page that it was previously 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 on the current report. 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 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 and in part for influencing the candidate's election for federal office, only the latter part must be reported.

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

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

Check the 'Memo' box for informational entries that do not affect the committee's cash on hand (e.g., contributor attribution, conduit information, ultimate payee information, etc.)

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 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. If disclosing a contribution to a federal political committee, enter the FEC identification number of the committee receiving the contribution. (This number is readily available from the Commission's Website.)

For each contribution to a federal candidate or authorized committee, indicate in the election check-off box the election for which the contribution was made. Contributions to a candidate or authorized committee which are not designated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election. In the event the contribution was made for an election prior to the current election cycle, the "Other" box must be checked and the type of election specified (e.g., "General 2016," "Primary 2016"). 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.).

INSTRUCTIONS FOR SCHEDULE C, LOANS (FEC FORM 3)

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. Report each loan separately until extinguished.

Loans Owed By the Committee

Itemize each loan received by the committee on Schedule A for the appropriate line of the Detailed Summary Page, and also disclose it on Schedule C (see also instructions for Schedule A for itemizing loans received by the committee) and Schedule C-1 (if applicable). 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) 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).

Enter certain additional information 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) whether the loan is from the personal funds of the candidate; (4) 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); (5) the actual rate of interest charged on each loan (if the loan does not bear an interest rate, enter "0" on the appropriate line); and (6) check the box if the loan has been secured.

In instances where the loan has endorsers or guarantors, supply the following information: (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.

In instances where the loan is derived from either a bank loan to the candidate or from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, report the candidate as the source of the loan on Schedule C. In addition to reporting the terms of the loan in the appropriate boxes, disclose the type/source of loan the candidate received (i.e., bank loan, brokerage account, credit card, home equity line of credit, other line of credit, or personal funds of the candidate) in the first box for endorsers and guarantors with a notation for loan type or in the box for "Loan Source" after the candidate's name. If the source of the loan is the candidate's personal funds, check the "Personal Funds of the Candidate" box on Schedule C.

Continue to report loans owed BY the committee 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, report this 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. Enter the total amount of loans owed BY the committee at the close of the reporting period on the line for "Total This Period" on the bottom of the last page and transfer the total 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

A loan made by the committee must be itemized on Schedule B and must also be disclosed on Schedule C. For each loan owed TO the committee at the close of the reporting period, 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 to another 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 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 "0" on the appropriate line); and (4) check the box if the loan has been secured. Continue to report loans owed TO the committee on each subsequent report until repaid. When a payment is received to reduce or extinguish a loan owed TO the committee, itemize the payment on Schedule A, report on the appropriate line of the Detailed Summary Page, and include in the "Cumulative Payment to Date" column on Schedule C. If any extension of repayment is granted or made, report this on the first report after the extension is made.

Enter the total amount of loans owed TO the committee at the close of the reporting period 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 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 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. When a candidate obtains a loan that is then loaned to the campaign to influence the candidate's election to federal office, the information the principal campaign committee must disclose depends on the source of the money being loaned. If the candidate obtains a bank loan or a loan of money derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, only the candidate needs to be listed as the source of the loan on Schedule C. The type of loan the candidate receives (i.e., bank loan, brokerage account, credit card, home equity line of credit, other line of credit, personal funds of the candidate) must also be disclosed in either the first box for endorsers and guarantors with a notation for loan type or in the box for "Loan Source" after the candidate's name. The terms of the loan between the candidate and the committee (not the terms between the candidate and lending institution) must be reported in the appropriate boxes along with information regarding the endorsers and guarantors. If the candidate obtains a loan from another person, list the other person as the original source of the loan and the candidate as the intermediary. Loans obtained by an individual prior to becoming a candidate that are subsequently used to influence the candidate's election to Federal office must be reported as an outstanding loan owed to the candidate by the principal campaign committee, if the loan is outstanding at the time an 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.

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 for the appropriate line and included in the "Cumulative Payment to Date" column on Schedule C. 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. For candidate loans, the candidate's authorized committee may repay the loan directly to the candidate or to the original lender. The amount of repayment must not exceed the amount of the principal used for the purpose of influencing the candidate's election for Federal office and interest that has accrued on that principal. When repayments are made to the candidate for candidate loans, the committee is not required to report the repayments made by the candidate to the lending institution.

INSTRUCTIONS FOR SCHEDULE C-1, LOANS AND LINES OF CREDIT FROM LENDING INSTITUTIONS (FEC FORM 3)

Background:

1. FEC Regulations on Loans from Lending Institutions to the Committee

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 100.82, 100.83, 100.142 and 100.143, a loan "made in accordance with applicable banking laws" and "in the ordinary course of business" is not considered a contribution or an expenditure 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.

2. FEC Regulations on Loans Used for Loans or Contributions from the Candidate to the Committee

Schedule C-1 also seeks information when a candidate obtains a bank loan or a loan derived from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit available to the candidate, including an overdraft made on a personal checking or savings account of the candidate and that loan is used for the purpose of influencing the candidate's election for Federal office. The loan must be made in accordance with applicable law and under commercially reasonable terms, and the person making the loan to the candidate must make loans in the normal course of business.

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 when the candidate obtains a bank loan or loan of money derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit and the borrowed funds are used for the purpose of influencing the candidate's election for Federal office. 11 CFR 104.3(d)(1). (See Schedule C instructions on Candidate Loans.)

When to File Schedule C-1

A Schedule C-1 must be filed for each loan and each line of credit obtained from either a lending institution or from the candidate, when the loan is derived from a bank loan or from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit. 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 that is used for the purpose of influencing the candidate's election for federal office, 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. All loans to a committee 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. For loans from the candidate that are obtained from a bank or derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, the lending institution's full name and address should be provided, rather than that of the candidate.

Loan Amount. For loans or lines of credit made to the committee directly from a lending institution, 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). If a candidate obtains a loan from a bank or derived from an advance on a brokerage account, credit card, home equity line of credit or other line of credit and contributes or loans some or all of that amount to the committee for the purpose of influencing the candidate's election for Federal office, report here only the amount used for the purpose of influencing the candidate's election for Federal office. For loans derived from a draw on the candidate's line of credit the committee need only report the amount of the draw in this section, and not the entire amount of the line of credit.

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). For loans from the candidate that are obtained from a bank or derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, provide the interest rate for the loan from the lending institution to the candidate, not the interest rate for the loan from the candidate to the committee.

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). For loaus from the candidate that are obtained from a bank or derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, provide the date incurred or established for the loan from the lending institution to the candidate, not the date incurred or established for the loan from the candidate to the committee.

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). The due date is not required for a loan of money from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit and such loans are used in the candidate's campaign.

A. Restructured Loans. Check yes if the loan or line of credit has been restructured to 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). This information is not required for loans derived from the candidate's home equity line of credit or other line of credit and used for the purpose of influencing the candidate's election for Federal office.

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 100.82(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 100.82(e)(2)(iii) and 100.142(e)(2)(iii).) Provide the full name and address of the depository institution where the account was 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. The treasurer's signature and date are not required for bank loans obtained by the candidate or a loan of money from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit.

H. Copy of Loan Agreement. Attach a copy of the signed agreement. 11 CFR 104.3(d)(2). A copy of the loan agreement is not required for bank loans obtained by the candidate or a loan of money from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit.

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. Lender certification is not required for bank loans obtained by the candidate or a loan of money from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit.

INSTRUCTIONS FOR SCHEDULE D, DEBTS AND OBLIGATIONS (FEC FORM 3)

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

DO NOT combine debts and obligations owed to the committee with those owed by the committee on the same Schedule D. Instead, use a separate Schedule D.

Debts and Obligations Owed by the Committee (Other Than Loans)

For debts and obligations owed BY the reporting committee at the close of the reporting period and which are required to be disclosed, the committee must report the full name and mailing address of each creditor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period (including any finance charges), the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period and the nature or purpose of the debt and obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing).

A written contract (including a media contract), promise, or agreement to make an expenditure which has not been paid for by the committee is an expenditure as of the date the contract, promise or obligation is made and is subject to the reporting requirements. Accounts payable and written contracts, promises, or agreements to make expenditures, in amounts of $500 or less, need not be disclosed until outstanding for sixty days or more. 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.

Debts and obligations owed BY the committee must continue to be reported on each subsequent report until extinguished or settled in a manner permitted by Federal Election Commission regulations (see 11 CFR Part 116 for settlement of corporate debts). When a payment is made to reduce or extinguish an obligation 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 "Payment This Period" column on Schedule D. If a debt or obligation is settled for less than the reported amount or value, 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 debt owed BY a political committee which is forgiven or settled for less than the amount owed is a contribution unless the debt is forgiven or settled in accordance with 11 CFR Part 116. The extension of credit by any person for a length of time beyond normal business or trade practice is a contribution, unless the creditor has made a commercially reasonable attempt to collect the debt. The total amount of debts and obligations owed BY the committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed BY the committee from Schedule C. The total amount of debts and obligations owed BY the committee (including loans) must be carried forward to the Summary Page.

Debts and Obligations Owed to the Committee (Other Than Loans)

For each debt and obligation owed TO the committee at the close of the reporting period, the committee must report: the full name and mailing address of each debtor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period, the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period and the nature or purpose of the debt or obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing). Written contracts or agreements (such as signed pledge cards), or oral promises to make contributions are not required to be reported.

Debts and obligations owed TO the committee must continue to be reported on each subsequent report until extinguished. When a payment is received to reduce or extinguish a debt or obligation 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 "Payment This Period" column on Schedule D. The total amount of debts and obligations owed TO the committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed TO the committee from Schedule C. The total amount of debts and obligations owed TO the committee (including loans) must be carried forward to the Summary Page.

INSTRUCTIONS FOR CONSOLIDATION REPORT OF RECEIPTS AND DISBURSEMENTS (FEC FORM 3Z)

A principal campaign committee that is the only authorized committee of a candidate does not need to file FEC Form 3Z.

If a candidate has a principal campaign committee and one or more other authorized political committees, the principal campaign committee must submit a "Consolidation Report" (Form 3Z) with its Form 3, showing the consolidated activity for all authorized committees of the candidate. Form 3Z must include a separate page for each authorized committee of the candidate, including the principal campaign committee, and must show a total of each committee's activity by Form 3 line number (Form 3Z, Part 1). Form 3Z must also include a "Consolidated Totals for All Authorized Committees" page providing a sum of the activity for all committees authorized by the candidate.

The lines referenced in the "Line Description" field correspond to the numbered lines on the Summary Page of Receipts and Disbursements (FEC Form 3, page 2) and Column A of the Detailed Summary Page of Receipts and Disbursements (FEC Form 3, pages 3-4). Note: For the last report filed during an election cycle, the committee should use pages 5-8 of the Post-Election Detailed Summary Page instead of pages 3-4 of the Detailed Summary Page. See special instructions below.

Report Totals for Each Authorized Committee (Part 1)

The principal campaign committee must complete a separate page of Form 3Z (Part 1) for each committee authorized by the candidate (including the principal campaign committee).

Part 1 for the Principal Campaign Committee: Enter the name of the principal campaign committee and the coverage dates for the report in the appropriate blocks at the top of the page. Enter the name of the principal campaign committee in the "Name of Committee Authorized by Candidate" block. Transfer the amount from each line of the Summary Page and each Column A line of the Detailed Summary Page of the principal campaign committee's Form 3 to the appropriate line of the Consolidation Report.

Part 1 for Each Additional Committee Authorized by the Candidate: Fill out a separate page of Form 3Z (Part 1) for each authorized committee of the candidate. For each authorized committee other than the principal campaign committee, enter the name of the principal campaign committee and the coverage dates for the report in the appropriate blocks at the top of the page, and then enter the authorized committee's name in the "Name of Committee Authorized by Candidate" box. Transfer the amount from each line of the Summary Page and each Column A line of the Detailed Summary Page of that additional authorized committee's Form 3 to the appropriate line of the Consolidation Report.

Consolidate the Totals for All Authorized Committees (Part 2)

Part 2: Consolidated Totals for All Authorized Committees: Enter the name of the principal campaign committee and the coverage dates for the report in the appropriate blocks at the top of the "Consolidated Totals for All Authorized Committees" page of Form 3Z. For each line, sum the amounts provided for that line number from Part 1 of Form 3Z for each authorized committee's totals, and disclose the grand total.

Special instructions for last report filed during the election cycle.

For this report only, transfer the line totals from pages 5-8 of the Post-Election Detailed Summary Page. For Lines 6(c) and 7(c), transfer the amounts from Section III and IV on page 8 (Post-Election Detailed Summary Page). For Lines 9 and 10, transfer the amounts from Lines 9 and 10 on page 2 (Summary Page). For Lines 11-22, transfer totals from Column A, pages 5-8 (Post-Election Detailed Summary Page). For Lines 23 and 27, there is no Column A and the amounts are transferred from Lines 23 and 27 in Section V on page 8 (Post-Election Detailed Summary Page.

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FEC FORM 3P

REPORT OF RECEIPTS AND DISBURSEMENTS

BY AN AUTHORIZED COMMITTEE OF A CANDIDATE FOR THE OFFICE OF PRESIDENT OR VICE PRESIDENT

Office Use Only

1. **NAME OF COMMITTEE** (in full, type or print)

Example: If typing, type over the lines. 12FE4M5

ADDRESS (number and street)

Check if different than previously reported. (ACC)

CITY STATE ZIP CODE

2. **FEC IDENTIFICATION NUMBER** ▶ C

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

Check here if this is a Termination Report (TER)

Quarterly Reports:

- April 15 (Q1)
- July 15 (Q2)
- October 15 (Q3)
- January 31 Year-End Report (YE)

Monthly Reports:

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

12-Day Pre-Election Report for the Election on M M / D D / Y Y Y Y in the State of

30-Day Post-Election Report for the General Election on M M / D D / Y Y Y Y

4. **IS THIS REPORT AND AMENDMENT?** yes no

5. **COVERING PERIOD** M M / D D / Y Y Y Y **THROUGH** M M / D D / Y Y Y Y

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

Type or Print Name of Treasurer ____________________

Signature of Treasurer ____________________ Date M M / D D / Y Y Y Y

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 52 U.S.C. §30109.
All previous versions of this form are obsolete and should no longer be used.

Office Use Only							

Write or Type Committee Name

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

SUMMARY

6. CASH ON HAND AT BEGINNING OF REPORTING PERIOD
7. TOTAL RECEIPTS THIS PERIOD (From Line 22, Column A, Page 3)
8. SUBTOTAL (Lines 6 and 7)
9. TOTAL DISBURSEMENTS THIS PERIOD (From Line 30, Column A, Page 4)
10. CASH ON HAND AT CLOSE OF THE REPORTING PERIOD (Subtract Line 9 from 8)
11. DEBTS AND OBLIGATIONS OWED TO THE COMMITTEE (Itemize All on Schedule C-P or Schedule D-P)
12. DEBTS AND OBLIGATIONS OWED BY THE COMMITTEE (Itemize All on Schedule C-P or Schedule D-P)
13. EXPENDITURES SUBJECT TO LIMITATION (Use the worksheet on Page 8 to calculate this amount.)

