

## Compliance Manual for



## Continuing Political Committees (CPCs) Legislative Leadership Committees (LLCs) Political Party Committees (PPCs)

Summary of Requirements  
Contribution Limits Chart  
Registration and Reporting Forms

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION  
P.O. Box 185 Trenton, NJ 08625-0185  
609.292.8700 or Toll Free Within NJ 1.888.313.ELEC (3532)  
Website: <http://www.elec.state.nj.us/>  
March 2011



## INTRODUCTION

### How To Use This Manual

The guidance provided in this Manual is applicable to Continuing Political Committees (CPCs), Legislative Leadership Committees (LLCs), and Political Party Committees (PPCs).

#### Throughout this Manual, the following abbreviations apply:

Commission:	The New Jersey Election Law Enforcement Commission
CPC:	Continuing Political Committee
LLC:	Legislative Leadership Committee
PPC:	Political Party Committee
The “Act”:	“The New Jersey Campaign Contributions and Expenditures Reporting Act” (Citation: <u>N.J.S.A.</u> 19:44A-1 et seq.)
The “Regulations”:	The regulations promulgated under the “Act” (Citation: <u>N.J.A.C.</u> 19:25-1 et seq.)
Treasurer:	The organizational treasurer
Depository:	The organizational depository

### Help With Using This Manual

Any person who wishes to receive clarification concerning any item in this Manual should contact the Commission at (609) 292-8700, or toll free in New Jersey at 1 (888) 313-ELEC (3532). The Commission’s mailing address is:

**New Jersey Election Law Enforcement Commission**

**P.O. Box 185, Trenton, New Jersey 08625-0185**

This Manual is not intended to supersede the Act and regulations, and in the event of any inconsistency, the Act and regulations prevail. Accordingly, it is recommended that treasurers obtain a copy of the regulations by contacting the Commission or by accessing them on the Commission’s website ([www.elec.state.nj.us](http://www.elec.state.nj.us)).

## DEFINITIONS

**Continuing Political Committee (CPC)** includes 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 \$4,900 to aid or promote the candidacy of any 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). **Note: No candidate or office holder can establish, authorize the establishment of, maintain, or participate directly or indirectly in the management or control of a continuing political committee.**

**Legislative Leadership Committee (LLC)** means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly, or the Minority Leader of the General Assembly pursuant to N.J.S.A. 19:44A-10.1 for the purpose of receiving contributions and making expenditures.

**Political Party Committee (PPC)** means the State committee of a political party organized pursuant to N.J.S.A. 19:5-4; any county committee of a political party organized pursuant to N.J.S.A. 19:5-3; or, any municipal committee of a political party organized pursuant to N.J.S.A. 19:5-2.

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>1</b>
<b>How To Use This Manual.....</b>	<b>1</b>
Throughout this Manual, the following abbreviations apply.....	1
CPC: Continuing Political Committee.....	1
Help With Using This Manual.....	1
<b>Definitions.....</b>	<b>2</b>
Continuing Political Committee .....	2
Legislative Leadership Committee .....	2
Political Party Committee .....	2
<b>Section 1 – Appointment of Officers and Depositories .....</b>	<b>6</b>
A. Qualifications of Organizational Treasurers and Officers; Treasurer Training.....	6
B. Organizational Depository .....	6
<b>Section 2 – Contributions .....</b>	<b>7</b>
A. Defined.....	7
B. Receipt and Deposit of Funds .....	7
C. Date of Receipt.....	7
D. Contribution Limits .....	7
<b>CONTRIBUTION LIMITS CHART .....</b>	<b>8</b>
E. Return of Excessive Contributions.....	9
F. Time Frame for “Per Year” and “Per Election” .....	9
G. Disclosure of Currency (Cash) Contributions in any Amount and Contributions Exceeding \$300 from One Source; Reporting of Occupation and Employer Information .....	9
H. Calculating Contributions.....	10
I. Contributions Received Immediately Before an Election (48-Hour Contribution Notices) ...	10
J. In-Kind Contributions .....	11
K. Currency Contributions .....	11
L. Contributions by Check or Other Negotiable Instrument.....	11
M. Contributions by Electronic Transfer of Funds .....	12
N. Contributions from an Estate.....	12
O. Contributions from Minors.....	12
P. Contributions from Partnerships, Limited Liability Partnerships, and Limited Liability Companies .....	12
Q. Contributions from Affiliated Corporations, Associations, or Labor Organizations .....	13
R. Contributions from Federal and Out-of-State Candidates and Committees.....	13

S. Loans .....	13
T. Anonymous Contributions and Contributions Made in the Name of Another .....	14
U. Prohibited Contributors .....	14
V. Restrictions on Contributions by Certain Businesses .....	14
W. Record Keeping – Contributions .....	15
<b>Section 3 – Expenditures .....</b>	<b>15</b>
A. Defined .....	15
B. Unlimited Expenditures .....	15
C. Expenditure Reporting .....	15
D. Expenditures Made Immediately Before the Primary and General Elections (48-Hour Expenditure Notices) .....	15
E. Political Identification Statements .....	16
F. Expenditures Made by a Committee on Behalf of a Candidate .....	16
G. Independent Expenditures .....	17
H. Street Money .....	17
I. Petty Cash Fund .....	17
J. Expenditures Made by Debit Card .....	17
K. Credit Card Transactions .....	18
L. Record Keeping – Expenditures .....	18
<b>Section 4 – Filing Information .....</b>	<b>18</b>
A. Electronic Filing .....	18
B. Reports .....	18
C. Filing On Time .....	19
D. Preparation of Paper Reports; Number of Copies .....	19
E. Where to File .....	19
F. Availability of Forms and Instructions .....	20
G. Public Inspection of Documents .....	20
H. Enforcement .....	20
<b>Section 5 – Continuing Political Committee (CPC) Information .....</b>	<b>20</b>
A. How to Form a CPC .....	21
B. CPCs Established by Certain Regulated Industries .....	21
C. CPC Name - Use of an Acronym or Abbreviation .....	21
D. Quarterly Form R-3 Reports .....	21
E. Short Form A-3 Reports .....	21
F. 48-Hour Contribution and Expenditure Notices .....	22
G. CPC Contribution Limits .....	22

H. Equal Attribution Rule .....	22
I. Dissolution/Finalization of a CPC.....	22
Reporting Chart - Continuing Political Committees (CPC) .....	23
<b>Section 6 – Legislative Leadership Committee (LLC) Information .....</b>	<b>24</b>
A. How to Form an LLC .....	24
B. Appointment of a Treasurer and Designation of a Depository.....	24
C. Registration Statement .....	24
D. State Political Party Committee as an LLC.....	24
E. LLC Name - Use of an Acronym or Abbreviation.....	24
F. Quarterly Form R-3 Reports.....	24
G. Short Form A-3 Reports.....	25
H. 48-Hour Contribution and Expenditure Notices.....	25
I. LLC Contribution Limits (Incoming Contributions).....	25
J. LLC Contribution Limits (Outgoing Contributions).....	25
K. Use of Contributions by an LLC .....	25
L. Personal Use .....	25
M. Limitations on Permissible Expenses.....	26
N. Ordinary and Necessary Officeholder Expenses.....	26
O. Travel and Vehicle Use .....	27
P. Use of Funds for Legal Fees.....	28
Q. Dissolution/Finalization of a Legislative Leadership Committee .....	28
Reporting Chart – Legislative Leadership Committees (LLC) .....	29
<b>Section 7 – Political Party Committees (PPC) Information .....</b>	<b>30</b>
A. How to Form a PPC.....	30
B. Distinction between “PPC” and “CPC” .....	30
C. Designation of Treasurer and Depository.....	30
D. Quarterly Form R-3 Reports.....	30
E. Short Form A-3 Reports .....	30
F. 48-Hour Contribution and Expenditure Notices.....	31
G. Political Party Committee Contribution Limits (Incoming Contributions).....	31
H. Political Party Committee Contribution Limits (Outgoing Contributions).....	31
I. Contributions from a National Political Party Committee .....	31
J. Dissolution/Finalization of a PPC .....	31
Reporting Chart - Political Party Committees (PPC) .....	32
<b>Appendix 1 – Registration and Reporting Forms .....</b>	<b>32</b>

## Section 1 – Appointment of Officers and Depositories

### A. Qualifications of Organizational Treasurers and Officers; Treasurer Training

Any competent person 18 years of age or older may serve as an organizational treasurer, deputy organizational treasurer, committee chairperson, committee vice-chairperson, or committee member provided that person maintains a resident address within the State of New Jersey, or alternatively files a Consent to Service of Legal Process (Form COC-C) at an address within the State. The committee must file a notice, on Form D-3, D-4, or D-5, whichever is applicable, within ten (10) days of the appointment of the chairperson and treasurer.

Treasurers for the State political party committees and the legislative leadership committees, as well as treasurers for Gubernatorial, Senate, and Assembly candidates **are required** to receive formal training with the Commission; training is optional, but recommended, for all other treasurers. Training is available through a website module (training can be completed online) or by attending a seminar. For information concerning the Treasurer Training Program, visit the Commission's website at [www.elec.state.nj.us](http://www.elec.state.nj.us).

No person serving as a chairperson of a political party committee (PPC) or a legislative leadership committee (LLC) shall be eligible to be appointed to or serve as:

1. Chairperson, campaign treasurer, or deputy campaign treasurer of a candidate committee or joint candidates committee, other than a candidate or joint candidates committee established to further the election of that person as a candidate;
2. Chairperson, campaign treasurer, or deputy campaign treasurer of a political committee; or,
3. Chairperson, treasurer, or deputy treasurer of a continuing political committee (CPC).

