



Instructions for Filing the Business Entity Annual Statement (Form BE)

Please note that in order to electronically file the Form BE you must have the latest version of Adobe Reader. Go to www.adobe.com to obtain it free.

Part 1: General Information

Date of Statement – Select the date of the statement from the drop-down menu.

Activity for Calendar Year – Select the calendar year for which the activity is being reported from the drop-down menu.

Check if Amendment – If this is not the first report you are filing for the relevant calendar year, check this box.

Note: When filing an amended statement, you must report not only changes or additions, but all information relevant to the calendar year.

Part 2: Business Entity Information

Business Name – Enter the name of the business entity.

Business Type – Select either “Sole Proprietorship” or “Other Business Organization” from the drop-down menu.

Address – Enter the business entity’s street address.

City, State and Zip – Enter the business entity’s city, state and zip code.

Telephone Number – Enter the telephone number with area code. Leave this field blank if the number is unlisted.

Acknowledgement:

Enter the full name of the person authorized to file the statement, the person’s title or position, date, and telephone number with area code. Leave the telephone field blank if the number is unlisted.

Check the box under the name, title, date and telephone number to certify that the statements and/or information contained in the form are true.

Check the next box if the business entity has received \$50,000 or more in the aggregate through government contracts but has made no reportable contributions to candidates or committees during the calendar year. Checking the box will hide the remaining portions of the form.

Note: Reportable contributions are those in excess of \$300.00 in the aggregate per election or any amount in cash made to or received by a candidate committee, joint candidates committee, or political committee; or per calendar year made to or received by a political party committee, legislative leadership committee, or continuing political committee.

Part 3: Summary of Accounts

Total Amounts Received through Agreements or Contracts – You cannot manually enter this amount. This amount is automatically calculated on the form as the contract amounts received are entered in Part 4.

Total of Reportable Contributions made to Candidates or Committees – You cannot manually enter this amount. This amount is automatically calculated on the form as the contribution amounts are entered in Part 5.

Part 4: Contracts Received

Contract ID# – Enter the contract identification number.

Contract Date – Enter a date or use the drop-down menu to enter the date of the contract.

Name of Contracting Public Entity – Enter the name of the public entity; such as State of New Jersey, Mercer County, City of Trenton, Trenton School District, etc.

Public Entity Type – Select the appropriate public entity from the drop-down menu.

Address – Enter the public entity’s street address.

City, State and Zip – Enter the public entity’s city, state and zip code.

Description of goods, services, equipment provided or property sold – Provide a brief description of goods, services, equipment provided or property sold.

Check the box if the contract was awarded pursuant to a fair and open process.

Contract Amount Received – Enter the amount received from the public entity during the calendar year for each government contract. Do not enter a dollar sign (\$).

Note: The form is expandable. Click “Add a Contract” to enter each contract received by the business entity.

Part 5: Contributions Made

Contributor Information

Name – Enter the name of the contributor.

Type – Select the contributor type from one of the following menu choices:

- **Sole Proprietor** – A natural person who owns and controls an unincorporated business, and is considered a single entity for tax and liability purposes.
- **Other Business Organization** – A business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction.
- **Spouse** – The resident spouse of a sole proprietor or the spouse of a principal, partner, officer or director of a business entity.
- **Child** – The resident child of a sole proprietor only.
- **Principal** – A natural person or other entity who or which owns or controls more than 10% of the profits or assets of a business entity or more than 10% of the stock in the case of a business entity that is a corporation for profit.
- **Partner** – One of two or more natural persons or other entities, including a corporation, who or which are joint owners of and carry on a business for profit, and which business is organized under the laws of this State or of any other state or foreign jurisdiction as a general partnership, limited partnership, limited liability partnership, limited liability company, limited partnership association, or other such form of business organization.
- **Officer** – A president, vice president with senior management responsibility, secretary, treasurer, chief executive officer, or chief financial officer of a corporation, or any person routinely performing such functions for a corporation.
- **Director** – Any member of the governing board of a corporation, whether designated as a director, trustee, manager, governor, or by any other title.
- **Subsidiary** – Another business entity directly or indirectly controlled by the business entity.
- **Continuing Political Committee** – Any group of two or more persons acting jointly, or any corporation, partnership, or any other incorporated or unincorporated association, including a political club, political action committee, civic association or other organization, which in any calendar year contributes or expects to contribute at least \$6,300 to aid or promote the candidacy of an individual, or the candidacies of individuals, for elective public office, or the passage or defeat of a public question or public questions, and which may be expected to make contributions toward such aid or promotion or passage or defeat during a subsequent

election, provided that the group, corporation, partnership, association or other organization has been determined by the commission to be a continuing political committee in accordance with N.J.S.A. 19:44A-8(b). Must also be organized under section 527 of the Internal Revenue Code and directly or indirectly controlled by the business entity.

Address – Enter the contributor’s street address.

City, State and Zip – Enter the contributor’s city, state and zip code.

Recipient Name – Enter the name of the candidate or committee receiving the political contribution. Enter each contribution separately.

Political Office or Committee Type – Select the office sought by the contribution recipient from the drop-down menu.

Contribution Type – Select the type of contribution from the drop-down menu.
Select “refund” to report a refunded contribution.

Contribution Date – Select the contribution date from the drop-down menu.

Contribution Amount – Enter the amount of the reportable contribution. Do not enter a dollar sign (\$). When entering a refunded contribution amount, enter the amount as a negative number. To report a contribution that has been refunded, the contribution and refund must be entered separately, in two different transactions.

Note: The form is expandable. Click “Add a New Contribution” to enter a new contribution from the same contributor or “Add a Contributor” to enter a new contributor. Enter all reportable contributions made by each contributor.

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