NET ELECTION CYCLE-TO-DATE CONTRIBUTIONS AND EXPENDITURES

14. NET CONTRIBUTIONS (Other than Loans) (Subtract Line 28d, Column B on Page 4 from 17e, Column B on Page 3)
15. NET OPERATING EXPENDITURES (Subtract Line 20a, Column B on Page 3 from 23, Column B on Page 4)

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DETAILED SUMMARY PAGE
of Receipts

NAME OF COMMITEE (in Full)

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

I. RECEIPTS	COLUMN A Total This Period	COLUMN B Election Cycle-to-Date
16. FEDERAL FUNDS (Itemize on Schedule A-P)		
17. CONTRIBUTIONS (other than loans) FROM:		
(a) Individuals/Persons Other Than Political Committees		
(i) itemized		
(ii) unitemized		
(iii) Total contributions		
(b) Political Party Committees		
(c) Other Political Committees		
(d) The Candidate		
(e) TOTAL CONTRIBUTIONS (other than loans) (Add 17(a), 17(b), 17(c) and 17(d))		
18. TRANSFERS FROM OTHER AUTHORIZED COMMITTEES		
19. LOANS RECEIVED:		
(a) Loans Received From or Guaranteed by Candidate		
(b) Other Loans		
(c) TOTAL LOANS (Add 19(a) and 19(b)		
20. OFFSETS TO EXPENDITURES (Refunds, Rebates, etc.):		
(a) Operating		
(b) Fundraising		
(c) Legal and Accounting		
(d) TOTAL OFFSETS TO EXPENDITURES (Add 20(a), 20(b) and 20(c))		
21. OTHER RECEIPTS (Dividends, Interest, etc.)		
22. TOTAL RECEIPTS (Add 16, 17(e), 18, 19(c), 20(d) and 21)		

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FEC **Form 3P** (Rev. 05/2016)

DETAILED SUMMARY PAGE
of Disbursements and Contributed Items

NAME OF COMMITEE (in Full)

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

II. DISBURSEMENTS	COLUMN A Total This Period	COLUMN B Election Cycle-to-Date
23. OPERATING EXPENDITURES		
24. TRANSFERS TO OTHER AUTHORIZED COMMITTEES		
25. FUNDRAISING DISBURSEMENTS		
26. EXEMPT LEGAL AND ACCOUNTING DISBURSEMENTS		
27. LOAN REPAYMENTS MADE:		
(a) Repayments of Loans made or Guaranteed by Candidate		
(b) Other Repayments		
(c) TOTAL LOAN REPAYMENTS MADE (Add 27(a) and 27(b))		
28. REFUNDS OF CONTRIBUTIONS TO:		
(a) Individuals/Persons Other Than Political Committees		
(b) Political Party Committees		
(c) Other Political Committees		
(d) TOTAL CONTRIBUTION REFUNDS (Add 28(a), 28(b) and 28(c))		
29. OTHER DISBURSEMENTS		
30. TOTAL DISBURSEMENTS (Add 23, 24, 25, 26, 27(c), 28(d) and 29)		

III. CONTRIBUTED ITEMS (Stock, Art Objects, Etc.)

31. ITEMS ON HAND TO BE LIQUIDATED (Attach List)		

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FEC **Form 3P** (Rev. 05/2016)
Federal Election Commission
999 E Street, N.W.
Washington, D.C. 20463

ALLOCATION OF PRIMARY EXPENDITURES BY STATE FOR A PRESIDENTIAL CANDIDATE

(Used Only by Primary Committees Receiving or Expecting To Receive Federal Funds)

1. **NAME OF COMMITTEE** (in full, type or print)

2. **FEC IDENTIFICATION NUMBER** C

ADDRESS (number and street)

CITY STATE ZIP CODE

3. **NAME OF CANDIDATE**

ALLOCATION BY STATE

STATE	*ALLOCATION This Period*	*TOTAL ALLOCATION To Date*
Alabama		
Alaska		
Arizona		
Arkansas		
California		
Colorado		
Connecticut		
Delaware		
District of Columbia		
Florida		
Georgia		
Hawaii		
Idaho		
Illinois		

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STATE	ALLOCATION This Period	TOTAL ALLOCATION To Date
Indiana	, , .	, , .
Iowa	, , .	, , .
Kansas	, , .	, , .
Kentucky	, , .	, , .
Louisiana	, , .	, , .
Maine	, , .	, , .
Maryland	, , .	, , .
Massachusetts	, , .	, , .
Michigan	, , .	, , .
Minnesota	, , .	, , .
Mississippi	, , .	, , .
Missouri	, , .	, , .
Montana	, , .	, , .
Nebraska	, , .	, , .
Nevada	, , .	, , .
New Hampshire	, , .	, , .
New Jersey	, , .	, , .
New Mexico	, , .	, , .
New York	, , .	, , .
North Carolina	, , .	, , .
North Dakota	, , .	, , .
Ohio	, , .	, , .
Oklahoma	, , .	, , .
Oregon	, , .	, , .
Pennsylvania	, , .	, , .

STATE	ALLOCATION This Period	TOTAL ALLOCATION To Date
Rhode Island		
South Carolina		
South Dakota		
Tennessee		
Texas		
Utah		
Vermont		
Virginia		
Washington		
West Virginia		
Wisconsin		
Wyoming		
Puerto Rico		
Guam		
Virgin Islands		
TOTALS		

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EXPENDITURES SUBJECT TO LIMITATION

NAME OF COMMITEE (in Full)

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

A. OPERATING EXPENDITURES
(Line 23, Column B)

B. OPERATING OFFSETS
(Line 20a, Column B)

C. NET OPERATING EXPENDITURES (for the election cycle)
(Subtract Line B from A)

D. FUNDRAISING DISBURSEMENTS
(Line 25, Column B)

E. OFFSETS TO FUNDRAISING DISBURSEMENTS
(Line 20b, Column B)

F. NET FUNDRAISING DISBURSEMENTS (for the election cycle)
(Subtract Line E from D)

G. 20% EXEMPTION
(20% of Overall Expenditure Limit)

H. TOTAL FUNDRAISING DISBURSEMENTS SUBJECT TO LIMIT
(Subtract Line G from F)

I. TOTAL EXPENDITURES SUBJECT TO LIMITATION
(Add Lines C and H)

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SCHEDULE A-P
ITEMIZED RECEIPTS

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

FOR LINE NUMBER: (check only one)

☐ 16 ☐ 17a ☐ 17b ☐ 17c ☐ 17d ☐ 18
☐ 19a ☐ 19b ☐ 20a ☐ 20b ☐ 20c ☐ 21

PAGE OF

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

NAME OF COMMITTEE (In Full)

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

Mailing Address

City | State | Zip Code

FEC ID number of contributing federal political committee. C

Name of Employer | Occupation

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

Election Cycle-to-Date ▼

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

☐ Memo Item

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

Mailing Address

City | State | Zip Code

FEC ID number of contributing federal political committee. C

Name of Employer | Occupation

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

Election Cycle-to-Date ▼

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

☐ Memo Item

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

Mailing Address

City | State | Zip Code

FEC ID number of contributing federal political committee. C

Name of Employer | Occupation

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

Election Cycle-to-Date ▼

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

☐ Memo Item

Subtotal Of Receipts This Page (optional).. ▶

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

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SCHEDULE B–P
ITEMIZED DISBURSEMENTS

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

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

PAGE OF

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

NAME OF COMMITTEE (In Full)

A.
Full Name (Last, First, Middle Initial)
Mailing Address
City | State | Zip Code
Purpose of Disbursement
Candidate Name
Category/ Type
Office Sought: ☐ House ☐ Senate ☐ President
State: District:
Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼
Date of Disbursement
M M / D D / Y Y Y Y
FEC Identification Number
C
Amount of Each Disbursement this Period
☐ Memo Item

B.
Full Name (Last, First, Middle Initial)
Mailing Address
City | State | Zip Code
Purpose of Disbursement
Candidate Name
Category/ Type
Office Sought: ☐ House ☐ Senate ☐ President
State: District:
Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼
Date of Disbursement
M M / D D / Y Y Y Y
FEC Identification Number
C
Amount of Each Disbursement this Period
☐ Memo Item

C.
Full Name (Last, First, Middle Initial)
Mailing Address
City | State | Zip Code
Purpose of Disbursement
Candidate Name
Category/ Type
Office Sought: ☐ House ☐ Senate ☐ President
State: District:
Disbursement For: ☐ Primary ☐ General ☐ Other (specify) ▼
Date of Disbursement
M M / D D / Y Y Y Y
FEC Identification Number
C
Amount of Each Disbursement this Period
☐ Memo Item

Subtotal Of Receipts This Page (optional)..▶

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

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SCHEDULE C–P LOANS

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

PAGE OF

FOR LINE NUMBER: (check only one) ☐ 19a ☐ 19b

NAME OF COMMITTEE (In Full)

LOAN SOURCE Full Name (Last, First, Middle Initial) ☐ Memo Item

Mailing Address

City	State	Zip Code

Election:
☐ Primary
☐ General
☐ Other (specify) ▼

☐ Personal Funds of the Candidate

Original Amount of Loan	Cumulative Payment To Date	Balance Outstanding at Close of This Period

TERMS

Date Incurred M M / D D / Y Y Y Y

Date Due M M / D D / Y Y Y Y

Interest Rate (if none, enter 0) % (apr)

Secured: ☐ Yes ☐ No

List All Endorsers or Guarantors (if any) to Loan Source

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

Mailing Address

City	State	ZIP Code

Name of Employer

Occupation

Amount Guaranteed Outstanding:

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

Mailing Address

City	State	ZIP Code

Name of Employer

Occupation

Amount Guaranteed Outstanding:

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

Mailing Address

City	State	ZIP Code

Name of Employer

Occupation

Amount Guaranteed Outstanding:

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

Mailing Address

City	State	ZIP Code

Name of Employer

Occupation

Amount Guaranteed Outstanding:

Subtotal Of Receipts This Page (optional).. ▶

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

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

Schedule C-P-1
Federal Election Commission
999 E Street, N.W.
Washington, D.C. 20463

LOANS AND LINES OF CREDIT FROM LENDING INSTITUTIONS

Supplementary for Information found on Page___ of Schedule C-P

NAME OF COMMITTEE (in full, type or print)

FEC IDENTIFICATION NUMBER C

FULL NAME, MAILING ADDRESS AND ZIP CODE OF LENDING INSTITUTION (LENDER)

CITY STATE ZIP CODE

AMOUNT OF LOAN

INTEREST RATE (APR) %

DATE INCURRED OR ESTABLISHED M M / D D / Y Y Y Y

DATE DUE M M / D D / Y Y Y Y

A. Has loan been restructured? No Yes If yes, date orignially incurred: M M / D D / Y Y Y Y

B. If line of credit:

Amount of this draw

Total outstanding balance

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

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

If yes, specify:

What is the value of this collateral:

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

E. Are any future contributions or future receipts of interest income, or future receipts of public financing pledged as collateral for this loan? No Yes

If yes, specify:

What is the estimated value?

A depository account must be established pursuant to 11 CFR 100.7(b)(11)(i)(B) and 100.8(b)(12)(i)(B). Date account established: M M / D D / Y Y Y Y

Location of account:

CITY STATE ZIP CODE

Date debtor authorized the Secretary of the U.S. Treasury to make direct deposits of public financing payments to the depository account: M M / D D / Y Y Y Y

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

G. Type or Print Name of Committee Treasurer

Signature of Treasurer ______________________ Date M M / D D / Y Y Y Y

H. Attach a signed copy of the loan agreement.

I. TO BE SIGNED BY THE LENDING INSTITUTION:

1. To the best of this institution's knowledge, the terms of the loan and other information regarding the extension of the loan are accurate as stated above.
2. The loan was made on terms and conditions (including interest rate) no more favorable at the time that those imposed for similar extensions of credit to other borrowers of comparable credit worthiness.
3. This institution is aware of the requirement that a loan must be made on a basis which assures repayment, and has complied with the requirements set forth in 11 CFR 100.7(b)(11) and 100.8(b)(12) in making this loan.

Type or Print Name of Authorized Representative

Title

Signature of Treasurer

Date

______________________ M M / D D / Y Y Y Y

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SCHEDULE D–P
DEBTS AND OBLIGATIONS (Excluding Loans)

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

PAGE OF

FOR LINE NUMBER: (check only one) ☐ 11 ☐ 12

NAME OF COMMITTEE (In Full)

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

Nature of Debt (Purpose):

Mailing Address

City | State | Zip Code

Outstanding Balance Beginning This Period

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

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

Nature of Debt (Purpose):

Mailing Address

City | State | Zip Code

Outstanding Balance Beginning This Period

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

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

Nature of Debt (Purpose):

Mailing Address

City | State | Zip Code

Outstanding Balance Beginning This Period

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

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

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

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

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

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FEC FORM 3Z-P (File with Form 3P)

Report Covering Period from: M M / D D / Y Y Y Y

to: M M / D D / Y Y Y Y

Part 1: CONSOLIDATION REPORT

NAME OF PRINCIPAL CAMPAIGN COMMITTEE

NAME OF COMMITTEE AUTHORIZED BY CANDIDATE
(Use Separate Page for Each Committtee)

LINE DESCRIPTION		LINE DESCRIPTION	
6 Cash on Hand at Beginning of Reporting Period		20(b) Offsets to Fundraising Expenditures	
10 Cash on Hand at Close of Reporting Period		20(c) Offsets to Legal and Accounting Expenditures	
11 Debts and Obligations Owed TO the Committee		20(d) Total Offsets to Expenditures	
12 Debts and Obligations Owed BY the Committee		21 Other Receipts	
13 Expenditures Subject to Limitation		22 Total Receipts	
14 Net Contributions		23 Operating Expenditures	
15 Net Operating Expenditures		24 Transfers to Other Authorized Committees	
16 Federal Funds		25 Fundraising Disbursements	
17(a)(iii) Contributions from Individuals/Persons Other Than Political Committees		26 Exempt Legal and Accounting Disbursements	
17(b) Contributions from Political Party Committees		27(a) Repayments of Loans Made or Guaranteed by Candidate	
17(c) Contributions from Other Political Committees		27(b) Other Loan Repayments	
17(d) Contributions from the Candidate		27(c) Total Loan Repayments Made	
17(e) Total Contributions		28(a) Refunds of Contributions from Individuals/Persons	
18 Transfers from Other Authorized Committees		28(b) Refunds of Contributions from Political Party Committees	
19(a) Loans Received From or Guaranteed by the Candidate		28(c) Refunds of Contributions from Other Political Committees	
19(b) Other Loans		28(d) Total Contributions Refunds	
19(c) Total Loans		29 Other Disbursements	
20(a) Offsets to Operating Expenditures		30 Total Disbursements	
		31 Items on Hand to be Liquidated	

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FEC FORM 3Z-P (File with Form 3P)

Part 2: CONSOLIDATED TOTALS FOR ALL AUTHORIZED COMMITTEES

Report Covering Period from: M M / D D / Y Y Y Y

to: M M / D D / Y Y Y Y

NAME OF PRINCIPAL CAMPAIGN COMMITTEE

For each line, add the amounts for all authorized committees and disclose the total on the appropriate line below.

	LINE DESCRIPTION	
6	Cash on Hand at Beginning of Reporting Period	
10	Cash on Hand at Close of Reporting Period	
11	Debts and Obligations Owed TO the Committee	
12	Debts and Obligations Owed BY the Committee	
13	Expenditures Subject to Limitation	
14	Net Contributions	
15	Net Operating Expenditures	
16	Federal Funds	
17(a) (iii)	Contributions from Individuals/Persons Other Than Political Committees	
17(b)	Contributions from Political Party Committees	
17(c)	Contributions from Other Political Committees	
17(d)	Contributions from the Candidate	
17(e)	Total Contributions	
18	Transfers from Other Authorized Committees	
19(a)	Loans Received From or Guaranteed by the Candidate	
19(b)	Other Loans	
19(c)	Total Loans	
20(a)	Offsets to Operating Expenditures	

	LINE DESCRIPTION	
20(b)	Offsets to Fundraising Expenditures	
20(c)	Offsets to Legal and Accounting Expenditures	
20(d)	Total Offsets to Expenditures	
21	Other Receipts	
22	Total Receipts	
23	Operating Expenditures	
24	Transfers to Other Authorized Committees	
25	Fundraising Disbursements	
26	Exempt Legal and Accounting Disbursements	
27(a)	Repayments of Loans Made or Guaranteed by Candidate	
27(b)	Other Loan Repayments	
27(c)	Total Loan Repayments Made	
28(a)	Refunds of Contributions from Individuals/Persons	
28(b)	Refunds of Contributions from Political Party Committees	
28(c)	Refunds of Contributions from Other Political Committees	
28(d)	Total Contributions Refunds	
29	Other Disbursements	
30	Total Disbursements	
31	Items on Hand to be Liquidated	

FEDERAL ELECTION COMMISSION

Report of Receipts and Disbursements by an Authorized Committee of a Candidate for the Office of President or Vice President (FEC DISCLOSURE FORM 3P)

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

FEC FORM 3P: Pages 1–2, Summary Page

Identifies the committee; discloses the committee's total receipts and disbursements for the reporting period and the aggregate election cycle-to-date.

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

Summarizes receipts and disbursements by type of activity; shows reporting period and aggregate election cycle-to-date totals for each type of activity.