A treasurer may appoint a deputy treasurer. No later than five (5) days after such appointment, the treasurer shall file a notice of the appointment on Form D-3, D-4, or D-5, whichever is applicable, which has been certified as true and correct by the chairperson and treasurer. If there is a change in any of the information contained in the notice of the appointment, an amendment must be filed within ten (10) days of the change.

The committee shall notify the Commission in the case of the death, resignation, or removal of a treasurer within ten (10) days of its occurrence. The committee shall appoint a successor as soon as practicable but in no case more than twenty (20) days after the death, resignation, or removal of the treasurer and shall notify the Commission of the appointment of the successor within three (3) days of the appointment.

### B. Organizational Depository

An organizational depository is any bank account, whether checking, savings, or other, that is established by a committee for the purpose of receiving contributions and making expenditures to aid or promote a candidate in an election or to support or oppose a public question. Any bank authorized by law to transact business in, and maintaining a branch or office in, the State, may be designated as an organizational depository. If the bank is located outside the State, the bank may be designated as a depository provided that the bank files a Consent to Service of Legal Process (COC-B) at an address within this State prior to accepting or receiving any committee funds.

A treasurer may designate additional depositories. If additional depositories are established, the treasurer shall, no later than five (5) days after such designation, file a notice of the additional depository with the Commission, on Form D-3, D-4, or D-5, whichever is applicable. The notice shall be certified as true and correct by the chairperson and treasurer. If there is a change in any of the information contained in the notice of the additional depository, an amendment must be filed within ten (10) days of the change.

For the limited purpose of investing organizational funds, a recognized investment institution authorized by law to transact business in the State may be designated as an additional depository, provided that the invested funds are not used to benefit any person or enterprise in which a committee official has an economic interest. This type of depository must be **in addition to** the organizational depository established by the committee. If the investment institution is located outside the State, the investment institution must file a Consent to Service of Legal Process at an address within this State prior to accepting or receiving any committee funds.

## **Section 2 - Contributions**

**A. Defined:** A contribution is a transfer of money or other thing of value, including loans. A contribution may be in the form of currency, check, or other negotiable instrument. A contribution may also be a non-monetary in-kind contribution.

**B. Receipt and Deposit of Funds:** All funds received by a committee must be deposited by the treasurer into the depository within ten (10) days of receiving them.

**C. Date of Receipt:** The date of receipt of a contribution is the date on which the treasurer, or any other person so authorized by the committee, receives the contribution, or, in the instance of an in-kind contribution, becomes aware of, or receives notice (whichever occurs first) of the expenditure on the committee's behalf. The date of receipt is not the date the treasurer deposits the contribution, unless it is deposited on the date received.

**D. Contribution Limits:** To assist treasurers with determining whether or not there are contribution limits in either receiving or giving contributions, refer to the following contribution limits chart.

<b>Contribution Limits For Candidates And Committees</b>							
<b>Entities Making Contributions</b>	<b>Entities Receiving Contributions</b>						
	<b>Candidate Committee*</b>	<b>Political Committee**</b>	<b>Continuing Political Committee</b>	<b>Legislative Leadership Committee</b>	<b>State Political Party Committee</b>	<b>County Political Party Committee</b>	<b>Municipal Political Party Committee</b>
<b>Individual to:</b>	\$2,600 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
<b>Corporation or Union to:</b>	\$2,600 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
<b>Association or Group to:</b>	\$2,600 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
<b>Candidate Committee to:</b>	\$8,200 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
<b>Political Committee to:</b>	\$8,200 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
<b>Continuing Political Committee to:</b>	\$8,200 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
<b>Legislative Leadership Committee to:</b>	-	-	-	NO LIMITS	-	-	-
<b>State Political Party Committee to:</b>	-	-	-	NO LIMITS	-	-	-
<b>County Political Party Committee to:</b>	No limits, but from January 1 <sup>st</sup> through June 30 <sup>th</sup> of each year, a county political party committee is prohibited from making a contribution to another county political party committee and a county political party committee is prohibited from accepting a contribution from another county political party committee. A county political party committee is subject to other restrictions; see <u>N.J.A.C. 19:25-11.7</u> .						
<b>Municipal Political Party Committee to:</b>	-	-	-	NO LIMITS	-	-	-
<b>National Political Party Committee to:</b>	\$8,200 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$72,000 per year	\$37,000 per year	\$7,200 per year

*A National Political Party Committee is the principal organization supporting election activities of a State political party committee, which activities include making contributions to that State political party committee pursuant to N.J.S.A. 19:44A-11.4a(2). There shall be no more than a single national political party committee of a political party for each State political party committee.*

*\*NOTE: The contribution limit to a gubernatorial candidate is \$3,400 per election.*

*\*\*Public Question Political Committee may receive unlimited contributions.*

**E. Return of Excessive Contributions:** If a treasurer inadvertently receives and deposits a contribution in excess of a contribution limit, that portion of the contribution which exceeds the limit must be returned to the contributor within 48 hours of receipt.

The treasurer must make and maintain a written record of the excessive contribution containing the following:

1. The date the contribution was received;
2. The name and mailing address of the contributor;
3. If the contributor is an individual, the occupation of the individual and the name and mailing address of the individual's employer;
4. The amount of the contribution;
5. The amount of the contribution that exceeds the applicable contribution limit;
6. A photocopy of the check or written instrument received as a contribution; and,
7. A photocopy of the refund check issued by the committee.

The refunded transaction must be reported on the report for the quarter in which the refund occurred.

**F. Time Frame for "Per Year" and "Per Election":** As noted on the contribution limits chart found in this Manual, contributions are limited on a "per year" or "per election" basis. For the purpose of computing the "per year" limits, the calendar year is used. "Per election" means a specific election in which a candidate or political committee is participating. **Note: the primary election and general election are separate elections.**

**G. Disclosure of Currency (Cash) Contributions in any Amount and Contributions Exceeding \$300 from One Source; Reporting of Occupation and Employer Information:**

When a contribution is received in currency (cash) in any amount, or when a contribution is received in excess of \$300 in the aggregate from one source during the calendar year, that contribution must be disclosed in detail on a report to the Commission (either Form R-3 or Form C-3). The contributor's name and mailing address, the date of receipt, and the amount of the contribution must be disclosed on the reports. The total amount of all contributions received from the contributor in the calendar year to date must also be disclosed.

If the contributor is an individual, the individual's occupation as well as the name and mailing address of the individual's employer must be disclosed. When reporting occupation information, a description of the contributor's source of income must be provided, such as "florist," "attorney," "doctor," "custodian," or "electrician." Descriptions such as "self-employed," "owner," or "sole proprietor" do not identify occupation and are insufficient. If the contributor does not have a source of livelihood, a description such as "retired," "student," or "none" shall be reported, but in all cases some written description shall be provided and the information shall not be left blank.

When reporting the employer information, report the legal or trade name under which the employer does business. In the case in which a contributor's source of income is his or her own business or corporation, the employer should be reported as the legal or trade name under which the contributor does business. For example, if Joe Smith owns his own plumbing business called "Smith's Plumbing," the name of the employer is "Smith's Plumbing." The employer's mailing address is always the address from which the business is operated. For a contributor who does not have a source of livelihood and for which a description such as "retired," "student," or "none" was entered for the occupation, no employer address is required.

**H. Calculating Contributions:** Contributions from the same source must be aggregated. For example, a contributor may contribute \$250 to a committee during one quarter and then later contribute an additional \$150; this contributor is now a contributor of more than \$300. Once such aggregated contributions exceed \$300 in the aggregate from one source during the calendar year, disclosure of the contributor's name, mailing address, date of receipt, amount of the contribution that exceeded \$300 (i.e., the \$150 contribution), and aggregate contribution amount (i.e., \$400) must be provided on the appropriate report, as well as the occupation and the name and address of the contributor's employer if the contributor is an individual. Once a contributor has contributed in excess of \$300 in the aggregate from one source in a calendar year, all subsequent contributions in that year from that contributor must be disclosed.

A contribution may not be netted out to cover a fund-raising cost. For example, if a dinner ticket costs \$350 and the caterer will receive \$75 of that amount for the cost of the dinner, the contribution is still \$350 and reportable in full.

**I. Contributions Received Immediately Before an Election (48-Hour Contribution Notices):** Each treasurer shall file a written notice (using Form C-3, letter, or other written means) with the Commission of a contribution in excess of \$1,200 in the aggregate from one source, received between the closing date of the last quarterly report through the date of an election in which a committee is contributing or otherwise participating. The notice shall be filed within 48 hours of receipt of the contribution.

Note that the \$1,200 threshold is calculated by looking at the time frame prior to the election, not cumulatively over the calendar year. For example, if a committee is participating in a general election and if a contributor gives \$650 on October 1<sup>st</sup> and \$700 on October 10<sup>th</sup>, the contributor has exceeded the \$1,200 threshold and a 48-hour contribution notice is required.

The notice shall set forth the amount and date of receipt of the contribution and the name and mailing address of the contributor. If the contributor is an individual, occupation and employer information must also be disclosed. A committee is considered to be participating in an election (school board, municipal, runoff, primary, general, special, recall) if the committee makes or intends to make a contribution (currency, monetary, in-kind, or loan) in a particular election.

If a committee is participating in an election and expects to receive numerous contributions in excess of \$1,200 in the aggregate from one source during a 48-hour notice time frame, the 48-hour contribution notices may be accumulated and disclosed on a single, cumulative report filed on the 11<sup>th</sup> day preceding the election. After this cumulative 11-day pre-election report is filed, however, 48-hour contribution notices for additional reportable contributions must be filed up to and including the day of the election.

Note: 48-hour contribution notices may be faxed to the Commission by using the following fax numbers: **(609) 292-7662, (609) 292-4301, (609) 292-7664 or (609) 292-4416.**

<b>48-Hour Notice Time Frame</b>	
<b>Election</b>	<b>Period Covered</b>
School Board	April 1 <sup>st</sup> - Election Day
Municipal	April 1 <sup>st</sup> - Election Day
Runoff	April 1 <sup>st</sup> - Election Day
Primary	April 1 <sup>st</sup> - Election Day
General	October 1 <sup>st</sup> - Election Day
Special and Recall	Contact Commission

Contributions subject to 48-hour contribution notices are always reported twice: once by 48-hour contribution notice and a second time when a report is filed for the applicable quarter.

**J. In-Kind Contributions:** An in-kind contribution is a non-monetary contribution that consists of goods or services. For example, someone may pay for food and beverages for a committee fundraiser. The committee that benefits from the in-kind contribution of food and beverages must report the receipt of an in-kind contribution in an amount equal to the fair market value of the cost of the food and beverages. However, voluntary, unpaid personal services are not reportable contributions.

A contribution in the form of paid personal services is required to be reported in an amount equal to the amount of salary, compensation, or consideration for the services paid by the contributor to the individual performing the services. Paid personal services means personal, clerical, administrative, or professional services, which are not paid for by the committee benefiting from the services. Upon receipt of a contribution in the form of paid personal services, the treasurer shall obtain a written statement from the person contributing the paid personal services, setting forth the amount of compensation paid by the contributor to the individual performing the services. For additional information concerning contributions of paid personal services, consult the regulations at N.J.A.C. 19:25-10.4 and 10.5.

**K. Currency Contributions:** Contributions of currency up to and including \$200 per calendar year are permitted only if the contributor submits with the contribution a form signed by the contributor giving the name and address of the contributor, the date of the contribution, the amount and, if the contributor is an individual, the individual's occupation and the full name and mailing address of his or her employer. Currency contributions in excess of \$200 in the aggregate annually from any one contributor are prohibited.

All currency contributions, regardless of amount, are reportable in detail. For committees filing the Form A-3, the currency contributions are reportable on the Form C-3. For committees filing the Form R-3, the currency contributions are reportable on Schedule A.

**L. Contributions by Check or Other Negotiable Instrument:** Contributions greater than \$200 must be made by check or other negotiable instrument. When a contribution is received by check, the contributor must be identified as follows:

1. The individual signing the check is the contributor when a check is drawn on a **single or joint account** which that individual owns. If, on a joint account, both owners of the account sign the check and no other written instructions accompany the check, the amount of the check is attributed half to each person signing the check. If written instructions signed by each of the joint account owners specify a different allocation of the funds, the specified allocation applies. For example, assume a committee receives a check drawn on the account of "John and Mary Smith" in the amount of \$1,200 and John Smith signs the check. The committee must report the receipt of a \$1,200 contribution from John Smith. If, in the same example, both John and Mary Smith sign the check, the committee must report receiving a \$600 contribution from John Smith and a \$600 contribution from Mary Smith. Again, in the same example, if both John and Mary Smith sign the check, and accompany the check with written instructions, signed by both, indicating that \$500 should be allocated to John Smith and \$700 to Mary Smith, the committee will report a \$500 contribution from John Smith and a \$700 contribution from Mary Smith. Note: Occupation and employer information is required for both John and Mary Smith in this case.
2. If the check is signed by an authorized representative of a **corporation, labor organization, group, or association**, the contributor is the corporation, labor organization, group, or association. The person signing the check (i.e., the bookkeeper or the accountant) is **not** the contributor. Similarly, if a check is received from a candidate committee, joint candidates committee, political party committee, continuing political committee, legislative leadership committee, or political committee, the contributor is the respective committee and **not** the treasurer who signed the check.
3. If the check is drawn on an account of an individual, but signed by the individual's **trustee or guardian**, the contributor is the individual **not** the trustee or guardian.

4. If the check is drawn on an account of a sole proprietor that is an **unincorporated business**, the contributor is the individual who is the sole proprietor and the sole proprietor's signature must appear on the check or on some other supporting written document. A sole proprietorship cannot be a contributor.
5. If the check is drawn on an account of a **partnership** or of a limited liability company, consult the section of this Manual on "Contributions from Partnerships, Limited Liability Partnerships, and Limited Liability Companies" for detailed guidance.

**M. Contributions by Electronic Transfer of Funds:** A committee may receive a contribution made by means of an electronic transfer of funds, including a credit card, provided that:

1. the date of receipt of the contribution is the date on which the account owner or credit card owner gives authorization that the contribution can be charged to the owner's account or credit card;
2. the amount of the contribution is the total amount that the account owner or credit card owner authorizes to be charged to the account;
3. the account used to make the contribution must be owned by the individual contributor or other entity making the contribution; and,
4. the organizational treasurer must make and maintain all required records (see section of this Manual on "Record Keeping").

Note that any fees imposed on the committee arising out of contributions by electronic transfer of funds or credit card must be reported as expenditures to the financial institution assessing the fees. Contributions received by an electronic transfer of funds or credit card must be deposited within ten days of receipt directly into an organizational depository.

**N. Contributions from an Estate:** A contribution drawn on an account of an estate is attributable to the decedent, and the contribution limit applicable to an individual must be used. In order for the contribution to be accepted, the contribution check must be drawn on an account of an estate that has been admitted to probate, and the will of the decedent must provide a specific bequest authorizing the contribution to the recipient committee.

**O. Contributions from Minors:** A minor is any person under the age of 18 years. A contribution by a minor is attributed to the legal guardian(s) of the minor unless:

1. the minor is 14 years of age or older; and,
2. the contribution is made from funds comprised of the minor's earned income; and,
3. sworn statements are submitted with the contribution which state that the decision to contribute was solely that of the minor and that the funds used to make the contribution were comprised solely of the minor's earned income.

**P. Contributions from Partnerships, Limited Liability Partnerships, and Limited Liability Companies:** A partnership, limited liability partnership, and a limited liability company are not permitted to make contributions as entities. A contribution drawn on the account of a partnership, limited liability partnership, or limited liability company must be signed by a partner(s) or member(s) and is a contribution from the partner or member who has signed the check or written instrument. In the case of a currency contribution, the partner or member who makes the contribution will be considered to be the contributor.

If it is the intent of the contributor that any portion of the contribution drawn on the account of a partnership, limited liability partnership, or a limited liability company is to be attributed to a partner or individual who did not sign the check or written instrument, the following written information must be received and maintained by the treasurer:

1. written instructions concerning the allocation of the contribution amount to a contributing partner, or among contributing partners; and
2. a signed acknowledgement of the contribution from each contributing partner who has not signed the contribution check or written instrument; and
3. contributor information for each contributing partner (see the “Record Keeping” section in this Manual).

Note that if a partnership or limited liability company establishes and controls its own continuing political committee, the requirement to obtain a signed acknowledgement from each contributing partner or member is satisfied if the check from the partnership or limited liability company is accompanied by a list of names of all contributing partners or members, and a certification identifying any partner or member whose contributions to the continuing political committee exceed \$300 in the aggregate.

**Q. Contributions from Affiliated Corporations, Associations, or Labor Organizations:** If a committee receives a contribution from a corporation, association, or labor organization, the committee must aggregate the amount of that contribution with any other contribution received from the subsidiary, affiliate, branch, division, department, or local unit of that corporation, association, or labor organization. For more information on contributions received from affiliated corporations, associations, or labor organizations, consult the regulations at N.J.A.C. 19:25-11.9.

**R. Contributions from Federal and Out-of-State Candidates and Committees:** If a contribution is received by a committee from an organization or entity that is filing campaign finance reports with the Federal Election Commission or in another state (and not filing reports with the Commission), the contribution limit is the same as the limit for an association or group. Similarly, if a contribution is received from a candidate committee of a candidate for Federal elected office, or for elected office in another state, the contribution limit is the same as the limit for an association or group. A contribution received from the personal funds of an individual who is a candidate for Federal elected office, or a candidate for elected office in another state, is treated as a contribution from an individual.

**S. Loans:** A loan received by a committee or treasurer is a contribution by the lender until repaid and must be reported as a contribution and as an outstanding obligation from the lender. A loan is reported as a contribution at the time it is received and must be reported as an outstanding obligation for as long as it remains unpaid. Since a loan is a contribution, it is subject to contribution limits.

However, a commercial banking or lending institution is not the lender when the loan is guaranteed by a third party person or entity and the loan is made in the ordinary course of business of the bank or lending institution. The guarantor of the loan is the contributor.

When a loan exceeds \$300 in the aggregate from one source during a calendar year, or if the loan is received in currency in any amount, the loan must be disclosed in detail.

The name and address of the lender must be disclosed. If the lender is an individual, his or her occupation and the name and mailing address of his or her employer must also be disclosed.

If there is a guarantor to the loan, the guarantor must be reported and the contribution limit applies. A guarantor can guarantee an amount that when added to any other amount contributed by the guarantor does not exceed the contribution limit. The guarantor’s name and address shall be provided on the report filed with the Commission. If the guarantor is an individual, his or her occupation and the name and address of his or her employer shall also be provided.