FEC FORM 3P: Pages 5–7, Allocation of Primary Expenditures by State for a Presidential Candidate

Summarizes the allocation of primary expenditures by state; shows reporting period and campaign-to-date totals; to be used only by Presidential candidates receiving federal funds.

FEC FORM 3P: Page 8, Worksheet to Calculate Expenditures Subject to Overall Limitation of 52 U.S.C. § 30116(b)(1)(A)

Provides guidance concerning the calculation of the amount to be reported on Line 13 of FEC FORM 3P, Page 2. This worksheet must be retained to support, in part, the amount reported on Line 13.

FEC FORM 3P: Schedules

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

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

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

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

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

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

Other Forms and Their Uses: The forms listed below are also available. When ordering, please order by form number.

FEC FORM 3P: Page 3, Post-Election Detailed Summary Page

Used for the reporting period that includes the general election, in lieu of the Detailed Summary Page and portions of the Summary Page. Summarizes receipts and disbursements by type of activity; shows reporting period and both current and upcoming election cycle-to-date totals for each type of activity.

FEC FORM 2: Statement of Candidacy

Used by the candidate to designate a Principal Campaign Committee; and, if applicable, to designate other authorized committees to receive and expend funds on his or her behalf.

FEC FORM 1: Statement of Organization

Used by all political committees to register under the federal election law.

FEC Form 6: 48 Hour Notice of Contributions/Loans Received

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

FEC FORM 8: Debt Settlement Plan

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

Illegible and Non-FEC Forms

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

Electronic Filing

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

Computerized Filing

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

Faxing Forms

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

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

INSTRUCTIONS FOR FEC FORM 3P

WHO MUST FILE

All political committees authorized in writing by a candidate for the Office of President or Vice President must file reports of receipts and disbursements on FEC Form 3P, whether or not publicly funded. A political committee that is the authorized committee of candidates for both offices shall also use FEC Form 3P.

NOTE: Committees must file reports in an electronic format if they have 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 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 receipts or expenditures is considered to have reason to expect it will exceed the electronic filing threshold if it exceeds $12,500 in contributions or expenditures during the first calendar quarter of the calendar year, or $25,000 in contributions or expenditures in the first half of the calendar year.

Contact the FEC for more information on filing electronically.

WHEN TO FILE

Election Year

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

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

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

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

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

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

Non-Election Year

During a non-election year the treasurer shall file either monthly or quarterly reports. To change its filing schedule, the committee must first notify the Commission in writing.

Timely Filing

A document is timely filed upon delivery to the appropriate office (see "Where to File") by the close of the prescribed filing date or upon deposit as registered or certified mail in an established U.S. Post Office and postmarked no later than midnight of the day the report is due, except that a Pre-Election Report so mailed must be postmarked no later than midnight of the 15th day before the date of the election. (The same is true for priority or express mail with delivery confirmation or an overnight mail service that offers on-line tracking.) 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 considered timely filed.

WHERE TO FILE

All reports and any amendments to reports must be filed in original form with the Federal Election Commission, 999 E Street, N.W., Washington, D.C. 20463. Principal campaign committees of Presidential candidates making expenditures in states that have qualified for the Commission's state filing waiver program are not required to file copies of their reports and statements with those states. All states and most territories have qualified for a filing waiver. A complete list of qualified states and territories is available from the Federal Election Commission.

TREASURER'S RESPONSIBILITY

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

ELECTION CYCLE REPORTING

Authorized committees must report receipts and disbursements on an election-cycle basis. The election cycle for disclosure purposes begins the day after the previous general election for a seat or office, and ends on the day of the next general election for that seat or office. See 11 CFR 100.3(b).

REPORT PREPARATION

- The reporting schedules should be filled out first so that the totals can be derived for each category.
- The total figures should be carried forward to the Detailed Summary Page and then (where appropriate) from the Detailed Summary Page to the Summary Page.
- The Detailed Summary Page should be filled out before completing the Summary Page.
- Reports prepared by other political committees authorized by the candidate are required to be filed along with the reports of the principal campaign committee.

LINE BY LINE INSTRUCTIONS FOR SUMMARY PAGE

LINE 1. Print or type the complete name and mailing address of your committee.

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

LINE 3. Check the appropriate box for "Type of Report"

LINE 4. Indicate whether the report is an amendment.

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

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

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

LINE 9. Transfer the amount from Page 4, Column A of Line 30 to Line 9.

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

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

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

LINE 13. Transfer the total amount of expenditures subject to limitation from Worksheet item I.

LINE 14. Subtract the aggregate election cycle-to-date total of contribution refunds (Page 4, Line 28d, Column B), from the aggregate election cycle-to-date total of contributions (Page 3, Form 3P, Line 17e, Column B) to arrive at net contributions on Line 14.

LINE 15. Subtract the aggregate election cycle-to-date total of offsets to expenditures for operating expenses (Page 3, Line 20(a), Column B), from the aggregate election cycle-to-date total of operating expenditures (Page 4, Form 3P, Line 23, Column B).

SPECIAL INSTRUCTIONS FOR REPORT THAT COVERS GENERAL ELECTION DAY

For this report ONLY, principal campaign committees must fill out Parts III and IV on Page 5 (Post-Election Detailed Summary Page) in lieu of filling out Lines 14 and 15 on the Summary Page. This requirement applies to the reporting period that includes the date of the general election.

INSTRUCTIONS FOR FEC FORM 3P, PAGES 3–4

An authorized committee must report the total amount of receipts and disbursements during the reporting period and during the election cycle on FEC Form 3P. FEC Form 3P, pages 3–4 (Detailed Summary of Receipts and Disbursements) is broken down into various categories of receipts and disbursements. Use Schedule A-P or Schedule B-P to list each receipt or disbursement required to be itemized. The total for each category ("Total This Period" from Schedule A-P or Schedule B-P) should then be added to unitemized receipts or disbursements for that category, and entered on the appropriate line of the detailed summary. If there are no receipts or disbursements for a particular category for a reporting period or election cycle, enter "0."

To derive the "election cycle-to-date" figure for each category, the political committee should add the "election cycle-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 election cycle, the "election cycle-to-date" figure is equal to the "Total This Period" figure.

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

LINE 17(a)(i). Enter the total amount of itemized contributions (other than loans) from individuals/persons other than political committees on Line 17(a)(i). Each contribution made by a person who has made one or more contributions during the election cycle aggregating in excess of $200 must be itemized on Schedule A-P. The committee must provide the identification (full name, mailing address, occupation and name of employer) of the person, the date and amount of each contribution aggregating in excess of $200, the aggregate election cycle-to-date total and whether the contribution is for a primary, general or other election.

LINE 17(a)(ii) Enter the total amount of unitemized contributions (other than loans) from individuals/persons other than political committees on Line 17(a)(ii).

LINE 17(a)(iii) For Columns A and B, add Lines 17(a)(i) and 17(a)(ii) to derive figures for Line 17(a)(iii).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SPECIAL INSTRUCTIONS FOR REPORT THAT COVERS GENERAL ELECTION DAY

For this report ONLY, principal campaign committees must complete Pages 3–5 of the Post-Election Detailed Summary Page in lieu of Pages 3 and 4 of the Detailed Summary Page. This requirement applies to the reporting period that includes the date of the general election.

INSTRUCTIONS FOR FEC FORM 3P, PAGE 8

(Used Only by Primary Committees Receiving or Expecting to Receive Federal Matching Funds)

There are five general categories of expenditures that are to be allocated to a campaign in a particular state. The sum of these expenditures are to be reported on the appropriate line for the state for both the reporting period and aggregate total-to-date. Each expenditure, in the categories listed below, shall be allocated to the state it is intended to influence. This is not necessarily the state in which the expenditure was incurred or paid.

For the complete rules on Allocation of Expenditures to States, including the methods for allocating categories of expenditures, please refer to Title 11 of the Code of Federal Regulations, section 106.2.

Media Expenditures

Allocable costs include expenditures for campaign advertising distributed through print media (newspapers, magazines, etc.), radio, television and similar types of advertising broadcasts. Media expenditures that are not allocable to any state need not be reported on this page. Such expenditures include those incurred for advertisements on national networks, national cable or in publications distributed nationwide, expenditures for media production costs and commissions paid in connection with print or broadcast media. (Costs of shipping material to a broadcaster or publisher are not production costs but are considered part of the allocable media air time or space costs.) Expenditures for the cost of media time or space used after the primary election has been held in a particular state are not allocable to that state.

Expenditures for Mass Mailings and Other Campaign Materials

Allocable costs include expenditures for mass mailings of more than 500 pieces to a particular state (fundraising and political mail, newsletters, etc.), and expenditures for the cost of shipping campaign materials (pins, bumper stickers, hats, T-Shirts, handbills, posters, yard signs, etc.). Expenditures for the purchase of the campaign materials described above are not allocable to any state unless they are distributed by mass mail or print media, or are used in the state in which they are produced. Non-allocable expenditures need not be reported on this page.

Overhead Expenses of State Offices and Other Facilities

Allocable expenses include rent, utilities, equipment, furniture, supplies, telephone service base charges, etc. associated with committee offices whose activities are directed at a particular state. In addition, expenses associated with campaign events held in a state are included in allocable overhead. Such expenses include costs associated with the rental of space in which to hold the event, catering, furniture, sound systems, staging, decorations, entertainment, etc. Fifteen percent of overhead costs may be considered exempt compliance costs. See 11 CFR 106.2(b)(2)(iii).

Expenditures for Special Telephone Programs

Special telephone programs include voter registration, get-out-the-vote efforts, fundraising and telemarketing efforts conducted on behalf of the candidate. Expenses associated with a telephone program targeted at a particular state are allocable to that state regardless of the location from which the calls are made. Such expenses include the cost of designing the program, costs of installing or renting telephone lines and equipment, toll charges, personnel costs, consultants' fees, related travel costs, and facilities rental including a pro rata portion of national, regional, or state office space used for such purposes.

Public Opinion Poll Expenditures

Allocable expenses include expenditures incurred for consultants' fees, travel costs and other expenses associated with designing and conducting the poll. Expenditures for conducting a nationwide public opinion poll need not be allocated to any state.

Expenses that are not Allocated

Not included among expenses that are allocable to each state are expenditures for the administration, staff and overhead of the national campaign headquarters. Also not included are salaries of staff working in the state or travel expenses for campaign staff, except as noted in the categories above, and consultants' fees which relate to national campaign strategy.

Fundraising Expenditures

Except for direct mail expenses, 50% of all allocable expenses may be considered exempt fundraising. Direct mail expenses for mailings occurring more than 28 days before a primary election may be considered 100% exempt fundraising. Those occurring within 28 days of a state's primary may be considered 50% fundraising. See 11 CFR 110.8(c)(2).

Allocation This Period and Total Allocation to Date

The column "Allocation this Period" reflects all allocable operating expenditures made by the committee during the reporting period, including any allocable expenditures made by other authorized political committees of the candidate. The column "Total Allocation To Date" is derived by adding the "Total Allocation To Date" from the previous report to "Allocation This Period" to provide total expenditures subject to individual state limits for the campaign.

Expenditures Subject to Limitation (Page 8) (Calculated from FEC Form 3P, pages 3-4. This worksheet must be retained to support, in part, the amount reported on Line 13.)

"Expenditures Subject to Limitation" (Page 8) of FEC Form 3P is for use by a candidate or the principal authorized committee of a candidate, to track expenditures subject to limitation during the primary campaign (52 U.S.C. § 30116(b)(1)(A)). As soon as possible after the beginning of the calendar year, the Commission will publish the adjusted limits to be used during the election cycle. The 20% fundraising exemption will be based on the published overall expenditure limitation.

LINE A. From FEC Form 3P, page 4, enter the election cycle-to-date total for operating expenditures.

LINE B. From FEC Form 3P, page 3, enter the election cycle-to-date total of offsets to operating expenditures.

LINE C. Subtract Line B from Line A.

LINE D. From FEC Form 3P, page 3, enter the election cycle-to-date total for fundraising disbursements.

LINE E. From FEC Form 3P, page 3, enter the election cycle-to-date total for offsets to fundraising disbursements.

LINE F. Subtract Line E from Line D to obtain the net fundraising disbursements for the current election cycle.

LINE G. Enter 20% of the overall expenditure limit as published by the FEC.

LINE H. Subtract Line G from Line F. If the result is less than zero, enter -0-. If greater than zero, enter the amount.

LINE I. Add Line C and Line H to obtain the total of operating expenditures made by the Committee subject to 52 U.S.C. § 30116(b)(1)(A) limitation. The total reflected on Line I "Total Expenditures Subject to Limitation," is carried forward to FEC Form 3P, Page 2, Line 13.

If the candidate has authorized other political committees, the principal campaign committee must first consolidate the receipt and disbursement activity on FEC Form 3P-Z (Consolidated Report of Receipts and Disbursements). "Expenditures Subject to Limitation" (Page 8) of FEC Form 3P is completed using the appropriate column totals from the current election cycle consolidation reports.

INSTRUCTIONS FOR SCHEDULE A-P

Use Schedule A-P to list each receipt required to be itemized. DO NOT combine more than one category of receipts on the same Schedule A-P. Instead, use a separate Schedule A-P for each category of receipts. The line number of the Detailed Summary Page to which each Schedule A-P pertains should be identified in the upper right hand corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block. For each receipt required to be itemized during the reporting period, the political committee must provide the identification of the contributor, date and amount of the receipt, and the aggregate election cycle-to-date total. If disclosing a contribution from a federal political committee, enter the FEC identification number of the committee making the contribution. (This number is readily available from the Commission's Website).

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, 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. Use "self-employed," if applicable.

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 cycle primary or general election, the "Other" block must be checked and the type of election or purpose specified. 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.

Check the 'Memo' box for informational entries that are not counted in the committee's cash on hand (e.g., contributor attribution, conduit information, ultimate payee, etc.)

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

Contributions to a candidate or authorized committee which are not designated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election. See 11 CFR 110.1(b).

Prohibited and Excessive Contributions

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

A contribution which appears to be excessive, either on its face or when aggregated with other contributions from the same person, may be returned or deposited into a campaign depository but not used. If deposited, the contributor may be asked if a joint contribution was intended and, if so, to submit a written reattribution of the contribution signed by each contributor. The contributor may also be asked to redesignate the contribution for a different election if such a contribution would otherwise be permissible. If no redesignation or reattribution is received, the excessive contribution must be refunded within sixty days of its receipt. Both redesignations and reattributions are to be reported as memo entries on the report covering the period in which the committee receives the redesignations or reattributions. Indicate how the contribution(s) was reported initially, followed by the redesignated or reattributed entry(ies). See 11 CFR 104.8 for the reporting of these types of contributions. Committees receiving public funds should also see 11 CFR 9003.3.

Contributions In-Kind

Contributions in-kind (i.e., goods and services provided to a political committee) are treated as any other contribution and must be reported and itemized under the appropriate category of receipts. For example, a contribution in-kind from an individual must be itemized on Schedule A-P and reported under the category for "Contributions From Individuals/Persons Other Than Political Committees." The value of each contribution in-kind must be entered in the "Amount of Each Receipt This Period" column. The amount or value of the contribution in-kind is the difference between the usual and normal charge for the goods or services at the time of the contribution and the amount charged the political committee. The "aggregate election cycle-to-date" total must include the total amount of all contributions that 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-P for the appropriate Line (e.g., Line 23, Operating Expenditures) and included in the total for that line number.

Earmarked Contributions

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

Partnership Contributions

A contribution from a partnership must be itemized if it is in excess of or it aggregates in excess of $200 during the election cycle. If the portion attributed to a single partner exceeds $200 during the election cycle, or exceeds $200 when aggregated with previous contributions from that individual during the election cycle, the required information for that individual's contribution must also be itemized as a memo entry to the partnership contribution. See 11 CFR 110.1(e) and 11 CFR 104.3(a).

Checks Returned Due to Insufficient Funds

If a contributor's check is returned to the political committee due to insufficient funds and the receipt of the check was previously reported, the political committee must report the return under the appropriate category of receipts as a negative entry and thereby net out the amount of the check from the total for that category. If the original receipt of the check was itemized on Schedule A-P, the return of the check must also be itemized as a negative entry on Schedule A-P. If the receipt of the check was not required to be reported, the return of the check should not be reported.