It is prohibited to induce another to make a contribution by making a loan, or advance of money, or any thing of value, expressly for that purpose.

An obligation by a contributor to pay for goods or services, that is expected to be reimbursed by the committee, is reported as a contribution (subject to the contribution limits) and as an outstanding obligation of the committee.

**T. Anonymous Contributions and Contributions Made in the Name of Another:** Anonymous contributions are not permitted to be made by the contributor or accepted by the treasurer. A group contribution (a contribution made collectively by persons who are members of a contributing group) is not considered to be an anonymous contribution by any individual member of the group.

Similarly, contributions made in the name of another, or in a fictitious name, are not permitted to be made or accepted. A person is not permitted to contribute funds or property that does not actually belong to him or her or to contribute funds that were furnished to him or her by any other person or group for the purpose of making a contribution.

A contribution is not anonymous if the identity of the contributor was known to the treasurer at the time the contribution was received, but unknown at a later time due to the loss or destruction of records. Note that the failure to keep proper records is a violation of the Act for which penalties may be imposed.

Any anonymous contribution received by a treasurer shall not be used or expended, but shall be returned to the contributor if his or her identity is known. If no contributor is found, the contribution shall escheat to the State. This procedure may be accomplished by depositing the funds in the depository, drawing a check payable to “Treasurer, State of New Jersey,” and forwarding the check to the Commission.

**U. Prohibited Contributors:** Banks, insurance corporations, public utilities, cable television corporations, as well as certain casino interests are prohibited from making contributions under statutes that are not part of the Act. These prohibited contributors are therefore not under the jurisdiction of the Commission (see N.J.S.A. 19:34-32, 19:34-35 and 5:12-138).

Also, federal law prohibits foreign nationals from making contributions or expenditures in connection with any U.S. election (federal, state or local) either directly or through another person. This prohibition applies to foreign-owned corporations and associations, as well as to foreign governments, political parties, and certain individuals and partnerships. For further information, contact the Federal Election Commission at (800) 424-9530. The website of the Federal Election Commission is linked to the Commission’s website at: [www.elec.state.nj.us](http://www.elec.state.nj.us).

No corporation or labor organization shall provide to any of its officers, directors, attorneys, agents, or other employees any additional increment of salary, bonus, or monetary remuneration which is intended by the corporation or labor organization to be used for the express purpose of paying or making a contribution (see N.J.S.A. 19:44A-20.1).

**V. Restrictions on Contributions by Certain Businesses:** Contributions by certain business entities that have or are seeking New Jersey government contracts, a practice known as “Pay-to-Play,” are subject to restrictions. A contribution made prior to the award of a contract may disqualify a business entity from receiving a contract, and making a reportable contribution during the term of a contract is prohibited. These restrictions apply to contracts at the State, Legislative, county, and municipal levels of government. In general, regulation of these contributions is a matter of government procurement law; therefore, for additional information, visit the Dept. of the Treasury’s website at [www.state.nj.us/treasury/](http://www.state.nj.us/treasury/) or the pertinent Legislative, county or municipal government entity for contract information. Contact the Commission at (609) 292-8700 or toll free within New Jersey at 1 (888) 313-ELEC for information concerning the reporting of a contribution.

Also, certain business entities must comply with a “Pay-to Play” disclosure law. This law requires that prior to entering into a contract that is not publicly advertised with a government entity of more than \$17,500, a business entity must disclose to that government entity certain contributions made during the past year. Further, business entities that have received \$50,000 or more in a calendar year through government contracts must file with the Commission an annual disclosure form on March 30<sup>th</sup> to report

information for the previous calendar year. For additional information, contact the Special Programs staff of the Commission.

**W. Record Keeping – Contributions:** The treasurer shall make and maintain a written record of all funds and contributions, including non-monetary contributions, by recording the name and address of each contributor, the amount of the contribution, the date the contribution was received regardless of the amount of the contribution, and the name of the account on which a contribution check is drawn. If a contributor is an individual, the treasurer shall keep a record of the individual's occupation, and the name and mailing address of the individual's employer. If a contribution check is received from a partnership entity or from a limited liability entity, the following written information must be received and maintained by the committee: written instructions concerning the allocation of the contribution amount to a contributing partner(s) or member(s); a signed acknowledgment of the contribution from each contributing partner or member who has not signed the contribution check or other written instrument; and, contributor information for each contributing partner or member.

All records required to be made, including an exact copy of each report as that report has been filed with the Commission, shall be maintained for at least four (4) years after the date of the report to which they are relevant, or a period of four (4) years after the transaction to which they relate occurred, whichever is longer.

### Section 3 – Expenditures

**A. Defined:** Expenditures include both actual disbursements paid and outstanding obligations incurred but not yet paid. Also included in the term "expenditure" is every transfer of money or other thing of value, any pledge, commitment, or the assumption of liability to transfer money or other thing of value. All expenditures must be made through the treasurer from the committee's depository, except petty cash fund expenditures.

**B. Unlimited Expenditures:** There are no monetary limitations on the total amount of expenditures made by a committee.

**C. Expenditure Reporting:** Committees filing the detailed report, Form R-3, must disclose all expenditures, including "street money," regardless of the amount of the expenditure. Information required to be disclosed includes the date the expenditure was made; the full name and address of the payee; the purpose of the expenditure; the amount of the expenditure; and, the check number. When reporting the purpose of the expenditure, a description of the specific election-related purpose must be provided (i.e., "newspaper advertising," "postage," "printing of campaign fliers," "rent," "telephone expense," etc.). Generic, non-informative descriptions such as "operations," "petty cash," "expenses," or "reimbursement" are not permitted.

If a committee has established more than one organizational depository, its expenditures should be reported on a separate schedule for each depository account, and each schedule shall state the name of the depository account from which the expenditures were made.

When reporting an expenditure from the organizational depository, the date of the disbursement is used. When reporting an outstanding obligation, the date when the commitment is made or the liability is incurred is reported.

**D. Expenditures Made Immediately Before the Primary and General Elections (48-Hour Expenditure Notices):** Expenditures of money or other things of value in excess of \$1,200 in the aggregate made, incurred, or authorized in a primary or general election by a committee to support or defeat a candidate, or to aid the passage or defeat of a public question, must be reported, in writing, within 48 hours. The relevant time frame for this type of expenditure reporting is April 1<sup>st</sup> up to and including the date of the primary election, and October 1<sup>st</sup> up to and including the date of the general election. The Form E-3 is designed for 48-hour expenditure reporting, or, the report may be sent in writing. The

treasurer shall sign the report or written notice. A 48-hour expenditure notice may be faxed to the Commission by using these fax numbers: **(609) 292-7662, (609) 292-7664, (609) 292-4301 or (609) 292-4416.**

If a committee expects to make numerous expenditures in excess of \$1,200 prior to the primary or general elections, the 48-hour expenditure notices may be accumulated and disclosed on one report filed on the 11<sup>th</sup> day preceding the election. After this cumulative 11-day pre-election report is filed, however, 48-hour expenditure notices for additional reportable expenditures must be filed up to and including the day of the election.

Expenditures subject to 48-hour notices are always reported twice: once by 48-hour notice and a second time when the report is filed for the applicable quarter.

**E. Political Identification Statements:** All committees are required to label all political communications with a political identification statement (“paid for by” language).

The term political communication includes a press release, pamphlet, flyer, form letter, sign, billboard, paid advertisement printed in any newspaper or other publication or broadcast on radio or television, or telephone call featuring a recorded message, or delivered or accessed by electronic means, including, but not limited to, the Internet, or any other form of advertising directed to the electorate.

The following items are exempt from the labeling requirement:

1. A bona fide news item or editorial contained in any publication of bona fide general circulation;
2. Small, tangible items of de minimis value commonly used in election campaigns to convey a political message, including, but not limited to, buttons, combs, and nail files; and,
3. Advertising space costing no more than \$50 in a political program book distributed at a fundraising event, provided that the payment for the advertising space is subject to reporting under the Act.

The “paid for by” language must contain the name and business address of the committee and clearly state that the committee financed or “paid for” the communication. Note that the name and address information of a committee must be the same information that appears on the Form D-3, D-4, or D-5, whichever is applicable, filed by the committee. The requirement to label all communications applies to committees filing the Form A-3 or the Form R-3 and also applies to communications that are in-kind contributions.

The following are examples of political identification statements:

“PAID FOR BY THE ANYTOWN REPUBLICANS, 123 MAIN STREET, ANYTOWN, NJ”

“PAID FOR BY THE ABC PAC, 1234 MAIN STREET, ANYTOWN, NJ.”

**F. Expenditures Made by a Committee on Behalf of a Candidate:** Coordinated spending on behalf of a candidate or joint candidates committee by a committee is an in-kind contribution to the candidate and an expenditure by the committee. The committee making the coordinated expenditure has the duty to provide, within 48 hours of making or authorizing the expenditure, written notice to the recipient candidate or joint candidates committee containing:

1. The name and address of the payee,
2. The amount of the expenditure,
3. The date the expenditure was made or authorized, and
4. The purpose of the expenditure.

**G. Independent Expenditures:** An expenditure by a committee to support or defeat a candidate, made without the cooperation or prior consent of, or in consultation with or at the request or suggestion of, a candidate or any person or committee acting on behalf of a candidate is an independent expenditure. An expenditure for a communication to aid the passage or defeat of a public question, which expenditure is made without consultation with, or at the suggestion of, any person or committee supporting or opposing a public question, is also an independent expenditure.

**H. Street Money:** Expenditures made to individuals to aid or promote a candidate or committee in an election, or the passage or defeat of a public question, or to promote or encourage the participation of voters in an election are commonly referred to as street money.

All street money expenditures must be paid by check drawn on the designated depository of the committee making the payment, regardless of the amount paid, and the check must be made payable to the recipient. Payment of street money **may not** be made in currency.

Street money must be paid by check to the individual who actually performs the services. In the event that a continuing political committee, legislative leadership committee, or political party committee makes payment to a vendor, group, association, or other entity, for the purpose of making street money disbursements, the continuing political committee, legislative leadership committee, or political party committee retains responsibility for reporting the identity of each individual who receives any street money payment from the vendor, group, or association. The payment to the vendor, group, association, or other entity must be made by check.

Every street money expenditure must be reported as follows:

1. The date the expenditure was made;
2. The check number;
3. The name and address of the recipient individual (payee) who is performing the services; and, the name and address of the vendor, group, association, or other entity which further distributes street money to other individuals. If a vendor, group, association, or other entity further distributes street money to other individuals, the vendor, group, association, or other entity must make all payments by check and the name and address of every individual receiving street money, the date street money was received, and the amount of street money are required to be reported by the reporting entity that provided the street money funds;
4. The purpose of the expenditure, including an itemization of the specific services provided by the recipient individual (payee); and,
5. The amount of the expenditure.

**I. Petty Cash Fund:** In general, all expenditures must be made from the organizational depository. However, an expenditure to establish a petty cash fund may be made if it does not exceed \$100 for the purpose of occasional and incidental expenses. Also, an expenditure of \$100 or less may be made to reimburse a committee worker who has personally incurred occasional and incidental expenses on behalf of the committee.

**J. Expenditures Made by Debit Card:** A debit card that is owned by, and issued in the name of, a committee may be used to make an expenditure provided that the debit card draws against funds in the organizational depository. A debit card expenditure transaction is reported by providing the following information:

1. The name and address of the vendor from whom the purchase was made;
2. The date of the purchase;

3. A description of the purpose of the purchase, including a specific itemization of the goods or services acquired;
4. The amount of the purchase; and,
5. The use of the term “debit card” on reports filed with the Commission in place of a check number for the transaction.

**K. Credit Card Transactions:** Whenever goods or services are purchased with the use of a credit card that is owned by and issued in the name of the committee, the treasurer shall make and maintain a record, and disclose on reports, the following information:

1. The name and address of the lending institution that issued the credit card account;
2. The check number, payment date, and amount of the expenditure paid to the issuer of the credit card; and,
3. For each purchase itemized on the statement issued for the credit card account, the name and address of the vendor, the date and amount of the purchase, and a description of the purpose of the purchase, including a specific itemization of the goods or services acquired. When describing the purpose of an expenditure, descriptions such as “expenses,” “reimbursement,” or “operations” are not adequate. Examples of satisfactory descriptions include “newspaper advertising,” “telephone expense,” and “printing of brochures.”

Note that if a credit card expenditure is made on behalf of a committee and the credit card account is **not established in the name of the reporting committee**, the cardholder is deemed to have loaned the committee the amount charged, until the cardholder is reimbursed. Until reimbursement is made, the amount must be reported as a loan. Under these circumstances, all of the above information is required to be reported, along with the exact name or title of the cardholder; the name of the payee; and the number, date, and amount of the reimbursement check.

**L. Record Keeping – Expenditures:** The treasurer shall make and maintain a record of all funds expended, including the name and address of the recipient, the amount and date of the expenditure, and the purpose of the expenditure. The treasurer shall include as part of the record of each expenditure a receipt, invoice, bill, or other documentation for each expenditure made from the organizational or additional depository.

All records required to be made, along with an exact copy of each report as that report has been filed with the Commission, shall be maintained for at least four (4) years after the date of the report to which they are relevant, or a period of four (4) years after the transaction to which they relate occurred, whichever is longer.

## Section 4 – Filing Information

**A. Electronic Filing:** For information regarding electronic filing, visit the Commission’s website at [www.elec.state.nj.us](http://www.elec.state.nj.us). Electronic filing of certain short forms is available. If you plan to file electronically, a registration application must be completed. After completion of the registration application, a Registration Number and Personal Identification Number (PIN) will be provided to the applicant and will be used in place of the signature. **Note: Each person required to sign reports will need to obtain their own registration and PIN numbers.**

**B. Reports:** A CPC, LLC, and PPC must file either Form A-3 or Form R-3. The Form A-3 is applicable to any committee that expects to expend \$4,900 or less during the upcoming calendar year, including a committee spending no money at all. The Form A-3 is due on January 15<sup>th</sup> of the year in which the threshold of \$4,900 or less is applicable. The Form R-3 is applicable to any committee that expends in excess of \$4,900 during a calendar year. The Form R-3 is filed quarterly, as follows:

Filing Date	Financial Activity Included
April 15	January 1 to March 31
July 15	April 1 to June 30
October 15	July 1 to September 30
January 15	October 1 to December 31

If any of the above dates fall on a weekend or holiday, the next business day becomes the due date. If a committee files the Form A-3 and total expenditures later exceed the \$4,900 threshold, the treasurer shall file the Form R-3 on the date relevant to the calendar quarter in which the \$4,900 was exceeded. The initial Form R-3 shall include all activity from the beginning of the calendar year. The treasurer shall continue to file quarterly reports for the remainder of the calendar year.

**In addition** to filing either the Form A-3 or Form R-3, there may be other reports required of a committee. Please consult the section of this Manual pertinent to your committee type to review **all** the reports that may be required of your committee.

Note that committees may also have filing requirements (outside the Commission’s jurisdiction) with the Internal Revenue Service or with the Federal Election Commission. To obtain additional information regarding these requirements, contact these agencies directly. A direct link to the website of the Internal Revenue Service and the website of the Federal Election Commission is provided on the Commission’s website for your convenience.

**C. Filing On Time:** The term “file” by law means deposited in the Commission’s office.

Completed reports must be delivered directly to the Commission’s office by 5:00 p.m. on the filing date or must be mailed so they arrive on or before the filing dates. A 48-hour notice that is faxed to the Commission must be received by 5:00 p.m. on the respective filing date to be considered “on time.” **POSTMARKS ARE NOT RELEVANT TO TIMELY FILINGS BECAUSE A REPORT IS CONSIDERED TO BE FILED WHEN IT IS RECEIVED BY THE COMMISSION.**

**D. Preparation of Paper Reports; Number of Copies:** An original report must be filed by 5:00. If a copy of a report is filed with a stamped, self-addressed envelope, staff will date stamp the report and mail it back to the sender. **A committee must retain an exact copy of each report as that report has been filed with the Commission for a period of at least four (4) years; see Record Keeping in this Manual.**

Any report or form filed with, or submitted to, the Commission, must be in black ink (no pencil) and legible. Reports or forms must be printed, and no cursive writing is permitted, except for the signature. If you choose to type or electronically generate a report or form, the lettering can be no smaller than 9 point type. An example of 9 point type follows: **Here is 9 point type.**

**E. Where to File:** Depending upon how reports are forwarded to the Commission, different addresses should be used. Using the correct address is important because using the walk-in address for mailing purposes will result in substantial delay.

- **For Regular, U.S. Mail:**  
NJ Election Law Enforcement Commission  
P.O. Box 185, Trenton, NJ 08625-0185
- **For a Commercial Delivery Service (FedEx, UPS, etc.) or Walk-in:**  
NJ Election Law Enforcement Commission  
28 West State Street, 13<sup>th</sup> Floor, Trenton, NJ 08608.  
Telephone: (609) 292-8700 or 1 (888) 313-ELEC (3532)-Toll Free Within NJ.

**F. Availability of Forms and Instructions:** Committees and their treasurers have the obligation to obtain the appropriate forms and file them in a timely manner. Additional copies of this Manual and the forms are available from the Commission's office in Trenton. This Manual contains all of the forms and instructions a treasurer will initially need. All forms should be photocopied so that a treasurer will have an ample supply for subsequent filing dates.

You may also visit the Commission's website to obtain forms, filing dates, compliance manuals, information regarding electronic filing, advisory opinions, an unofficial text of the Commission's regulations, and other important information. The website address is: [www.elec.state.nj.us](http://www.elec.state.nj.us)

**G. Public Inspection of Documents:** Any person may, upon completion of the "Open Public Records Act" form, request to receive or examine a photocopy of a public document filed with the Commission. A photocopier is available for use by the public in the Commission's public records room. The first 50 pages of photocopying in the public room are provided free of charge. Thereafter, a reasonable fee for photocopying will be charged for photocopies or computer-generated data and is payable in advance of receipt of the documents.

Beginning in May of 1999, the Commission began to disclose reports on its website. Accordingly, most campaign and committee reports filed from May of 1999 to the present will be available for viewing by visiting the Commission's website ([www.elec.state.nj.us](http://www.elec.state.nj.us)). If you do not have access to the Internet, the Commission maintains several Internet-ready stations in its public records room. The public records room is open from 9:15 a.m. to 4:45 p.m., Monday through Friday. There is no charge to use the Internet stations. Up to 50 pages may be printed from the Commission's website free of charge; thereafter, there is a graduated fee scale for each page printed.

Note that the Commission maintains a database of contributors that can be easily searched. Simply key in the name of an individual, business, or political entity, and a list of all contributions made by the donor will appear. This database covers certain time periods and elections. Check the website for further information.