Best Efforts

When the treasurer of a political committee shows that best efforts have been used to obtain, maintain and submit the information required, the committee shall be considered in compliance with the Act. For a detailed explanation of when the Treasurer has exercised "Best Efforts," see section 104.7 of the Commission's regulations (11 CFR 104.7).

INSTRUCTIONS FOR SCHEDULE B-P

GENERAL

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

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

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

For disbursements that are contributions to Federal candidates or authorized committees, the committee must include under "Purpose of Disbursement" the name of the candidate and office sought (including State and congressional district, where applicable) and the aggregate election cycle-to-date total of contributions made to that candidate or committee in the purpose of disbursement box. If disclosing a contribution to a federal political committee, enter the FEC identification number of the committee receiving the contribution. (This number is readily available from the Commission's Website.)

For each contribution to a Federal candidate or authorized committee indicate in the election check-off box the election for which the contribution was made. In the event the contribution was made for an election prior to the current election cycle, the "Other" block must be checked and the type of election specified (e.g., "General 2016," "Primary 2016"). The election check-off boxes provided for each itemized entry on Schedule B-P should not be used when itemizing operating expenditures.

Check the 'Memo' box for informational entries that are not counted in the committee's cash on hand (e.g., contributor attribution, conduit information, ultimate payee, etc.)

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

MISCELLANEOUS

Contributions In-Kind

Contributions in-kind received by the committee which are itemized on Schedule A-P must also be itemized for the appropriate line number on Schedule B-P. In addition, in the "Purpose of Disbursement" box include the notation "Contribution In-Kind," and the nature (e.g., computers, polling, etc.).

Void Checks

Disbursements that are reported and later voided should be adjusted by a negative entry to the appropriate category of disbursement. If the original check was itemized on Schedule B-P, the negative entry reversing the disclosure should also be itemized.

INSTRUCTIONS FOR SCHEDULE C-P, LOANS (FEC FORM 3P)

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-P, 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-P. Instead, use a separate Schedule C-P. Report each loan separately until extinguished.

Loans Owed By the Committee

Itemize each loan received by the committee on Schedule A-P for the appropriate line of the Detailed Summary Page, and also disclose it on Schedule C-P (see also instructions for Schedule A-P for itemizing loans received by the committee) and Schedule C-P-1 (if applicable). 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-P in the appropriate boxes: (1) full name, mailing address and zip code of the creditor; (2) 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).

Enter certain additional information on Schedule C-P 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) whether the loan is from the personal funds of the candidate; (4) 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); (5) the actual rate of interest charged on each loan (if the loan does not bear an interest rate, enter "0" on the appropriate line); and (6) check the box if the loan has been secured.

In instances where the loan has endorsers or guarantors, supply the following information: (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.

In instances where the loan is derived from either a bank loan to the candidate or from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, report the candidate as the source of the loan on Schedule C-P. In addition to reporting the terms of the loan in the appropriate boxes, disclose the type/source of loan the candidate received (i.e., bank loan, brokerage account, credit card, home equity line of credit, other line of credit, or personal funds of the candidate) in the first box for endorsers and guarantors with a notation for loan type or in the box for "Loan Source" after the candidate's name. If the source of the loan is the candidate's personal funds, check the "Personal Funds of the Candidate" box on Schedule C-P.

Continue to report loans owed BY the committee 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-P, reported on the appropriate line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule C-P. If any extension for repayment is granted, report this 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. Enter the total amount of loans owed BY the committee at the close of the reporting period on the line for "Total This Period" on the bottom of the last page and transfer the total to Line 3 of the last page of Schedule D-P. If no debts or obligations are reported on Schedule D-P, carry the outstanding balance forward to the Summary Page.

Loans Owed To the Committee

A loan made by the committee must be itemized on Schedule B-P and must also be disclosed on Schedule C-P. For each loan owed TO the committee at the close of the reporting period, report certain basic information on Schedule C-P in the appropriate boxes: (1) the full name, mailing address and zip code of each debtor; (2) if the loan was made to another 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-P in the box entitled 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 "0" on the appropriate line); and (4) check the box if the loan has been secured. Continue to report loans owed TO the committee on each subsequent report until repaid. When a payment is received to reduce or extinguish a loan owed TO the committee, itemize the payment on Schedule A-P, report on the appropriate line of the Detailed Summary Page, and include in the "Cumulative Payment to Date" column on Schedule C-P. If any extension of repayment is granted or made, report this on the first report after the extension is made.

Enter the total amount of loans owed TO the committee at the close of the reporting period 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-P. If no debts or obligations are reported on Schedule D-P, 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 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 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. When a candidate obtains a loan that is then loaned to the campaign to influence the candidate's election to federal office, the information the principal campaign committee must disclose depends on the source of the money being loaned. If the candidate obtains a bank loan or a loan of money derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, only the candidate needs to be listed as the source of the loan on Schedule C-P. The type of loan the candidate receives (i.e., bank loan, brokerage account, credit card, home equity line of credit, other line of credit, personal funds of the candidate) must also be disclosed in either the first box for endorsers and guarantors with a notation for loan type or in the box for "Loan Source" after the candidate's name. The terms of the loan between the candidate and the committee (not the terms between the candidate and lending institution) must be reported in the appropriate boxes along with information regarding the endorsers and guarantors. If the candidate obtains a loan from another person, list the other person as the original source of the loan and the candidate as the intermediary. Loans obtained by an individual prior to becoming a candidate that are subsequently used to influence the candidate's election to Federal office must be reported as an outstanding loan owed to the candidate by the principal campaign committee, if the loan is outstanding at the time an 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.

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-P and included in the "Cumulative Payment to Date" column on Schedule C-P. When a loan repayment is made by a committee, the repayment must be itemized on Schedule B-P for the appropriate line and included in the "Cumulative Payment to Date" column on Schedule C-P. 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. For candidate loans, the candidate's authorized committee may repay the loan directly to the candidate or to the original lender. The amount of repayment must not exceed the amount of the principal used for the purpose of influencing the candidate's election for Federal office and interest that has accrued on that principal. When repayments are made to the candidate for candidate loans, the committee is not required to report the repayments made by the candidate to the lending institution.

INSTRUCTIONS FOR SCHEDULE C-P-1, LOANS AND LINES OF CREDIT FROM LENDING INSTITUTIONS (FEC FORM 3P)

Background:

1. FEC Regulations on Loans from Lending Institutions to the Committee

Schedule C-P-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-P-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 100.82, 100.83, 100.142 and 100.143, a loan "made in accordance with applicable banking laws" and "in the ordinary course of business" is not considered a contribution or an expenditure if certain conditions are met. One of these conditions is that the loan "is made on a basis which assures repayment." Schedule C-P-1 documents whether or not the loan complies with these requirements.

2. FEC Regulations on Loans Used for Loans or Contributions from the Candidate to the Committee

Schedule C-P-1 also seeks information when a candidate obtains a bank loan or a loan derived from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit available to the candidate, including an overdraft made on a personal checking or savings account of the candidate and that loan is used for the purpose of influencing the candidate's election for Federal office. The loan must be made in accordance with applicable law and under commercially reasonable terms, and the person making the loan to the candidate must make loans in the normal course of business.

Who Must File Schedule C-P-1

A political committee that obtains a loan or line of credit from a bank or other lending institution must file Schedule C-P-1. An authorized committee of a candidate must also file Schedule C-P-1 when the candidate obtains a bank loan or loan of money derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit and the borrowed funds are used for the purpose of influencing the candidate's election for Federal office. 11 CFR 104.3(d)(1). (See Schedule C-P instructions on Candidate Loans.)

When to File Schedule C-P-1

A Schedule C-P-1 must be filed for each loan and each line of credit obtained from either a lending institution or from the candidate, when the loan is derived from a bank loan or from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit. 11 CFR 104.3(d)(1).

Loans. A committee must file a Schedule C-P-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-P-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-P and C-P

Schedule A-P. When a candidate or committee obtains a loan that is used for the purpose of influencing the candidate's election for federal office, the committee must itemize the receipt on a Schedule A-P for the appropriate line number. However, a line of credit is itemized on Schedule A-P only when the candidate or committee obtains funds by making a draw on the credit.

Schedule C-P. All loans to a committee must be continuously disclosed on Schedule C-P, 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-P Cross-Reference. Enter the Schedule C-P 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. For loans from the candidate that are obtained from a bank or derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, the lending institution's full name and address should be provided, rather than that of the candidate.

Loan Amount. For loans or lines of credit made to the committee directly from a lending institution, 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). If a candidate obtains a loan from a bank or derived from an advance on a brokerage account, credit card, home equity line of credit or other line of credit and contributes or loans some or all of that amount to the committee for the purpose of influencing the candidate's election for Federal office, report here only the amount used for the purpose of influencing the candidate's election for Federal office. For loans derived from a draw on the candidate's line of credit the committee need only report the amount of the draw in this section, and not the entire amount of the line of credit.

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). For loans from the candidate that are obtained from a bank or derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, provide the interest rate for the loan from the lending institution to the candidate, not the interest rate for the loan from the candidate to the committee.

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). For loans from the candidate that are obtained from a bank or derived from an advance on the candidate's brokerage account, credit card, home equity line of credit or other line of credit, provide the date incurred or established for the loan from the lending institution to the candidate, not the date incurred or established for the loan from the candidate to the committee.

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). The due date is not required for a loan of money from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit and such loans are used in the candidate's campaign.

A. Restructured Loans. Check yes if the loan or line of credit has been restructured to 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). This information is not required for loans derived from the candidate's home equity line of credit or other line of credit and used for the purpose of influencing the candidate's election for Federal office.

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-P. (Note that guarantees and endorsements of loans are considered contributions; see Schedule C-P 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 100.82(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 100.82(e)(2)(iii) and 100.142(e)(2)(iii).) Provide the full name and address of the depository institution where the account was 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. The treasurer's signature and date are not required for bank loans obtained by the candidate or a loan of money from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit.

H. Copy of Loan Agreement. Attach a copy of the signed agreement. 11 CFR 104.3(d)(2). A copy of the loan agreement is not required for bank loans obtained by the candidate or a loan of money from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit.

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. Lender certification is not required for bank loans obtained by the candidate or a loan of money from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit.

INSTRUCTIONS FOR SCHEDULE D-P

When filling out Schedule D-P, the committee must enter its full name in the box at the top of the page. DO NOT combine debts and obligations owed to the committee with those owed by the committee on the same Schedule D-P. Instead, use a separate Schedule D-P.

DEBTS AND OBLIGATIONS OWED BY THE COMMITTEE (Other Than Loans)

For debts and obligations owed BY the reporting committee at the close of the reporting period and which are required to be disclosed, the committee must report the full name and mailing address of each creditor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligations incurred this period (including any finance charges), the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period, and the nature or purpose of the debt or obligation. The terms "nature" and "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing).

A written contract (including a media contract), promise, or agreement to make an expenditure that has not been paid for by the committee is an expenditure as of the date the contract, promise or obligation is made, and is subject to the reporting requirements. Accounts payable and written contracts, promises, or agreements to make expenditures in amounts of $500 or less need not be disclosed until outstanding for sixty days or more. Note that special reporting rules apply when an individual makes an advance 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 (also applicable to Presidential candidates), Chapter 13.

Debts and obligations owed BY the committee must continue to be reported on each subsequent report until extinguished or settled in a manner permitted by Federal Election Commission regulations (see 11 CFR Part 116 for settlement of debts). When a payment is made to reduce or extinguish an obligation owed BY the committee, the payment must be itemized on Schedule B-P, reported on the appropriate line of the Detailed Summary Page, and included in the "Payment This Period" column on Schedule D-P. If a debt or obligation is settled for less than the reported amount or value, 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 debt owed BY a political committee which is forgiven or settled for less than the amount owed is a contribution unless the debt is forgiven or settled in accordance with 11 CFR Part 116. The extension of credit by any person for a length of time beyond normal business or trade practice is a contribution, unless the creditor has made a commercially reasonable attempt to collect the debt. The total amount of debts and obligations owed BY the committee at the close of the reporting period must be entered at the bottom of the last page under "Total this Period" and added to the total loans owed BY the committee from Schedule C-P. The total amount of debts and obligations owed BY the committee (including loans) must be carried forward to Line 12 of the Summary Page.

DEBTS AND OBLIGATIONS OWED TO THE COMMITTEE (Other Than Loans)

For each debt and obligation owed TO the committee at the close of the reporting period, the committee must report: the full name and mailing address of each creditor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period, the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period, and the nature or purpose of the debt or obligation. The terms "nature" and "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing).

Debts and obligations owed TO the committee must continue to be reported on each subsequent report until extinguished or settled in a manner permitted by the Federal Election Commission regulations (see 11 CFR Part 116 for settlement of debts). When a payment is received to reduce or extinguish a debt or obligation owed TO the committee, the payment must be itemized on Schedule A-P, reported on the appropriate line of the Detailed Summary Page, and included in the "Payment this Period" column on Schedule D-P. Written contracts or agreements (such as signed pledge cards) or oral promises to make contributions are not required to be reported. The total amount of debts and obligations owed TO the committee at the close of the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the loans owed TO the committee from Schedule C-P. The total amount of debts and obligation owed TO the committee (including loans) must be carried forward to Line 11 of the Summary Page for FEC Form 3P, Page 2.

INSTRUCTIONS FOR CONSOLIDATION REPORT OF RECEIPTS AND DISBURSEMENTS (FEC FORM 3Z-P)

A principal campaign committee that is the only authorized committee of a candidate does not need to file FEC Form 3Z-P.

If a candidate has a principal campaign committee and one or more other authorized political committees, the principal campaign committee must submit a "Consolidation Report" (Form 3Z-P) with its Form 3Z-P, showing the consolidated activity for all authorized committees of the candidate. Form 3Z-P must include a separate page for each authorized committee of the candidate, including the principal campaign committee, and must show a total of each committee's activity by Form 3P line number (Form 3Z-P, Part 1). Form 3Z-P must also include a "Consolidated Totals for All Authorized Committees" page providing a sum of the activity for all committees authorized by the candidate.

The lines referenced in the "Line Description" field correspond to the numbered lines on the Summary Page of Receipts and Disbursements (FEC Form 3P, page 2) and Column A of the Detailed Summary Page of Receipts and Disbursements (FEC Form 3P, pages 3-4). Note: For the last report filed during an election cycle, the committee should use pages 3-5 of the Post-Election Detailed Summary Page instead of pages 3-4 of the Detailed Summary Page. See special instructions below.

Report Totals for Each Authorized Committee (Part 1)

The principal campaign committee must complete a separate page of Form 3Z-P (Part 1) for each committee authorized by the candidate (including the principal campaign committee).

Part 1 for the Principal Campaign Committee: Enter the name of the principal campaign committee and the coverage dates for the report in the appropriate blocks at the top of the page. Enter the name of the principal campaign committee in the "Name of Committee Authorized by Candidate" block. Transfer the amount from each line of the Summary Page and each Column A line of the Detailed Summary Page of the principal campaign committee's Form 3P to the appropriate line of the Consolidation Report.

Part 1 for Each Additional Committee Authorized by the Candidate: Fill out a separate page of Form 3Z-P (Part 1) for each authorized committee of the candidate. For each authorized committee other than the principal campaign committee, enter the name of the principal campaign committee and the coverage dates for the report in the appropriate blocks at the top of the page, and then enter the authorized committee's name in the "Name of Committee Authorized by Candidate" box. Transfer the amount from each line of the Summary Page and each Column A line of the Detailed Summary Page of the additional authorized committee's Form 3P to the appropriate line of the Consolidation Report.

Consolidate the Totals for All Authorized Committees (Part 2)

Part 2: Consolidated Totals for All Authorized Committees: Enter the name of the principal campaign committee and the coverage dates for the report in the appropriate blocks at the top of the "Consolidated Totals for All Authorized Committees" page of Form 3Z-P. For each line, sum the amounts provided for that line number from Part 1 of Form 3Z-P for each authorized committee's totals, and disclose the grand total.

Special instructions for last report filed during the election cycle.