**H. Enforcement:** Each reporting transaction (i.e., receipt of a contribution, making of an expenditure, or the occurrence of any other event which is subject to reporting requirements) that is not reported in the manner, or not filed on the date established for reporting or filing, constitutes an offense pursuant to the Act and subject to the penalties provided at N.J.S.A. 19:44A-22. Similarly, each record keeping transaction (i.e., receipt of a contribution, making of an expenditure, or the occurrence of any other event which is subject to record keeping requirements) that is not made or maintained in the manner required for record keeping constitutes an offense pursuant to the Act and subject to the penalties provided at N.J.S.A. 19:44A-22. Also, contribution limit, political identification, public financing, and other requirements of the Act must be observed, and violations of those requirements are subject to penalties pursuant to N.J.S.A. 19:44A-22 and other civil penalty provisions in the Act. The Commission is empowered to conduct investigations, subpoena records and testimony of individuals, hold hearings, and impose monetary fines for each offense. Criminal penalties for certain willful violations are also specified in the Act.

## Section 5 – Continuing Political Committee (CPC) Information

A continuing political committee (CPC) is a group of two or more persons that expects to contribute at least \$4,900 per year on an ongoing basis toward the success or defeat of candidate(s) or public question(s). (See the statutory definition in the front section of this Manual.) For a complete description of the filing obligations of a CPC, consult the reporting chart, found in this Manual.

The group may be a corporation, partnership, association, political club, political action committee, civic association, or other organization. **No candidate or office holder can establish, authorize the establishment of, maintain or participate directly or indirectly in the management or control of any CPC.**

**A. How to Form a CPC:** In order to form a CPC, a CPC Registration Statement (Form D-4) must be completed, certified as true and correct by the chairperson and treasurer, and forwarded to the Commission. The Registration Statement requires that certain actions be taken before completion. For example, a chairperson and treasurer must be appointed and a depository must be designated. Any bank authorized by law to transact business in, and maintaining a branch or office in, the State of New Jersey may be designated as the organizational depository. A CPC may designate a bank outside the State provided that the bank files a Consent to Service of Legal Process at an address within this State prior to accepting or receiving any organizational funds.

The Commission shall certify (by letter) a CPC upon the satisfactory completion and filing of the Registration Statement.

**B. CPCs Established by Certain Regulated Industries:** There are certain regulated industries that are, by law, barred from making political contributions:

- No corporation carrying on the business of a bank, savings bank, co-operative bank, trust, trustee, savings indemnity, safe deposit, insurance, railroad, street railway, telephone, telegraph, gas, electric light, heat or power, canal or aqueduct company, or having the right to condemn land, or to exercise franchises in public ways granted by the state or any county or municipality, and no corporation, person, trustee or trustees, owning or holding the majority of stock in any such corporation, shall pay or contribute money or thing of value in order to aid or promote the nomination or election of any person, or in order to aid or promote the interests, success or defeat of any political party. (N.J.S.A. 19:34-32).

Similar prohibitions exist for casino enterprises; see N.J.S.A. 5:12-138. The Commission has no statutory authority to interpret or administer these statutes.

**C. CPC Name - Use of an Acronym or Abbreviation:** A CPC may apply to the Commission for approval of an acronym or abbreviation of its complete, official name or title. If approved, the CPC shall use the acronym or abbreviation in all documents and reports submitted or filed with the Commission, as well as in all solicitations for contributions, in all political identification statements, in all paid media advertisements purchased or paid for by the committee in support of, or in opposition to, any candidate or public question, and in all contributions made by the committee to candidates or other committees.

To apply for the use of an acronym or abbreviation, report the desired acronym or abbreviation on the Registration Statement where indicated. When the Commission certifies the entity as a CPC, approval of the acronym or abbreviation will be granted or denied.

**D. Quarterly Form R-3 Reports:** CPCs must file quarterly Form R-3 reports on the 15<sup>th</sup> of April, July, October, and January of each year. The Form R-3 reports require disclosure of a CPC's contributions and expenditures.

While the amount of all contributions must be disclosed, only those contributions in excess of \$300 in the aggregate from one source during a calendar year, and currency contributions in any amount, must be disclosed in detail. Accordingly, for those contributors who give more than \$300 in the aggregate during a calendar year, or currency in any amount, the CPC must disclose the date and the amount of the contribution, and the contributor's name, address, and, if the contributor is an individual, occupation and employer information. All expenditures, regardless of amount, must be disclosed.

**E. Short Form A-3 Reports:** If a CPC does not plan to expend in excess of \$4,900 during a given calendar year, an abbreviated, short-form filing (Form A-3) may be submitted on January 15<sup>th</sup> of the relevant year. When filing the Form A-3, contributions in excess of \$300 in the aggregate from one source and currency contributions in any amount must be reported on the Form C-3. The Form C-3 is due on each of the quarterly due dates (the 15<sup>th</sup> of April, July, October, and January).

**F. 48-Hour Contribution and Expenditure Notices:** Committees have an obligation to file 48-hour notices for certain contributions and expenditures. See the “Contributions” and “Expenditures” sections of this Manual for additional information.

**G. CPC Contribution Limits:** Consult the Contribution Limits Chart found in this Manual for a complete description of the applicable limits.

If a CPC is established and controlled by the partners or members of a partnership or limited liability company, consult the Commission’s regulations at N.J.A.C. 19:25-11.10 (d) for information concerning contributions to the CPC from the partnership or limited liability company.

**H. Equal Attribution Rule:** A CPC may contribute \$8,200 per election to a candidate. Since a candidate may maintain both a candidate committee and a joint candidates committee, the \$8,200 per election limit is the total amount that the CPC may contribute to that candidate. The CPC cannot contribute \$8,200 to the candidate committee and another \$8,200 to the joint candidates committee. When making a contribution, the “equal attribution rule” must be applied. Assume, for example, that candidate A and candidate B together maintain a joint candidates committee, and that each also maintains an individual candidate committee. If the CPC contributes \$1,000 to the joint candidates committee in an election, the \$1,000 contribution is equally attributed to candidate A (\$500) and candidate B (\$500). If the CPC wants to contribute again in that election to candidate A’s individual committee and candidate B’s individual committee, the CPC can contribute only another \$7,700 to each.

**I. Dissolution/Finalization of a CPC:** A CPC can terminate quarterly reporting provided that:

1. The CPC has ceased making contributions to aid or promote any candidate or committee in New Jersey and certifies that fact to the Commission, in writing, by filing the Form CPC-F;
2. The final quarterly Form R-3 makes a final accounting of funds, including the disposition of any remaining balance; and,
3. The CPC is dissolved.

The CPC chairperson and treasurer must file, and each certify, the final quarterly report.

### Reporting Chart – Continuing Political Committees (CPC)

	Form	Date Filed	Explanation
	D-4	No later than 10 days after CPC becomes eligible to be certified	Registration Statement
For CPC expending \$4,900 or less during a calendar year	A-3	January 15	In lieu of long Form R-3 filing, the form A-3 can be filed once to cover the calendar year in which the CPC plans to expend \$4,900 or less.
	C-3	April 15 July 15 October 15 January 15	To disclose contributions in excess of \$300 and currency (cash) contributions in any amount.
For CPC expending more than \$4,900 during a calendar year	R-3	April 15 July 15 October 15 January 15	Long Form R-3 must be filed quarterly.
ALL CPC's regardless of amount expended during a calendar year <u>may</u> have to file:	C-3	A cumulative report 11 days before an election	To report a contribution in excess of \$1,200 in the aggregate from one source between the closing date of the last quarterly report up to the 13 <sup>th</sup> day before an election in which the committee is contribution or otherwise participating.
		Within 48 hours of receipt	To report a contribution in excess of \$1,200 in the aggregate from one source between the closing date of the last quarterly report through the date of an election in which the committee is contribution or otherwise participating.
	E-3	A cumulative report 11 days before an election	To report an expenditure in excess of \$1,200 in the aggregate made, incurred, or authorized from April 1 up to 13 days before any primary election in which a committee is participating, or from October 1 up to 13 days before a general election in which a committee is participating.
		Within 48 hours of the expenditure	To report an expenditure in excess of \$1,200 in the aggregate made, incurred, or authorized from April 1 up to and including the day of any primary election in which a committee is participating, or from October 1 up to and including the day of any general election in which the committee is participating.

NOTE: The above chart represents the reporting requirements of a CPC **after** the registration statement has been filed and the entity has been certified as a CPC.

## Section 6 - Legislative Leadership Committee (LLC) Information

A legislative leadership committee (LLC) is a committee which is established or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly, or the Minority Leader of the General Assembly. (See the statutory definition in the front section of this Manual.) For a complete description of the filing obligations of an LLC, consult the reporting chart, found in this Manual.

**A. How to Form an LLC:** There may be four leadership committees: one for each political party in each House of the Legislature.

Each of the four leaders, or a person authorized by any of the legislative leaders to establish a leadership committee, shall appoint committee members and adopt bylaws for the maintenance of the committee.

**B. Appointment of a Treasurer and Designation of a Depository:** Each LLC shall appoint a treasurer and designate a depository no later than the date on which it first receives a contribution, or makes or incurs an expenditure. Treasurers of LLCs are required to receive formal training with the Commission; visit the Commission's website at [www.elec.state.nj.us](http://www.elec.state.nj.us) to obtain additional information.

**C. Registration Statement:** Within ten (10) days of establishing an LLC, a Registration Statement (Form D-5) must be filed.