For this report only, transfer the line totals from pages 3-5 of the Post-Election Detailed Summary Page. For Lines 16-31, transfer totals from Column A, pages 3-5 (Post-Election Detailed Summary Page.) For Lines 6 and 10-15, there is no Column A, and the amounts are transferred from page 2 of the Summary Page.

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FEC FORM 3X

REPORT OF RECEIPTS AND DISBURSEMENTS

For Other Than An Authorized Committee

Office Use Only

1. NAME OF COMMITTEE (in full) **TYPE OR PRINT ▼** Example: If typing, type over the lines. 12FE4M5

ADDRESS (number and street)

▼

☐ Check if different than previously reported. (ACC)

CITY ▲ STATE ▲ ZIP CODE ▲

2. **FEC IDENTIFICATION NUMBER ▼**

C

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

4. TYPE OF REPORT (Choose One)

(a) Quarterly Reports:

☐ April 15 Quarterly Report (Q1)

☐ July 15 Quarterly Report (Q2)

☐ October 15 Quarterly Report (Q3)

☐ January 31 Year-End Report (YE)

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

☐ Termination Report (TER)

(b) Monthly Report Due On:

☐ Feb 20 (M2) ☐ May 20 (M5) ☐ Aug 20 (M8) ☐ Nov 20 (M11) (Non-Election Year Only)

☐ Mar 20 (M3) ☐ Jun 20 (M6) ☐ Sep 20 (M9) ☐ Dec 20 (M12) (Non-Election Year Only)

☐ Apr 20 (M4) ☐ Jul 20 (M7) ☐ Oct 20 (M10) ☐ Jan 31 (YE)

(c) 12-Day **PRE**-Election Report for the:

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

☐ Convention (12C) ☐ Special (12S)

Election on M M / D D / Y Y Y Y in the State of

(d) 30-Day **POST**-Election Report for the:

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

Election on M M / D D / Y Y Y Y in the State of

5. Covering Period M M / D D / Y Y Y Y through M M / D D / Y Y Y Y

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

Type or Print Name of Treasurer

Signature of Treasurer Date M M / D D / Y Y Y Y

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 52 U.S.C. § 30109.

Office Use Only

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SUMMARY PAGE
OF RECEIPTS AND DISBURSEMENTS

FEC **Form 3X** (Rev. 05/2016)

Write or Type Committee Name

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

	COLUMN A This Period	COLUMN B Calendar Year-to-Date
6. (a) Cash on Hand January 1, YYYY		
(b) Cash on Hand at Beginning of Reporting Period...........		
(c) Total Receipts (from Line 19)............		
(d) Subtotal (add Lines 6(b) and 6(c) for Column A and Lines 6(a) and 6(c) for Column B)..............		
7. Total Disbursements (from Line 31)..........		
8. Cash on Hand at Close of Reporting Period (subtract Line 7 from Line 6(d))................		
9. Debts and Obligations Owed **TO** the Committee (Itemize all on Schedule C and/or Schedule D)...............		
10. Debts and Obligations Owed **BY** the Committee (Itemize all on Schedule C and/or Schedule D)...............		

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

For further information contact:

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

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

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DETAILED SUMMARY PAGE

of Receipts

Write or Type Committee Name

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

I. Receipts	**COLUMN A** **Total This Period**	**COLUMN B** **Calendar Year-to-Date**
11. Contributions (other than loans) From:		
(a) Individuals/Persons Other Than Political Committees		
(i) Itemized (use Schedule A)...........		
(ii) Unitemized		
(iii) TOTAL (add Lines 11(a)(i) and (ii)................ ▶		
(b) Political Party Committees		
(c) Other Political Committees (such as PACs)...................................		
(d) Total Contributions (add Lines 11(a)(iii), (b), and (c)) (Carry Totals to Line 33, page 5) .... ▶		
12. Transfers From Affiliated/Other Party Committees.......................................		
13. All Loans Received		
14. Loan Repayments Received......................		
15. Offsets To Operating Expenditures (Refunds, Rebates, etc.) (Carry Totals to Line 37, page 5)..............		
16. Refunds of Contributions Made to Federal Candidates and Other Political Committees..................................		
17. Other Federal Receipts (Dividends, Interest, etc.)...........................		
18. Transfers from Non-Federal and Levin Funds		
(a) Non-Federal Account (from Schedule H3)............................		
(b) Levin Funds (from Schedule H5).........		
(c) Total Transfers (add 18(a) and 18(b))..		
19. Total Receipts (add Lines 11(d), 12, 13, 14, 15, 16, 17, and 18(c))......... ▶		
20. Total Federal Receipts (subtract Line 18(c) from Line 19)........ ▶		

DETAILED SUMMARY PAGE
of Disbursements

II. Disbursements	**COLUMN A** Total This Period	**COLUMN B** Calendar Year-to-Date
21. Operating Expenditures:		
(a) Allocated Federal/Non-Federal Activity (from Schedule H4)		
(i) Federal Share		
(ii) Non-Federal Share		
(b) Other Federal Operating Expenditures		
(c) Total Operating Expenditures (add 21(a)(i), (a)(ii), and (b)) ▶		
22. Transfers to Affiliated/Other Party Committees		
23. Contributions to Federal Candidates/Committees and Other Political Committees		
24. Independent Expenditures (use Schedule E)		
25. Coordinated Party Expenditures (52 U.S.C. § 30116(d)) (use Schedule F)		
26. Loan Repayments Made		
27. Loans Made		
28. Refunds of Contributions To:		
(a) Individuals/Persons Other Than Political Committees		
(b) Political Party Committees		
(c) Other Political Committees (such as PACs)		
(d) Total Contribution Refunds (add Lines 28(a), (b), and (c)) ▶		
29. Other Disbursements (Including Non-Federal Donations)		
30. Federal Election Activity (52 U.S.C. § 30101(20))		
(a) Allocated Federal Election Activity (from Schedule H6)		
(i) Federal Share		
(ii) "Levin" Share		
(b) Federal Election Activity Paid Entirely With Federal Funds		
(c) Total Federal Election Activity (add Lines 30(a)(i), 30(a)(ii) and 30(b)) ▶		
31. Total Disbursements (add Lines 21(c), 22, 23, 24, 25, 26, 27, 28(d), 29 and 30(c))		
32. Total Federal Disbursements (subtract Line 21(a)(ii) and Line 30(a)(ii) from Line 31) ▶		

III. Net Contributions/ Operating Expenditures	**COLUMN A Total This Period**	**COLUMN B Calendar Year-to-Date**
33. Total Contributions (other than loans) (from Line 11(d), page 3)		
34. Total Contribution Refunds (from Line 28(d))		
35. Net Contributions (other than loans) (subtract Line 34 from Line 33)		
36. Total Federal Operating Expenditures (add Line 21(a)(i) and Line 21(b)) ▶		
37. Offsets to Operating Expenditures (from Line 15, page 3)		
38. Net Operating Expenditures (subtract Line 37 from Line 36) ▶		

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SCHEDULE A (FEC Form 3X)
ITEMIZED RECEIPTS

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

FOR LINE NUMBER: (check only one)

☐ 11a ☐ 11b ☐ 11c ☐ 12
☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17

PAGE OF

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NAME OF COMMITTEE (In Full)

A. Full Name of Individual (Last, First, Middle Initial) or Full Organization Name

Mailing Address

City | State | Zip Code

FEC ID number of contributing federal political committee. C

Name of Employer (for Individual) | Occupation (for Individual)

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

Aggregate Year-to-Date ▼

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

☐ Memo Item

B. Full Name of Individual (Last, First, Middle Initial) or Full Organization Name

Mailing Address

City | State | Zip Code

FEC ID number of contributing federal political committee. C

Name of Employer (for Individual) | Occupation (for Individual)

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

Aggregate Year-to-Date ▼

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

☐ Memo Item

C. Full Name of Individual (Last, First, Middle Initial) or Full Organization Name

Mailing Address

City | State | Zip Code

FEC ID number of contributing federal political committee. C

Name of Employer (for Individual) | Occupation (for Individual)

Receipt For: ☐ Primary ☐ General ☐ Other (specify)

Aggregate Year-to-Date ▼

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

☐ Memo Item

SUBTOTAL of Receipts This Page (optional).. ▶

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

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SCHEDULE B (FEC Form 3X)
ITEMIZED DISBURSEMENTS

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

FOR LINE NUMBER: (check only one)

21b	22	23	26	27
28a	28b	28c	29	30b

PAGE OF

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NAME OF COMMITTEE (In Full)

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

Date of Disbursement M M / D D / Y Y Y Y

Mailing Address

City | State | Zip Code

FEC Identification Number C

Purpose of Disbursement

Category/ Type

Candidate Name

Amount of Each Disbursement this Period

Office Sought: House Senate President

Disbursement For: Primary General Other (specify)

State: District:

Memo Item

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

Date of Disbursement M M / D D / Y Y Y Y

Mailing Address

City | State | Zip Code

FEC Identification Number C

Purpose of Disbursement

Category/ Type

Candidate Name

Amount of Each Disbursement this Period

Office Sought: House Senate President

Disbursement For: Primary General Other (specify)

State: District:

Memo Item

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

Date of Disbursement M M / D D / Y Y Y Y

Mailing Address

City | State | Zip Code

FEC Identification Number C

Purpose of Disbursement

Category/ Type

Candidate Name

Amount of Each Disbursement this Period

Office Sought: House Senate President

Disbursement For: Primary General Other (specify)

State: District:

Memo Item

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

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

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SCHEDULE C (FEC Form 3X)
LOANS

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

PAGE OF

FOR LINE 13 OF FORM 3X

NAME OF COMMITTEE (In Full)

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

☐ Memo Item

Election:
☐ Primary
☐ General
☐ Other (specify) ▼

Mailing Address

City	State	ZIP Code

Original Amount of Loan	Cumulative Payment To Date	Balance Outstanding at Close of This Period

TERMS

Date Incurred M M / D D / Y Y Y Y

Date Due M M / D D / Y Y Y Y

Interest Rate % (apr)

Secured: ☐ Yes ☐ No

List All Endorsers or Guarantors (if any) to Loan Source

1. Full Name (Last, First, Middle Initial) | Name of Employer
Mailing Address | Occupation
City | State | ZIP Code | Amount Guaranteed Outstanding:

2. Full Name (Last, First, Middle Initial) | Name of Employer
Mailing Address | Occupation
City | State | ZIP Code | Amount Guaranteed Outstanding:

3. Full Name (Last, First, Middle Initial) | Name of Employer
Mailing Address | Occupation
City | State | ZIP Code | Amount Guaranteed Outstanding:

4. Full Name (Last, First, Middle Initial) | Name of Employer
Mailing Address | Occupation
City | State | ZIP Code | Amount Guaranteed Outstanding:

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

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

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

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SCHEDULE C-1 (FEC Form 3X)

LOANS AND LINES OF CREDIT FROM LENDING INSTITUTIONS

Federal Election Commission, Washington, D.C. 20463

Supplementary for Information found on Page ____ of Schedule C

NAME OF COMMITTEE (In Full)

FEC IDENTIFICATION NUMBER
C

LENDING INSTITUTION (LENDER)
Full Name

Amount of Loan

Interest Rate (APR) %

Mailing Address

Date Incurred or Established M M / D D / Y Y Y Y

City | State | Zip Code

Date Due M M / D D / Y Y Y Y

A. Has loan been restructured? ☐ No ☐ Yes If yes, date originally incurred M M / D D / Y Y Y Y

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

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

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

What is the value of this collateral?

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

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

What is the estimated value?

A depository account must be established pursuant to 11 CFR 100.82(e)(2) and 100.142(e)(2).

Date account established: M M / D D / Y Y Y Y

Location of account:

Address:

City, State, Zip:

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

G. COMMITTEE TREASURER
Typed Name
Signature

DATE M M / D D / Y Y Y Y

H. Attach a signed copy of the loan agreement.

I. TO BE SIGNED BY THE LENDING INSTITUTION:
- I. To the best of this institution's knowledge, the terms of the loan and other information regarding the extension of the loan are accurate as stated above.
- II. The loan was made on terms and conditions (including interest rate) no more favorable at the time than those imposed for similar extensions of credit to other borrowers of comparable credit worthiness.
- III. This institution is aware of the requirement that a loan must be made on a basis which assures repayment, and has complied with the requirements set forth at 11 CFR 100.82 and 100.142 in making this loan.

AUTHORIZED REPRESENTATIVE
Typed Name
Signature | Title

DATE M M / D D / Y Y Y Y

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

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

PAGE OF

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

NAME OF COMMITTEE (In Full)

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

Nature of Debt (Purpose):

Mailing Address

City | State | Zip Code

Outstanding Balance Beginning This Period

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

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

Nature of Debt (Purpose):

Mailing Address

City | State | Zip Code

Outstanding Balance Beginning This Period

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

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

Nature of Debt (Purpose):

Mailing Address

City | State | Zip Code

Outstanding Balance Beginning This Period

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

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

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

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

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

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SCHEDULE E (FEC Form 3X)
ITEMIZED INDEPENDENT EXPENDITURES

PAGE OF
FOR LINE 24 OF FORM 3X

NAME OF COMMITTEE (In Full)

FEC IDENTIFICATION NUMBER ▼
C

Check if ☐ 24-hour report ☐ 48-hour report New report Amends report filed on M M / D D / Y Y Y Y

Full Name of Payee ☐ Memo Item
Date of Public Distribution/Dissemination M M / D D / Y Y Y Y
Mailing Address
Amount
City | State | Zip Code
Date of Disbursement or Obligation M M / D D / Y Y Y Y
Purpose of Expenditure
Category/ Type
Name of Federal Candidate: ☐ Support ☐ Oppose
Office Sought: ☐ House District: ☐ President ☐ Senate State:
Calendar Year-To-Date Per Election for Office Sought
Disbursement For: ☐ Primary General ☐ Other (specify) ▶

Full Name of Payee ☐ Memo Item
Date of Public Distribution/Dissemination M M / D D / Y Y Y Y
Mailing Address
Amount
City | State | Zip Code
Date of Disbursement or Obligation M M / D D / Y Y Y Y
Purpose of Expenditure
Category/ Type
Name of Federal Candidate: ☐ Support ☐ Oppose
Office Sought: ☐ House District: ☐ President ☐ Senate State:
Calendar Year-To-Date Per Election for Office Sought
Disbursement For: ☐ Primary General ☐ Other (specify) ▶

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

(a) **SUBTOTAL** of Unitemized Independent Expenditures .... ▶

(a) **TOTAL** Independent Expenditures .... ▶

Under penalty of perjury I certify that the independent expenditures reported herein were not made in cooperation, consultation, or concert with, or at the request or suggestion of, any candidate or authorized committee or agent of either, or (if the reporting entity is not a political party committee) any political party committee or its agent.

Signature

Date M M / D D / Y Y Y Y

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SCHEDULE F (FEC Form 3X)

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

PAGE OF

FOR LINE 25 OF FORM 3X

(To be used only by Political Committees in the General Election)

NAME OF COMMITTEE (In Full)

Has your committee been designated to make coordinated expenditures by a political party committee?