The Registration Statement must be certified as true and correct by the legislative leader who established or authorized the establishment of the LLC, as well as by the treasurer.

Within thirty (30) days of establishing an LLC, the treasurer shall file and certify as true and correct the Form D-5N, Notice of Membership. The Form D-5N must contain the names, addresses, and telephone number (if listed) of the chairperson, vice-chairperson, and all other members of the committee.

The LLC or its treasurer must file an amendment to the Registration Statement when the information reported on the Registration Statement or the Notice of Membership changes. The amendment must be filed within three (3) days of the change.

**D. State Political Party Committee as an LLC:** The State political party committee may be designated as an LLC. If the State political party committee is so designated, a separate depository of the State political party committee shall be established and designated as a depository solely for receiving funds and making expenditures for the LLC.

**E. LLC Name - Use of an Acronym or Abbreviation:** An LLC may apply to the Commission for approval of an acronym or abbreviation of its complete, official name or title. If approved, the LLC shall use the acronym or abbreviation in all documents and reports submitted or filed with the Commission, as well as in all solicitations for contributions, in all political identification statements, in all paid media advertisements purchased or paid for by the LLC in support of, or in opposition to, any candidate or public question, and in all contributions made by the LLC to candidates or other committees.

To apply for use of an acronym or abbreviation, an LLC should report the desired acronym or abbreviation on the Registration Statement where indicated. When the Commission certifies the entity as an LLC, approval of the acronym or abbreviation will be granted or denied.

**F. Quarterly Form R-3 Reports:** LLCs must file quarterly Form R-3 reports on the 15<sup>th</sup> of April, July, October, and January of each year. The Form R-3 report requires disclosure of an LLC's contributions and expenditures.

While the amount of all contributions must be disclosed, only those contributions in excess of \$300 in the aggregate from one source during a calendar year, and currency contributions in any amount, must be disclosed in detail. Accordingly, for those contributors who give more than \$300 in the aggregate during a

calendar year, or currency in any amount, the LLC must disclose the date and the amount of the contribution, and the contributor's name, address, and, if the contributor is an individual, occupation and employer information. All expenditures, regardless of amount, must be disclosed.

**G. Short Form A-3 Reports:** If an LLC does not plan to expend in excess of \$4,900 during a given calendar year, an abbreviated, short-form filing (Form A-3) may be submitted on January 15<sup>th</sup> of the relevant year. When filing the Form A-3, contributions in excess of \$300 in the aggregate from one source during a calendar year, along with currency contributions in any amount must be reported on the Form C-3. The Form C-3 is due on each of the quarterly dates (the 15<sup>th</sup> of April, July, October, and January).

An LLC treasurer filing the Form A-3 must also file 48-hour notices of certain contributions and expenditures.

**H. 48-Hour Contribution and Expenditure Notices:** Committees have an obligation to file 48-hour notices for certain contributions and expenditures. See the "Contributions" and "Expenditures" sections of this Manual for additional information.

**I. LLC Contribution Limits (Incoming Contributions):** Consult the Contribution Limits Chart in this Manual for a complete description of the applicable limits.

**J. LLC Contribution Limits (Outgoing Contributions):** An LLC may contribute unlimited amounts to candidates, political committees, CPCs, PPCs, and other LLCs.

**K. Use of Contributions by an LLC:** All contributions received by an LLC shall be used only as follows:

1. The payment of campaign expenses (any expense incurred or expenditure made for the purpose of paying for or leasing items or services used in connection with an election campaign);
2. Contributions to any charitable organization described in section 170(c) of the Internal Revenue Code of 1954 as amended or modified, or nonprofit organization which is exempt from taxation under section 501(c) of the Internal Revenue Code of 1954, except any charitable organization of which the candidate or a member of the candidate's immediate family is a paid officer, director or employee or receives compensation for goods or services provided to the organization;
3. Transmittal to a candidate, candidate committee, joint candidates committee or to a political committee, CPC, LLC or PPC;
4. The payment of the overhead and administrative expenses related to the operation of the LLC;
5. The pro-rata repayment of contributors except that contributors of \$300 or less may be excluded from repayment; or,
6. The payment of ordinary and necessary expenses of holding public office, as explained further in this section.

**L. Personal Use:** No contribution can be used to purchase items or services that may reasonably be considered to be for the personal use of any of the members of the LLC. In general, "personal use" means any use of contributions to pay or fulfill a commitment, obligation, or expense of any person that would arise or exist irrespective of a legislator's campaign or irrespective of the legislator's ordinary and necessary expenses of holding public office.

Examples of personal use include:

- A mortgage payment on property (other than property owned by the LLC);
- A purchase, loan, or lease payment on a vehicle not owned or leased by the LLC making the payment;

- The purchase of clothing, household food, and personal hygiene or health items or services;
- A tuition payment, unless made for a course of study specifically related to the candidacy or officeholding duties of the legislator who established or who controls the LLC making the payment;
- A payment for dues, fees, or gratuities paid to a country club, fitness club, or other social or fraternal association, to its employees, or to a person working on its premises, unless the payment is part of the cost of a fundraising event held on the premises; or,
- The payment of a salary to a legislator by an LLC established by or under the control of that legislator.

**M. Limitations on Permissible Expenses:** An LLC may pay a salary or fee to a family member of a legislator who has established or who controls the LLC provided that the salary or fee paid for bona fide services received by the LLC does not exceed fair market value.

An LLC may pay for the use of an office or other property owned by a legislator who has established or who controls the LLC, provided that the office or property is used by the committee and the payment does not exceed the fair market value for the bona fide use by the LLC.

An LLC may purchase goods or services for use by the LLC from a business or other enterprise in which a legislator who established or who controls the LLC has a financial interest, provided that the goods or services are bona fide, and are sold or provided to the LLC at fair market value, or if sold or provided at less than fair market value, that the LLC reports the receipt of an in-kind contribution to the extent the price is under fair market value.

**N. Ordinary and Necessary Officeholder Expenses:** The term “ordinary and necessary expenses of holding public office” means any expense that reasonably promotes or carries out the responsibilities of a person holding elective public office, except that no funds received by an officeholder shall be used for the payment of any expense arising from the furnishing, staffing, or operation of an office used in connection with the officeholder’s official duties as an elected public official.

The word “furnishing” means using contributions for the purchase or lease of furniture, equipment, or other appointments that are physically situated at an office facility used in connection with the legislator’s official duties as an elected public official. This prohibition shall not be applicable to the purchase or lease of office furniture or equipment situated in the residence of the legislator and used in conjunction with the legislator’s duties.

The word “staffing” means using contributions to pay a salary or fee as compensation to any person for performing duties to assist the legislator in carrying out the legislator’s duties as an elected public official.

The word “operation” means using contributions for the payment of any rent, utility, or maintenance expenses incurred for an office facility used in connection with the legislator’s official duties as an elected public official.

Permissible uses of funds as ordinary and necessary expenses of holding public office include, but are not limited to, the following, provided the costs are not paid for by the State of New Jersey, or by any political subdivisions of the State:

1. Costs of communications to constituents, including:
  - a. The production, circulation, and postage of newsletters, mailings, or other written materials for officeholding duties;
  - b. The sponsorship or holding of a seminar or other meeting to be attended by constituents;

- c. The making of donations to charitable or non-profit organizations or activities that promote the welfare of constituents, such as the sponsorship of a neighborhood sports team;
  - d. The framing of honorary resolutions for constituents; and,
  - e. The nominal purchase of memorial or get-well gifts, flowers, party favors, or similar items for constituents or other persons involved in the execution of the legislator's duties.
2. Purchase of items, including:
- a. A portable telephone, including a telephone in the vehicle used by the legislator for official travel;
  - b. Signs indicating the location of the office used by the legislator for carrying out official duties whether or not such signs are situated on the premises;
  - c. Janitorial supplies and other consumables for the office used in connection with the legislator's official duties, and funding of a "petty cash" account; and,
  - d. Newspapers, magazines, or other periodicals used in connection with carrying out officeholding duties.

Costs of dues for membership in educational organizations related to officeholding duties, and costs of registration and attendance at conferences or seminars attended in connection with officeholding duties are considered permissible uses of funds. Such costs may include the reasonable expenses of travel, lodging, and other subsistence expenses.

**O. Travel and Vehicle Use:** Costs of travel by means other than a vehicle are permissible uses of funds, when the travel is undertaken in connection with the performance of a legislator's duties as an elected officeholder. The travel expenses should not be incurred for any purpose resulting in a personal or financial benefit to the legislator.

Costs of travel by a vehicle owned by a legislator are also permissible uses of funds. An LLC may reimburse a legislator for the use of a vehicle owned by the legislator when:

1. The legislator provides the committee with written records of:
  - a. The date of the vehicle use;
  - b. The departure and arrival locations of the travel;
  - c. The number of miles the vehicle was used;
  - d. The purpose of the use, which purpose must be for travel for campaign or officeholding duties; and,
2. The rate of reimbursement does not exceed the rate permitted by the New Jersey Department of Treasury for compensating Executive Branch employees for use of personal vehicles, or the rate provided by the Internal Revenue Service for deduction of business travel mileage.

An LLC may purchase or lease a vehicle for campaign or officeholding travel by a legislator provided that:

1. The vehicle remains an asset of the LLC; and,
2. The legislator reimburses the LLC at fair market value for any travel made by the legislator or any other person that was not necessitated by campaign or officeholding duties.