☐ YES ☐ NO

If YES, name the designating committee:

Full Name of Subordinate Committee

Mailing Address

City | State | ZIP Code

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

Mailing Address

City | State | Zip Code

Name of Federal Candidate Supported

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

Aggregate General Election Expenditure for this Candidate ▶

Purpose of Expenditure

Category/ Type

Date M M / D D / Y Y Y Y

Amount

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

Mailing Address

City | State | Zip Code

Name of Federal Candidate Supported

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

Aggregate General Election Expenditure for this Candidate ▶

Purpose of Expenditure

Category/ Type

Date M M / D D / Y Y Y Y

Amount

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

Mailing Address

City | State | Zip Code

Name of Federal Candidate Supported

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

Aggregate General Election Expenditure for this Candidate ▶

Purpose of Expenditure

Category/ Type

Date M M / D D / Y Y Y Y

Amount

SUBTOTAL of Expenditures This Page (optional).. ▶

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

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SCHEDULE H1 (FEC Form 3X)

METHOD OF ALLOCATION FOR:

- **ALLOCATED FEDERAL AND NONFEDERAL ADMINISTRATIVE, GENERIC VOTER DRIVE AND EXEMPT ACTIVITY COSTS**
- **ALLOCATED FEDERAL AND LEVIN FUNDS FEDERAL ELECTION ACTIVITY EXPENSES (State, District and Local Party Committees Only)**
- **ALLOCATED PUBLIC COMMUNICATIONS THAT REFER TO ANY POLITICAL PARTY (BUT NOT A CANDIDATE) (Separate Segregated Funds And Nonconnected Committees Only)**

NAME OF COMMITTEE (In Full)

USE ONLY ONE SECTION, A or B

A. State and Local Party Committees

Fixed Percentage (select one)

______ Presidential-Only Election Year (28% Federal)

______ Presidential and Senate Election Year (36% Federal)

______ Senate-Only Election Year (21% Federal)

______ Non-Presidential and Non-Senate Election Year (15% Federal)

B. Separate Segregated Funds and Nonconnected Committees

Indicate ratio below

Federal .... [.] %

Nonfederal .... [.] %

This ratio applies to (check all that apply):

Administrative [ ]   Generic Voter Drive [ ]   Public Communications Referencing Party Only [ ]

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SCHEDULE H2 (FEC Form 3X)
ALLOCATION RATIOS

PAGE OF

NAME OF COMMITTEE (In Full)

RATIOS FOR ALLOCABLE FUNDRAISING EVENTS AND DIRECT CANDIDATE SUPPORT ACTIVITIES APPEARING ON THIS REPORT.

Methods of allocation:

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

II. Shared **DIRECT CANDIDATE SUPPORT** activities are allocated according to benefit expected to be derived, where the federal proportion of disbursements is based on the benefit derived by federal candidates from the activity. **For PACs Only**: Direct candidate support includes public communications or voter drives that refer to both federal and nonfederal candidates, regardless of whether there is a reference to a political party. Such expenses are allocated using a time/space method.

ACTIVITY OR EVENT IDENTIFIER	FEDERAL %	NONFEDERAL %
ACTIVITY IS: ☐ Fundraising ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	. %	. %
ACTIVITY OR EVENT IDENTIFIER ACTIVITY IS: ☐ Fundraising ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NONFEDERAL % . %
ACTIVITY OR EVENT IDENTIFIER ACTIVITY IS: ☐ Fundraising ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NONFEDERAL % . %
ACTIVITY OR EVENT IDENTIFIER ACTIVITY IS: ☐ Fundraising ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NONFEDERAL % . %
ACTIVITY OR EVENT IDENTIFIER ACTIVITY IS: ☐ Fundraising ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NONFEDERAL % . %
ACTIVITY OR EVENT IDENTIFIER ACTIVITY IS: ☐ Fundraising ☐ Direct Candidate Support CHECK IF THE RATIO IS: ☐ New ☐ Revised ☐ Same as Previously Reported	FEDERAL % . %	NONFEDERAL % . %

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SCHEDULE H3 (FEC Form 3X)
TRANSFERS FROM NONFEDERAL ACCOUNTS FOR ALLOCATED FEDERAL / NONFEDERAL ACTIVITY

PAGE OF

FOR LINE 18a OF FORM 3X

NAME OF COMMITTEE (In Full)

NAME OF ACCOUNT	DATE OF RECEIPT	TOTAL AMOUNT TRANSFERRED
	M M / D D / Y Y Y Y	

BREAKDOWN OF TRANSFER RECEIVED

i) **Total Administrative** ....

ii) **Generic Voter Drive** ....

iii) **Exempt Activities** ....

iv) **Direct Fundraising** (List Activity or Event Identifier)

a) ______

b) ______

c) Total Amount Transferred For Direct Fundraising ....

v) **Direct Candidate Support** (List Activity or Event Identifier)

a) ______

b) ______

c) Total Amount Transferred For Direct Candidate Support ....

vi) **Public Communications Referring Only to Party** (Made by PAC) ....

TOTALS FOR BREAKDOWN OF TRANSFER RECEIVED

TOTAL This Period (Administrative) ....

TOTAL This Period (Generic Voter Drive) ....

TOTAL This Period (Exempt Activities) ....

TOTAL This Period (Direct Fundraising) ....

TOTAL This Period (Direct Candidate Support) ....

TOTAL This Period (Public Communications Referring Only to Party) ....

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

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SCHEDULE H4 (FEC Form 3X)

DISBURSEMENTS FOR ALLOCATED FEDERAL/NONFEDERAL ACTIVITY

PAGE OF

FOR LINE 21a OF FORM 3X

NAME OF COMMITTEE (In Full)

A. Full Name (Last, First, Middle Initial) ☐ Memo Item

Mailing Address

City | State | Zip Code

Purpose of Disbursement:

Activity or Event Identifier:

Category/ Type

Allocated Activity or Event:

☐ Administrative ☐ Fundraising ☐ Exempt

☐ Voter Drive ☐ Direct Candidate Support

☐ Public Comm (ref to party only) by PAC

Allocated Activity or Event Year-To-Date

Date M M / D D / Y Y Y Y

FEDERAL SHARE + NONFEDERAL SHARE = TOTAL AMOUNT

B. Full Name (Last, First, Middle Initial) ☐ Memo Item

Mailing Address

City | State | Zip Code

Purpose of Disbursement:

Activity or Event Identifier:

Category/ Type

Allocated Activity or Event:

☐ Administrative ☐ Fundraising ☐ Exempt

☐ Voter Drive ☐ Direct Candidate Support

☐ Public Comm (ref to party only) by PAC

Allocated Activity or Event Year-To-Date

Date M M / D D / Y Y Y Y

FEDERAL SHARE + NONFEDERAL SHARE = TOTAL AMOUNT

C. Full Name (Last, First, Middle Initial) ☐ Memo Item

Mailing Address

City | State | Zip Code

Purpose of Disbursement:

Activity or Event Identifier:

Category/ Type

Allocated Activity or Event:

☐ Administrative ☐ Fundraising ☐ Exempt

☐ Voter Drive ☐ Direct Candidate Support

☐ Public Comm (ref to party only) by PAC

Allocated Activity or Event Year-To-Date

Date M M / D D / Y Y Y Y

FEDERAL SHARE + NONFEDERAL SHARE = TOTAL AMOUNT

SUBTOTAL of Allocated Federal and NonFederal Activity This Page

FEDERAL SHARE + NONFEDERAL SHARE = TOTAL AMOUNT

TOTAL This Period (last page for each line only)(Federal share to 21(a)(i) and NonFederal share to 21(a)(ii))

FEDERAL SHARE NONFEDERAL SHARE TOTAL AMOUNT

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SCHEDULE H5 (FEC Form 3X)

TRANSFERS OF LEVIN FUNDS RECEIVED FOR ALLOCATED FEDERAL ELECTION ACTIVITY

(To be used by State, District and Local Party Committees Only)

PAGE OF

FOR LINE 18b OF FORM 3X

NAME OF COMMITTEE (In Full)

NAME OF ACCOUNT	DATE OF RECEIPT	TOTAL AMOUNT TRANSFERRED
	M M / D D / Y Y Y Y	

BREAKDOWN OF THIS TRANSFER

i) **Voter Registration**
Total Amount Transferred for Voter Registration...... VOTER REGISTRATION

ii) **Voter ID**
Total Amount Transferred for Voter ID .... VOTER ID

iii) **GOTV**
Total Amount Transferred for GOTV .... GOTV

iv) **Generic Campaign Activity**
Total Amount Transferred for Generic Campaign Activity .... GENERIC CAMPAIGN ACTIVITY

NAME OF ACCOUNT	DATE OF RECEIPT	TOTAL AMOUNT TRANSFERRED
	M M / D D / Y Y Y Y	

BREAKDOWN OF THIS TRANSFER

i) **Voter Registration**
Total Amount Transferred for Voter Registration...... VOTER REGISTRATION

ii) **Voter ID**
Total Amount Transferred for Voter ID .... VOTER ID

iii) **GOTV**
Total Amount Transferred for GOTV .... GOTV

iv) **Generic Campaign Activity**
Total Amount Transferred for Generic Campaign Activity .... GENERIC CAMPAIGN ACTIVITY

TOTALS FOR BREAKDOWN OF TRANSFER RECEIVED (Last Page Only)

TOTAL This Period (Voter Registration)..............................

TOTAL This Period (Voter ID) ....

TOTAL This Period (GOTV)...

TOTAL This Period (Generic Campaign Activity)...

TOTAL This Period (Total Amount of Transfers Received) ....

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SCHEDULE H6 (FEC Form 3X)
DISBURSEMENTS OF FEDERAL AND LEVIN FUNDS FOR ALLOCATED FEDERAL ELECTION ACTIVITY

(To be used by State, District and Local Party Committees Only)

PAGE OF

FOR LINE 30a OF FORM 3X

NAME OF COMMITTEE (In Full)

A. Full Name (Last, First, Middle Initial) / Full Organization Name ☐ Memo Item

Type of Allocated Activity or Event:
☐ Voter Registration ☐ GOTV
☐ Voter ID ☐ Generic Campaign

Allocated Activity or Event Year-To-Date

Mailing Address

City | State | Zip Code

Purpose of Disbursement

Category/Type

Date M M / D D / Y Y Y Y

FEDERAL SHARE + LEVIN SHARE = TOTAL AMOUNT

B. Full Name (Last, First, Middle Initial) / Full Organization Name ☐ Memo Item

Type of Allocated Activity or Event:
☐ Voter Registration ☐ GOTV
☐ Voter ID ☐ Generic Campaign

Allocated Activity or Event Year-To-Date

Mailing Address

City | State | Zip Code

Purpose of Disbursement

Category/Type

Date M M / D D / Y Y Y Y

FEDERAL SHARE + LEVIN SHARE = TOTAL AMOUNT

C. Full Name (Last, First, Middle Initial) / Full Organization Name ☐ Memo Item

Type of Allocated Activity or Event:
☐ Voter Registration ☐ GOTV
☐ Voter ID ☐ Generic Campaign

Allocated Activity or Event Year-To-Date

Mailing Address

City | State | Zip Code

Purpose of Disbursement

Category/Type

Date M M / D D / Y Y Y Y

FEDERAL SHARE + LEVIN SHARE = TOTAL AMOUNT

SUBTOTAL of Shared Federal and Levin Activity This Page

FEDERAL SHARE + LEVIN SHARE = TOTAL AMOUNT

TOTAL This Period (last page for each line only)(Federal share to 30(a)(i) and Levin share to 30(a)(ii))

FEDERAL SHARE

TOTAL AMOUNT

LEVIN SHARE

TOTAL This Period for the Levin Share

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SCHEDULE L (FEC Form 3X)
AGGREGATION PAGE: LEVIN FUNDS

NAME OF COMMITTEE (In Full)

NAME OF ACCOUNT

	COLUMN A TOTAL THIS PERIOD	COLUMN B YEAR-TO-DATE
1. RECEIPTS FROM PERSONS		
(a) Itemized (Use Schedule L–A)		
(b) Unitemized		
(c) Total		
2. OTHER RECEIPTS		
3. TOTAL RECEIPTS (Add Lines 1c and 2)		
4. TRANSFERS TO FEDERAL OR ALLOCATION ACCOUNT (Use Schedule L–B)		
(a) Voter Registration		
(b) Voter ID		
(c) GOTV		
(d) Generic Campaign		
(e) Total		
5. OTHER DISBURSEMENTS		
6. TOTAL DISBURSEMENTS (Add Lines 4e and 5)		
7. BEGINNING CASH ON HAND (for Column B, use cash as of January 1st)		
8. RECEIPTS (from Line 3)		
9. SUBTOTAL (Add Lines 7 and 8)		
10. DISBURSEMENTS (From Line 6)		
11. ENDING CASH ON HAND (Subtract Line 10 From Line 9)		

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SCHEDULE L–A (FEC Form 3X)
ITEMIZED RECEIPTS OF LEVIN FUNDS

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

PAGE OF

FOR LINE NUMBER: (check only one) ☐ 1a ☐ 2

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NAME OF COMMITTEE (In Full)

A. Full Name of Individual (Last, First, Middle Initial) or Full Organization Name ☐ Memo Item

Mailing Address

City | State | Zip Code

Name of Employer (for Individual)

Occupation (for Individual)

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

Aggregate Year-to-Date

B. Full Name of Individual (Last, First, Middle Initial) or Full Organization Name ☐ Memo Item

Mailing Address

City | State | Zip Code

Name of Employer (for Individual)

Occupation (for Individual)

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

Aggregate Year-to-Date

C. Full Name of Individual (Last, First, Middle Initial) or Full Organization Name ☐ Memo Item

Mailing Address

City | State | Zip Code

Name of Employer (for Individual)

Occupation (for Individual)

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

Aggregate Year-to-Date

D. Full Name of Individual (Last, First, Middle Initial) or Full Organization Name ☐ Memo Item

Mailing Address

City | State | Zip Code

Name of Employer (for Individual)

Occupation (for Individual)

Date of Receipt M M / D D / Y Y Y Y

Amount of Each Receipt this Period

Aggregate Year-to-Date

SUBTOTAL of Receipts This Page (optional).. ▶

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

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SCHEDULE L–B (FEC Form 3X)
ITEMIZED DISBURSEMENTS OF LEVIN FUNDS

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

FOR LINE NUMBER: (check only one) ☐ 4a ☐ 4b ☐ 4c ☐ 4d ☐ 5

PAGE OF

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

NAME OF COMMITTEE (In Full)

A. Full Name (Last, First, Middle Initial) / Full Organization Name ☐ Memo Item

Date of Disbursement M M / D D / Y Y Y Y

Mailing Address

City | State | Zip Code

Amount of Each Disbursement this Period

Purpose of Disbursement

B. Full Name (Last, First, Middle Initial) / Full Organization Name ☐ Memo Item

Date of Disbursement M M / D D / Y Y Y Y

Mailing Address

City | State | Zip Code

Amount of Each Disbursement this Period

Purpose of Disbursement

C. Full Name (Last, First, Middle Initial) / Full Organization Name ☐ Memo Item

Date of Disbursement M M / D D / Y Y Y Y

Mailing Address

City | State | Zip Code

Amount of Each Disbursement this Period

Purpose of Disbursement

D. Full Name (Last, First, Middle Initial) / Full Organization Name ☐ Memo Item

Date of Disbursement M M / D D / Y Y Y Y

Mailing Address

City | State | Zip Code

Amount of Each Disbursement this Period

Purpose of Disbursement

E. Full Name (Last, First, Middle Initial) / Full Organization Name ☐ Memo Item

Date of Disbursement M M / D D / Y Y Y Y

Mailing Address

City | State | Zip Code

Amount of Each Disbursement this Period

Purpose of Disbursement

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

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

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 – 5, Detailed Summary Page

Summarizes receipts and disbursements by type of activity; shows reporting period and calendar year to date totals for each type of activity.

FEC FORM 3X: Schedules

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

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

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

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

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

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

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

H1: Shows method of allocation for allocated federal and nonfederal administrative expenses, exempt activity costs and generic voter drive costs, allocated federal/Levin fund "federal election activity" expenses (for State, district and local party committees only) and allocated public communications that refer only to a party (for PACs only).

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

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

H4: Shows disbursements for allocated federal and nonfederal activity.

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

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

Political committees must file reports in an electronic format under 11 CFR 104.18 if they either receive contributions or make expenditures in excess of $50,000 during the calendar year, or if they have reason to expect that they will exceed either of those thresholds. If the committee has reached this level of activity, do not file this form on paper. Instead, you must file this form in an electronic format. See the instructions for more information on filing electronically.

Computerized Format

FEC FORM 3X may be filed by paper filers 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

Most 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 obtain additional forms, call the Information Division at 1-800/424-9530 or 202/694-1100 or visit the FEC's Web site at www.fec.gov.

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.

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

Contact the FEC for more information on filing electronically.

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

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

When to File

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

> Note: State, district and local committees of political parties that are political committees under the Act must disclose receipts and disbursements for Federal election activity. If the committee's aggregate amount of such receipts and disbursement is less than $5,000 in a calendar year, it must report only receipts and disbursements of Federal funds for Federal election activity. If the aggregate amount of such receipts and disbursements during the calendar year equals or exceeds $5,000, the committee must report all receipts and disbursements for Federal election activity. 52 U.S.C. § 30104(e)(2). The reporting periods for political party committees disclosing receipts and disbursements for Federal election activity are monthly, except for pre-general and post-general election reports. 52 U.S.C. § 30104(e)(4) (citing 52 U.S.C. § 30104(a)(4)(B)). Otherwise, political committees that are State, district and local committees of political parties must file quarterly and pre- and post-election reports in election years and semi-annual reports in non-election years for their other activity. 52 U.S.C. § 30104(a).

(A) Election Year and Non-Election Year Reports

In any calendar year in which there is a "regular" November general election, the following reports are required:

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

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

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

(B) Monthly Reports

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

January 31 of the following calendar year and include transactions from the closing date of the Post-General Election Report through the last day of the calendar year.

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 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. Mail addressed to the Secretary of the Senate should read: "Office of Public Records, P.O. Box 77578, Washington, DC 20013- 7578."
- 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 appropriate officer in Guam and Puerto Rico a copy of that portion of the report applicable to candidates seeking election in those territories (as of March 2006, those territories had not qualified for the Commission's state filing waiver program).

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 and 5 (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 so that totals can be derived for each category.
- The total figures should be carried forward to pages 3, 4 and 5 (Detailed Summary Page) and then (where appropriate) from the Detailed Summary Page to page 2 (Summary Page).
- Pages 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. Enter the complete name and mailing address of your committee.

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 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 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 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.

INSTRUCTIONS FOR DETAILED SUMMARY PAGE (FEC FORM 3X, PAGES 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). Itemized Contributions from Individuals/Persons Other Than Political Committees. 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). Unitemized Contributions from Individuals/Persons Other Than Political Committees. 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). Total Contributions from Individuals/Persons Other Than Political Committees. Add Lines 11(a)(i) and 11(a)(ii) to derive the figure for Column A. For the Column B figure, see above instructions on how to calculate the Calendar Year-to-Date figure.

LINE 11(b). Contributions from Political Party Committees. For political committees (other than political party committees), 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). Contributions from Other Political Committees (such as PACs). 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). Total Contributions. 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. Transfers from Affiliated/Other Party Committees. 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 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. All Loans Received. 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. Loan Repayments Received. 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. Offsets to Operating Expenditures. 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.

LINE 16. Refunds of Contributions Made to Federal Candidates and Other Political Committees. 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. Other Federal Receipts. 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 Nonfederal Account for Allocated Activity. Enter the total of any transfers from nonfederal accounts to the federal account or a separate allocation account in order to pay for allocated federal/nonfederal activity. Only committees with separate federal and nonfederal accounts who undertake allocated activity affecting both types of campaigns may make 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 allocated activity. See the instructions for Schedule H3 for more information.

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 nonfederal account(s) for 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 allocated among federal and nonfederal accounts. Committees with no nonfederal accounts, or who do not undertake activities which are allocated among federal and nonfederal accounts complete only Lines 21(b) and (c). All operating expenses for those purely federal committees must be included on Line 21(b).

Operating Expenditures: Enter the total amount of operating expenditures and allocated federal/nonfederal activity on the appropriate Line under Line 21. Examples of operating expenditures are: travel, rent and telephones. Committees report only those operating expenditures paid for from committee funds.

LINE 21(a). Allocated Federal/Nonfederal Activity. Enter the federal portion of all operating expenses for allocated federal and nonfederal 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 allocated activities must be itemized on Schedule H4 regardless of amount. Party committees must also include disbursements for allocable exempt activity. Line 21(a)(ii) contains the sum of the nonfederal share of operating expenses for allocated federal and nonfederal activity. This value also is brought forward from the last page of Schedule H4 for this period. See the instructions for Schedule H4 for more information.

LINE 21(b). Other Federal Operating Expenditures. 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. Separate segregated funds and nonconnected committees must report disbursements for public communications and voter drives that refer to federal candidates (but not nonfederal candidates), or refer to federal candidates and a party (but not nonfederal candidates), on Line 21(b) or Line 23, as appropriate. See the instructions for Schedule B for more information. For each person who receives payments for other federal 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 21(c). Total Operating Expenditures. Enter the total of the amounts listed on Lines 21(a)(i), 21(a)(ii) and 21(b).

LINE 22. Transfers to Affiliated/Other Party Committees. 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. Contributions to Federal Candidates/Committees and Other Political Committees. Enter the total amount of contributions to federal candidates and other federally-registered political committees on Line 23, including any in-kind contributions made. These contributions must be itemized on Schedule B, regardless of the amount. DO NOT include transfers reported on Line 22 on this Line. Do not enter contributions made to nonfederal candidates or committees 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, the office sought by the candidate. (Include State and congressional district, where applicable.)

LINE 24. Independent Expenditures. Enter the total amount of independent expenditures on Line 24. (See also the instructions for Schedule E.)

LINE 25. Coordinated Party Expenditures. For political party committees, enter the total amount of coordinated party expenditures made by the committee pursuant to 52 U.S.C. § 30116(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 52 U.S.C. § 30116(d). (See also the instructions for Schedule F.)

LINE 26. Loan Repayments Made. 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."

LINE 27. Loans Made. 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). Refunds of Contributions Made to Individuals/Persons Other Than Political Committees. 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). Refunds of Contributions to Political Party Committees. 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). Refunds of Contributions to Other Political Committees. 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). Total Contribution Refunds. 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. Other Disbursements (Including Non-Federal Donations). Enter the total amount of other disbursements (including contributions to nonfederal candidates) on Line 29. Separate segregated funds and nonconnected committees that use their federal accounts to pay for any portion of a public communication or voter drive that refers to nonfederal candidates (but not federal candidates) or to nonfederal candidates and a party (but not federal candidates) must enter those disbursements on Line 29. See the instructions for Schedule B for more information. 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 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 52 U.S.C. § 30101(20) and 11 CFR 100.24 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 for definitions of "allocable federal election activity" and more information.) 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 that qualify as federal election activity under 11 CFR 100.24(b)(3) 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 in a given month on federal election activities or 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 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 31. Total Disbursements. For Column A and Column B add the totals on Lines 21(c), 22, 23, 24, 25, 26, 27, 28(d), 29 and 30(c) to derive the figures for Line 31.

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

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

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, enter the FEC identification number of the committee making the contribution. (This number is readily available from the Commission's Web site or its Public Records Office.)

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 or organization, the 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 received from federal candidates. Check the 'Memo Item' box for informational entries that are not counted in the committee's cash on hand (e.g., contributor attribution, conduit information, ultimate payee, etc.) 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 the "Total This Period" amount (the last Line on Schedule A) to all other receipts for that category which are not itemized and 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 within thirty days of its receipt.

A contribution that appears to be excessive, either on its face or when aggregated with other contributions from the same person, may be 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 notify the 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 on Schedule A and report it under the category for "Contributions From Individuals/Persons Other Than Political Committees." Enter the value of each contribution in-kind 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 that 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 itemization must include the purpose of the expenditure (e.g., consulting, polling, etc.) and the aggregated year-to-date amount. The committee receiving the contribution in-kind must report it as both a receipt and an expenditure.)

Report contributions of stocks, bonds, art objects, and other similar items to be liquidated 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 the total amount of items to be liquidated 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 any 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 the total amount of exempt legal or accounting services on the Line for "Total This Period" on the bottom of Schedule A, but 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, the amount of the contribution and, if the original contributor makes contributions aggregating in excess of $200 to the political committee during the calendar year, the occupation and name of employer. If the contribution passes through the political committee's account and is forwarded to another political committee or federal candidate, the conduit committee must disclose each contribution, regardless of the amount, on both Schedule A and Schedule B and include the amount under the appropriate category of receipts and disbursements. If the contribution was passed on in the form of the contributor's check, the conduit must disclose each contribution on a separate Schedule A attached to the conduit's (intermediary) next report. 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, 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.

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 return as a negative entry on Schedule B, and subtract the amount of the contribution refund 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 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.

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 must be identified in the upper right corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block. After itemizing the required disbursements for each separate line number, add the "Total This Period" amount (the last line on Schedule B for that Line number) to all other disbursements for that category which are not itemized and carry the total forward to Column A of the corresponding Line of the Detailed Summary Page.

Required Information. 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.

Purpose of 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 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.

Check the 'Memo' box for informational entries that do not affect the committee's cash on hand (e.g., contributor attribution, conduit information, ultimate payee information, etc.)

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)
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 nonfederal candidates and committees)
012 Donations (e.g., donations to charitable or civic organizations)

Contributions to Federal Candidates. For disbursements that are contributions to federal candidates, or authorized committees, list, in the appropriate boxes, the name of the candidate and office sought (including State and congressional district, where applicable). If disclosing a contribution to a federal political committee, enter the FEC identification number of the committee receiving the contribution. (This number is readily available from the Commission's Website.)

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 that 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 2016," "Primary 2016") and debt retirement (if applicable). The election check-off boxes provided for each itemized entry on Schedule B should not be used when itemizing operating expenditures. For in-kind contributions, including coordinated public communications, note "in-kind."

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 52 U.S.C. § 30101(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 candidate for federal office and that promote, support, attack or oppose any candidate for federal office. Identify the candidate supported or opposed when itemizing such disbursements.
- Disbursements for the salary of any employee who spends more than 25 percent of his or her compensated time in a given month on activities in connection with a federal election.

Disbursements for other federal election activities may be allocated between federal funds and Levin funds. 52 U.S.C. § 30101(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 and definitions of "allocable federal election activity," 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 activities 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 are 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.

Disbursements for Public Communications and Voter Drives (Separate Segregated Funds and Nonconnected Committees Only)

Public Communication/Voter Drive – Federal. A separate segregated fund or nonconnected committee that disburses funds for a public communication or a voter drive that refers only to a federal candidate, or to both a political party and a federal candidate (but not a nonfederal candidate) must pay for such disbursements solely out of its federal account. Voter drives are subject to this requirement only if there is a reference to a clearly identified federal candidate in printed materials, scripted messages or written instructions. Itemize such disbursements as "Other Federal Operating Expenditures" on Schedule B for Line 21b. The committee may identify the federal candidate referred to in the communication or voter drive in the space provided. (Exceptions: (1) If the communication or voter drive has been coordinated with a candidate or political party, the committee must report the disbursement as an in-kind contribution on Schedule B for Line 23 regardless of amount. See "Contributions to Federal Candidates" above for more information. (2) If the communication would otherwise satisfy the definition of an "electioneering communication" under 11 CFR 100.29(a), the committee must report it as an expenditure on Line 21b or 23, and itemize it on a Schedule B for that Line, as appropriate.)

Public Communications/Voter Drives – Nonfederal. A separate segregated fund or nonconnected committee that pays for a public communication or a voter drive that refers only to a nonfederal candidate, or to both a political party and a nonfederal candidate (but not a federal candidate) may pay for such a disbursement solely out of its nonfederal account. Voter drives are subject to this requirement only if there is a reference to a clearly identified nonfederal candidate in printed materials, scripted messages or written instructions. If it chooses to use its federal account to pay for a portion of the expense, categorize the disbursement by the federal account as an "other disbursement" on Line 29 and itemize on a Schedule B for Line 29 if necessary.

Public Communications/Voter Drives Referencing Party Only or Both Federal/Nonfederal Candidates. If a separate segregated fund or nonconenected committee chooses to allocate disbursements for public communications or voter drives that refer to both federal and nonfederal candidates, regardless of any reference to a political party, the federal/nonfederal disbursements must be reported accordingly as allocated expenditures. For more information, see the instructions for Schedules H1, H2 and H4. Alternatively, if the committee pays for such expenditures solely with federal funds, or if it does not have a nonfederal account, itemize the disbursements according to the instructions for itemizing "Public Communication/Voter Drive – Federal," above.

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 (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 "0" 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 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 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 "0" 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 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 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.

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.

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 the total amount of loan repayments received and the total amount of loan repayments made on the appropriate Lines of the Detailed Summary Page.

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 100.82 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.

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 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 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 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 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 100.82(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 100.82(e)(2) and 100.142(e)(2).) Provide the full name and address of the depository institution where the account was 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.

INSTRUCTIONS FOR SCHEDULE D, DEBTS AND OBLIGATIONS (FEC FORM 3X)

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

DO NOT combine debts and obligations owed to the committee with those owed by the committee on the same Schedule D. Instead, use a separate Schedule D.

Debts and Obligations Owed BY the Committee (Other Than Loans)

For debts and obligations owed BY the reporting committee at the close of the reporting period and which are required to be disclosed, the committee must report the full name and mailing address of each creditor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period (including any finance charges), the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period and the nature or purpose of the debt and obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing).

A written contract (including a media contract), promise, or agreement to make an expenditure which has not been paid for by the committee is an expenditure as of the date the contract, promise or obligation is made and is subject to the reporting requirements. Accounts payable and written contracts, promises, or agreements to make expenditures, in amounts of $500 or less, need not be disclosed until outstanding for sixty days or more.

Debts and obligations owed BY the committee must continue to be reported on each subsequent report until extinguished or settled in a manner permitted by Federal Election Commission regulations (see 11 CFR Part 116 for settlement of corporate debts). When a payment is made to reduce or extinguish an obligation 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 "Payment This Period" column on Schedule D. If a debt or obligation is settled for less than the reported amount or value, 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 debt owed BY a political committee which is forgiven or settled for less than the amount owed is a contribution unless the debt is forgiven or settled in accordance with 11 CFR Part 116. The extension of credit by any person for a length of time beyond normal business or trade practice is a contribution, unless the creditor has made a commercially reasonable attempt to collect the debt. The total amount of debts and obligations owed BY the committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed BY the committee from Schedule C. The total amount of debts and obligations owed BY the committee (including loans) must be carried forward to the Summary Page.

Debts and Obligations Owed TO the Committee (Other Than Loans)

For each debt and obligation owed TO the committee at the close of the reporting period, the committee must report: the full name and mailing address of each debtor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period, the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period and the nature or purpose of the debt or obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing). Written contracts or agreements (such as signed pledge cards), or oral promises to make contributions are not required to be reported.

Debts and obligations owed TO the committee must continue to be reported on each subsequent report until extinguished. When a payment is received to reduce or extinguish a debt or obligation 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 "Payment This Period" column on Schedule D. The total amount of debts and obligations owed TO the committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed TO the committee from Schedule C. The total amount of debts and obligations owed TO the committee (including loans) must be carried forward to the Summary Page.

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 expressly advocating the election or defeat of a clearly identified candidate that is not made in cooperation, consultation or concert with, or at the request or suggestion of, a candidate, a candidate's authorized committee or their agents, or a political party committee or its agents.

When to File

Any political committee that makes independent expenditures must report such independent expenditures on Schedule E for the applicable reporting period. Special additional 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."

When the cost of an independent expenditure is not known at the time of dissemination, estimate the cost on the 24/48-Hour Report, and indicate via memo text that the amount is an estimate. Subsequently, when payment is made, report the actual payment on Schedule E and include memo text to explain that the amount on Schedule E is the correct amount, and the amount on the 24/48-Hour Report was an estimate.

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 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 distributed or otherwise publicly disseminated. See Explanation and Justification for 11 CFR 104.4(f). 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.

24-hour Reports

The committee must also file a report of if it makes or contracts to make independent expenditures with respect to a particular election aggregating $1,000 or more made after the 20th day, but more than 24 hours before 12:01 A.M. of the day of the election. The committee must ensure 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. 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 Explanation and Justification for 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. 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 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, and indicate whether this a new or amended filing. If it is an amendment, provide the filing date of the report it amends.

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 distributed or otherwise 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.

In situations where the committee pays in advance for an independent expenditure in one reporting period and the communication will be publicly distributed or otherwise publicly disseminated in a future reporting period, report the payment on Schedule B as an operating expenditure. Then, in the future reporting period 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."

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

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 (for electronically-filed reports, type the name of the treasurer) 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 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.

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 (52 U.S.C. § 30116(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 52 U.S.C. § 30116(d) are reported by the political party committee or designated agent and not by the candidate or the candidate's authorized committee(s) on whose behalf the expenditure was made.

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

The formulas for the party spending limits are as follows:

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

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

House[1]: $10,000 adjusted to reflect the latest cost-of-living increase.

Who Must File

Any political party committee or designated agent 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.

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)

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

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

Designated Agents

The national committee of a political party may make coordinated party

1 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.

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 party expenditures made by the reporting committee.

INSTRUCTIONS FOR SCHEDULE H1, METHOD OF ALLOCATION FOR ALLOCATED FEDERAL AND NONFEDERAL ADMINISTRATIVE EXPENSES, GENERIC VOTER DRIVE COSTS, EXEMPT ACTIVITY COSTS, ALLOCATED FEDERAL/LEVIN FUND "FEDERAL ELECTION ACTIVITY" EXPENSES AND ALLOCATED PUBLIC COMMUNICATIONS THAT REFER TO ANY POLITICAL PARTY (BUT NOT A CANDIDATE) (FEC FORM 3X)

Who Must File Schedule H1

Any State, district and local party committee, separate segregated fund or nonconnected committee that chooses to allocate allocable expenses must report the allocation methods and ratios used on Schedule H1 and/or H2 as explained below and in the instructions for Schedule H2.

When Allocation is Permitted

An unauthorized committee that is active in both federal and nonfederal elections, and that has established separate federal and nonfederal accounts, may either make all payments for allocable administrative and generic voter drive expenses and – for party committees – allocable exempt activity costs, 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. A separate segregated fund or nonconnected committee that makes disbursements for public communications or voter drives that refer only to a political party (not a candidate) and chooses to allocate such expenditures, should report the allocation method and ratio using Schedule H1.

When to Use Schedule H1

State, District and Local Party Committees. State, district and local party committees that choose to allocate allocable expenses must report on Schedule H1 the allocation methods and ratios used for administrative expenses, the costs of generic voter drives, the costs of allocable exempt activities and the costs of allocable "federal election activities" as defined at 11 CFR 100.24. Such committees must use Schedule H2 to report the allocation methods and ratios used for allocable fundraisimg and the costs of allocable direct candidate support.

Separate Segregated Funds and Nonconnected Committees. Separate segregated funds and nonconnected committees that choose to allocate allocable expenses should report the allocation methods and ratios used on Schedule H1 for administrative expenses, generic voter drives and public communications that refer only to a political party (not a candidate for federal or nonfederal office). (Note: A separate segregated fund need not report administrative expenses paid for by the committee's connected organization.) Such committees must use Schedule H2 to report the allocation methods and ratios used for allocable fundraising and the costs of allocable direct candidate support, including public communications or voter drives that refer to both federal and nonfederal candidates, or both federal and nonfederal candidates and a political party. (Note: A separate segregated fund need not report fundraising expenses paid for by the committee's connected organization.) See the instructions for Schedule H2 for more information.

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 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 "Nonfederal 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 (i.e. contacting individuals by telephone, in person or by other individualized means, to assist them in registering to vote (see 11 CFR 100.24(a)(2)) 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, the applicable 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 (i.e., acquiring information about potential voters, including but not limited to, obtaining voter lists and creating or enhancing voter lists by verifying or adding information about the likelihood of voting in a specific election or for specific candidates. See 11 CFR 100.24(a)(4));

- 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 nonfederal candidate. See 11 CFR 100.25); or
- Get-out-the-vote activity (i.e., contacting registered voters by telephone, in person or by other individualized means, to assist them in engaging in the act of voting. See 11 CFR 100.24(a)(3)). 11 CFR 100.24(b)(1) and (2).

Line-by-Line Instructions and When To File

Enter the committee's full name in the appropriate block.

State, district and local party committees must allocate their administrative expenses, generic voter drive costs, allocable exempt activity costs and costs for allocable "federal election activity" according to a fixed percentage. (See 11 CFR 106.7(d) and 300.33(b).) Check the appropriate box on Schedule H1, Method of Allocation, to indicate the fixed federal percentage. The percentage is based on whether a Presidential candidate, a Senate candidate, both or neither are expected on the ballot in the next general federal election.

File a Schedule H1 with the first FEC Form 3X submitted each year disclosing an allocable disbursement under 11 CFR 106.7

Nonconnected committees and separate segregated funds that choose to allocate their administrative expenses, generic voter drive costs or costs for public communications that refer to a political party (not a candidate) should state the percentage of federal and nonfederal funds used in the boxes provided.

Filing Schedule H1, Method of Allocation. If the committee chooses to allocate for the above categories of expenses, it should, with each report that discloses such an allocated disbursement, supply a separate Schedule H1 for each different ratio the committee used during the reporting period. For each ratio disclosed, check the appropriate box(es) to indicate the category(ies) of disbursements to which the ratio applies.

INSTRUCTIONS FOR SCHEDULE H2, ALLOCATION RATIOS

(To Be Used For Allocable Federal and Nonfederal Fundraising and Direct Candidate Support)

Who Must File

Any State, district or local party committee, separate segregated fund or nonconnected committee that is active in both federal and nonfederal elections, and that has established separate federal and nonfederal accounts, may either make all payments for allocable activity with federally permissible funds, or may allocate expenses for its allocable activities between its federal and nonfederal accounts according to specified allocation methods. Committees that choose to allocate expenses for certain allocable activities must report the allocation ratios used for each activity on Schedule H2, Allocation Ratios. The categories of allocable activity referred to on this Schedule include (1) fundraising events through which both federal and nonfederal funds are collected by one committee and (2) activities providing direct candidate support to both specific federal and specific nonfederal candidates. (For separate segregated funds and nonconnected committees only, this includes public communications or voter drives that refer to both federal and nonfederal candidates, regardless of any reference to a political party. Party committees may not allocate such expenses between their federal and nonfederal accounts; instead, they must treat them as "federal election activity" and report them accordingly on Line 30. See the instructions for Schedules B, H5 and H6 for more information.)

When To File

Schedule H2, the Allocation Ratios Schedule, must accompany each FEC Form 3X filed by a committee that discloses a disbursement for an allocated federal and nonfederal fundraising event or direct candidate support activity.

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

(2) 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

Enter the name of each activity or event in the appropriate blocks.

Note: Each individual fundraising event 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 nonfederal account for each individual activity or event. These percentages are to be calculated according to the appropriate allocation method for each category of activity.

For each individual activity or event, the committee must indicate whether it is a fundraising event 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.

INSTRUCTIONS FOR SCHEDULE H3, TRANSFERS FROM NONFEDERAL ACCOUNTS FOR ALLOCATED FEDERAL/NONFEDERAL ACTIVITY

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

Who Must File

Any State, district or local party committee, separate segregated fund or nonconnected committee that is active in both federal and nonfederal elections, and that has established separate federal and nonfederal accounts, may either make all payments for allocable activity with federally permissible funds, or may allocate expenses for its allocable activities between its federal and nonfederal accounts according to specified allocation methods. A committee that chooses to allocate 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 nonfederal account to either of these federal accounts, solely for the purpose of paying the nonfederal 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 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.

When To File

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

Line-by-Line Instructions

Name of Account; Date of Receipt; Total Amount Transferred. The committee must enter its full name, the name of the nonfederal account from which each transfer is made, and the date and total amount of the transfer in the appropriate blocks.

Each transfer from a nonfederal 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 vi) the purposes for which each transfer is made, and the amount designated for each such purpose.

Line i) List the total amount used for administrative expenses.

Line ii) List the total amount used for generic voter drive costs.

Line iii) List the amount used for each allocable exempt activity (State, district and local party committees only).

Line iv) List the amount used for allocable direct fundraising activity.

Line v) List the amount used for allocable direct candidate support. For separate segregated funds and nonconnected committees only, this includes amounts used for public communications or voter drives referencing both federal and nonfederal candidates (regardless of any reference to a political party).

Note: In the space provided on Lines iv and v, list the activity or event identifier used on Schedule H2, Allocation Ratios, to identify each separate fundraising event or direct candidate support activity.

Line vi) List the amount used for public communications referring only to a political party (separate segregated funds and nonconnected committees only).

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

INSTRUCTIONS FOR SCHEDULE H4, DISBURSEMENTS FOR ALLOCATED FEDERAL/ NONFEDERAL ACTIVITY (FEC FORM 3X)

(To Be Used For Allocated Federal/ Nonfederal Activity)

Who Must File

Any State, district or local party committee, separate segregated fund or nonconnected committee that is active in both federal and nonfederal elections, and that has established separate federal and nonfederal accounts, may either make all payments for allocable activity with federally permissible funds, or may allocate expenses for its allocable activities between its federal and nonfederal accounts according to specified allocation methods. A committee that chooses to allocate 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 nonfederal account to cover the nonfederal share of the allocated expense. The committee must itemize each allocated disbursement for activity allocated between its federal and nonfederal accounts as made from its federal account or separate allocation account on Schedule H4. Only disbursements supporting Line 21(a), Allocated Federal/Nonfederal Activity, of the Detailed Summary Page are reported on Schedule H4. Disbursements supporting Line 21(b), Other Federal Operating Expenditures, of the Detailed Summary Page must be itemized on Schedule B, as required. All other disbursements from the federal account must also be itemized, as required, on Schedules B or E and by State, district and local party committees also on Schedules F or H6, as appropriate.

When to File

Schedule H4 must be filed for each reporting period in which disbursements are made from a committee's federal account or separate allocation account to pay for allocated federal/ nonfederal expenses under 11 CFR 106.6 or 106.7.

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 the payee's full name and mailing address, the date, and the purpose for which the disbursement was made.

Note: Purpose

(a) **Purpose.** The term "purpose" means a brief statement or description of why the disbursement was made. Examples of adequate descriptions include the following: salary (in the case of a party committee, only allocable when an employee spends 25 percent or less of his or her time in a given month on federal election activity or activity in connection with a federal election), dinner expenses, media, polling, travel, party fees, phone banks, travel expenses 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) **Category/Type Code.** 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 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/Overhead Expenses (e.g., rent, 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)

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 nonfederal 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 allocable fundraising event or allocable direct federal and nonfederal candidate support, the activity or event must be identified by the unique activity or event identifier assigned to it on Schedule H2, Allocation Ratios, in addition to the purpose for which the disbursement was made.

Allocated Activity or Event. Identify the type of "allocated activity or event" for which each disbursement is made by checking the appropriate box. **(Note for separate segregated funds and nonconnected committees only:** For public communications that are made by a nonconnected committee or separate segregated fund and that refer only to a political party, check "Public Comm (ref to Party Only) by PAC." For public communications and voter drives that refer to both federal and nonfederal candidates, regardless of any reference to a political party, check "Direct Candidate Support.") A disbursement representing payment for more than one type of activity is reported as a memo entry followed by a break down of the disbursement by 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 type of activity or individual event. For fundraising and direct candidate support, a separate aggregate amount must be reported for each individual activity or event. For administrative expenses, generic voter drive activity, allocable exempt activities and allocable public communications that refer only to a party and are made by a separate segregated fund or nonconnected committee, one aggregate amount for all disbursements in that type is sufficient.

Enter the total amount of each disbursement in the appropriate box. For each disbursement for allocated expenses, the committee must enter the total amounts allocated to the federal and nonfederal accounts in the appropriate boxes. For State, district and local party committees disclosing administrative expenses, allocable exempt activities and generic voter drive costs, the federal and nonfederal shares are derived from the fixed percentage stated on Schedule H1, Method of Allocation. For separate segregated funds and nonconnected committees disclosing administrative expenses, generic voter drive costs and public communications that refer only to a party, the federal and nonfederal shares are derived from the ratio, if any, disclosed on Schedule H1 for that type of disbursement. For the costs of fundraising and direct candidate support, these amounts are derived from the percentages stated for each event on Schedule H2, Allocation Ratios. (Note that administrative and fundraising expenses are neither allocated nor disclosed by a separate segregated fund when those costs are paid by its connected organization.)

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

Compute subtotals for each page and totals for the reporting period for the total amount of disbursements, and for the total federal and nonfederal shares. The "Total This Period" for the federal share and the nonfederal share are carried forward to Lines 21(a)(i) and 21(a)(ii), respectively, of the Detailed Summary Page.

INSTRUCTIONS FOR SCHEDULE H5, TRANSFERS OF LEVIN FUNDS RECEIVED (FEC FORM 3X)

(To Be Used to Show Transfers of Levin Funds from Nonfederal Account or Levin Account to Federal Account For The Purpose of Paying Allocable Expenses for Federal Election Activity)

Who Must File

Any State, district or local party committee that is a political committee and engages in allocable federal election activities must file. (Definitions of "allocable federal election activities" appear on the instructions for Schedule H1.)

Reporting committees 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 Levin funds from its Levin account or nonfederal account 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.

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 of 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 covered 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.

INSTRUCTIONS FOR SCHEDULE H6, DISBURSEMENTS OF FEDERAL AND LEVIN FUNDS FOR ALLOCATED FEDERAL ELECTION ACTIVITY (FEC FORM 3X)

(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 the instructions for Schedule H1), 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. Disbursements supporting Line 30(b), Federal Election Activity Paid Entirely with Federal Funds, should be reported 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.

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

INSTRUCTIONS FOR SCHEDULE L, AGGREGATION PAGE, LEVIN FUNDS OF STATE, DISTRICT OR LOCAL PARTY COMMITTEES (FEC FORM 3X)

Who Must File

All State, district or local party committees that are political committees under 11 CFR 100.5 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. The committee may disclose and itemize under 11 CFR 300.36(b)(2)(iv) its receipt of Levin funds either at the time the receipts are first received and deposited or at a later date when the committee makes Levin disbursements out of Levin-eligible funds. If a committee maintains a separate Levin account, the committee must disclose and itemize the Levin receipts when they are deposited in the Levin account. 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.

Receipts (Schedule L-A)

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 (Schedule L-B)

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. 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).

DRAFT - NOT FOR PUBLIC FILING

48-HOUR NOTICE OF CONTRIBUTIONS/LOANS RECEIVED

(See Reverse Side for Instructions)

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

1. **NAME OF COMMITTEE IN FULL**

ADDRESS (number and street)

CITY	**STATE**	**ZIP CODE**

2. **NAME OF CANDIDATE**	3. **OFFICE SOUGHT** (State and District)	4. **FEC IDENTIFICATION NUMBER**

5. **IS THIS AN AMENDMENT?** ☐ NO, THIS IS A NEW FILING ☐ YES, IT AMENDS THE NOTICE FILED ON ____ / ____ / ____

A. FULL NAME MAILING ADDRESS CITY / STATE / ZIP CODE	Name of Employer Occupation	Date (month, day, year)	Amount

B. FULL NAME MAILING ADDRESS CITY / STATE / ZIP CODE	Name of Employer Occupation	Date (month, day, year)	Amount

C. FULL NAME MAILING ADDRESS CITY / STATE / ZIP CODE	Name of Employer Occupation	Date (month, day, year)	Amount

D. FULL NAME MAILING ADDRESS CITY / STATE / ZIP CODE	Name of Employer Occupation	Date (month, day, year)	Amount

E. FULL NAME MAILING ADDRESS CITY / STATE / ZIP CODE	Name of Employer Occupation	Date (month, day, year)	Amount

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

FEC FORM 6
(Revised 03/2016)

INSTRUCTIONS FOR PREPARING FEC FORM 6

Principal campaign committees must file 48-hour notices of 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 in a letter containing the same information.

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

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

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

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

What to Report

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

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

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

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

Filing on Time

FEC Form 6 must be received by the federal and state filing office 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.

Where to File

Senate candidate committees file with the Secretary of the Senate.

Secretary of the Senate
Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510-7116

Fax number for Secretary of the Senate: (202) 224–1851.

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

All other candidate committees file with the FEC.

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

Fax number for FEC: (202) 219–0174

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

FEDERAL ELECTION COMMISSION

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

Who Must File FEC Form 6

Principal campaign committees must file 48-hour notices of 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 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.

When to File

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
P.O. Box 2517
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 candidates in Guam, Mariana Islands or Puerto Rico must file a copy of this form in their territory. Presidential candidate committees must simultaneously file copies of this form with the appropriate state officer in Guam, Mariana Islands or Puerto Rico if the committee has made expenditures in those territories. As of August 2011, those states/territories had not qualified for the Commission's state filing waiver program.

What to Report

Fill in the information requested in the spaces provided.

Lines 1-4. 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. On line 5, indicate whether this is a new or amended filing. If it is an amendment, provide the filing date of the notice it amends.

For each contribution of $1,000 or more from an individual, provide the following information:

- 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 committee must itemize the contributions and loans a second time in the first report filed after the election.