**P. Use of Funds for Legal Fees:** Legal fees and expenses incurred in connection with the candidate's or officeholder's personal or business affairs may not be paid from contributions. For additional information, consult the Commission's regulations at N.J.A.C. 19:25-6.10.

**Q. Dissolution/Finalization of a Legislative Leadership Committee:** The Act makes no provision for the dissolution of an LLC presumably because LLCs are ongoing in nature, and, these committees continue even if the controlling leadership changes.

<b>Reporting Chart – Legislative Leadership Committees (LLC)</b>			
	<b>Form</b>	<b>Date Filed</b>	<b>Explanation</b>
	D-5	No later than 10 days after LLC is established	Registration Statement
For LLC expending \$4,900 or less during a calendar year	A-3	January 15	In lieu of long Form R-3 filing, the Form A-3 can be filed once to cover the calendar year in which the LLC plans to expend \$4,900 or less.
	C-3	April 15 July 15 October 15 January 15	To disclose contribution in excess of \$300 and currency (cash) contributions in any amount.
For LLC expending more than \$4,900 during a calendar year	R-3	April 15 July 15 October 15 January 15	Long Form R-3 must be filed quarterly.
	C-3	A cumulative report 11 days before an election	To report a contribution in excess of \$1,200 in the aggregate from one source between the closing date of the last quarterly report up to the 13 <sup>th</sup> day before an election in which the committee is contributing or otherwise participating.
	C-3	Within 48 hours of receipt	To report a contribution in excess of \$1,200 in the aggregate from one source between the closing date of the last quarterly report through the date of an election in which the committee is contributing or otherwise participating.
	E-3	A cumulative report 11 days before an election	To report an expenditure in excess of \$1,200 in the aggregate made, incurred, or authorized from April 1 up to 13 days before any primary election in which a committee is participating, or from October 1 up to 13 days before a general election in which a committee is participating.
	E-3	Within 48 hours of the expenditure	To report an expenditure in excess of \$1,200 in the aggregate made, incurred, or authorized from April 1 up to and including the day of any primary election in which a committee is participating, or from October 1 up to and including the day of any general election in which the committee is participating.
<b>NOTE:</b> The above chart represents the reporting requirements of an LLC after the registration statement has been filed.			

## Section 7 – Political Party Committee (PPC) Information

The term “political party committee” (PPC) means the State committee of a political party (organized pursuant to N.J.S.A. 19:5-4), a county committee of a political party (organized pursuant to N.J.S.A. 19:5-3) or a municipal committee of a political party (organized pursuant to N.J.S.A. 19:5-2). For a complete description of the filing obligations of a PPC, consult the reporting chart, found in this Manual.

### A. How to Form a PPC:

**State Committee:** The members of the State committee of each of the political parties are elected at the primary election of the year in which a Governor is to be elected.

**County Committee:** The members of the county committee of the political parties are elected annually at the primary election.

**Municipal Committee:** The members of the municipal committee of the political parties consist of the elected members of the county committee, residing within that municipality. (See N.J.S.A. 19:5-2.)

**B. Distinction between “PPC” and “CPC”:** If a group or organization has formed in a manner other than that which is statutorily defined for a State, county, or municipal PPC, the group or organization may be a CPC. For example, if a town has a political club named “Village Republicans” or “Village Democrats” and the club is not the Republican or Democratic municipal PPC, then the “Village Republicans” or “Village Democrats” are not considered a PPC.

This distinction becomes very important when considering a group’s contribution limits and filing requirements.

**Remember: Only the PPCs formed pursuant to the requirements of the statute are PPCs under the Act.**

**C. Designation of Treasurer and Depository:** PPCs are required to designate a treasurer and depository on or before July 1<sup>st</sup> of each year. Within ten (10) days of that designation, the Form D-3 must be filed with the Commission containing the treasurer and depository information. Every depository established and maintained by a PPC must be disclosed on the Form D-3. Treasurers of the **State** Political Party Committees are required to receive formal training with the Commission. Treasurers for these committees should visit the Commission’s website at [www.elec.state.nj.us](http://www.elec.state.nj.us) to obtain additional information.

**D. Quarterly Form R-3 Reports:** PPCs must file quarterly Form R-3 reports on the 15<sup>th</sup> of April, July, October, and January of each year. The Form R-3 reports require disclosure of a PPC’s contributions and expenditures.

While the amount of all contributions must be disclosed, only those contributions in excess of \$300 in the aggregate from one source during a calendar year, and currency contributions in any amount, must be disclosed in detail. Accordingly, for those contributors who give more than \$300 in the aggregate during a calendar year, or currency in any amount, the PPC must disclose the date and the amount of the contribution, the contributor’s name, address, and, if the contributor is an individual, occupation and employer information. All expenditures, regardless of amount, must be disclosed.

**E. Short Form A-3 Reports:** If a PPC does not plan to expend in excess of \$4,900 during a given calendar year, an abbreviated, short-form filing (Form A-3) may be submitted on January 15<sup>th</sup> of the relevant year, in lieu of the Form R-3. When filing the Form A-3, contributions in excess of \$300 in the aggregate from one source during a calendar year, and currency contributions in any amount, must be reported on the Form C-3. The Form C-3 is due on each of the quarterly due dates (the 15<sup>th</sup> of April, July,

October, and January). A PPC treasurer filing the Form A-3 must also file 48-hour notices of certain contributions and expenditures.

**F. 48-Hour Contribution and Expenditure Notices:** Committees have an obligation to file 48-hour notices for certain contributions and expenditures. See the “Contributions” and “Expenditures” sections of this Manual for additional information.

**G. Political Party Committee Contribution Limits (Incoming Contributions):** Consult the Contribution Limits Chart in this Manual for a complete description of the applicable limits. Note: Contributions accepted by a county political party committee are subject to certain limits. From January 1 through June 30 of each year, county political party committees are prohibited from accepting contributions from other county political party committees.

**H. Political Party Committee Contribution Limits (Outgoing Contributions):** Consult the Contribution Limits Chart in this Manual for a complete description of the applicable limits. Note: Contributions made by a county political party committee are subject to certain limits. From January 1 through June 30 of each year, county political party committees are prohibited from making contributions to other county political party committees. Also, a county political party committee is permitted to make a contribution up to \$7,200 in a calendar year to a municipal political party committee in another county; up to \$8,200 per election to a candidate seeking office in another county; up to \$7,200 per election to a candidate for State Legislature in a legislative district in which less than 20% of the legislative district’s population resides in the county; up to \$37,000 per election to a candidate for State Legislature in a legislative district in which at least 20% but less than 40% of the legislative district’s population resides in the county. See the regulations at N.J.A.C. 19:25-11.7 for further information.

**I. Contributions from a National Political Party Committee:** A national political party committee is defined as the principal organization supporting election activities of a State political party committee, which activities include the making of contributions to that State political party committee. There can be no more than a single national committee of a political party of each State political party committee. A national political party committee cannot contribute more than \$72,000 per year to the State PPC, \$37,000 per year to a county PPC, and \$7,200 per year to a municipal PPC.

**J. Dissolution/Finalization of a PPC:** There is no statutory provision for the dissolution of PPCs because PPCs are ongoing in nature and these committees continue even if the leadership changes.

Should the name, membership, or depository information of the PPC change, an amended Form D-3 must be filed with the Commission (see Designation of Treasurer and Depository) within three (3) days of the change.

### Reporting Chart – Political Party Committees (PPC)

	Form	Date Filed	Explanation
For PPC expending \$4,900 or less during a calendar year	D-3	July 10	Designation of Treasurer and Depository
	A-3	January 15	In lieu of long Form R-3 filing, the Form A-3 can be filed once to cover the calendar year in which the PPC plans to expend \$4,900 or less.
	C-3	April 15 July 15 October 15 January 15	To disclose contributions in excess of \$300 and currency (cash) contributions in any amount.
For PPC expending more than \$4,900 during a calendar year	D-3	July 10	Designation of Treasurer and Depository
	R-3	April 15 July 15 October 15 January 15	Long Form R-3 must be filed quarterly.
ALL PPCs, regardless of amount expended during a calendar year <b>may</b> have to file:	C-3	A cumulative report 11 days before an election	To report a contribution in excess of \$1,200 in the aggregate from one source between the closing date of the last quarterly report up to the 13 <sup>th</sup> day before an election in which the committee is contribution or otherwise participating.
		Within 48 hours of receipt	To report a contribution in excess of \$1,200 in the aggregate from one source between the closing date of the last quarterly report through the date of an election in which the committee is contribution or otherwise participating.
	E-3	A cumulative report 11 days before an election	To report an expenditure in excess of \$1,200 in the aggregate made, incurred, or authorized from April 1 up to 13 days before any primary election in which a committee is participating, or from October 1 up to 13 days before a general election in which a committee is participating.
		Within 48 hours of the expenditure	To report an expenditure in excess of \$1,200 in the aggregate made, incurred, or authorized from April 1 up to and including the day of any primary election in which a committee is participating, or from October 1 up to and including the day of any general election in which the committee is participating.

## **APPENDIX 1 – REGISTRATION AND REPORTING FORMS**



**POLITICAL PARTY COMMITTEE - DESIGNATION OF ORGANIZATIONAL TREASURER AND DEPOSITORY**

**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION**  
P.O. Box 185, Trenton, NJ 08625-0185  
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)  
[www.elec.state.nj.us/](http://www.elec.state.nj.us/)

**FORM D-3**  
**FOR STATE USE ONLY**

**PLEASE TYPE OR PRINT**

Committee Name

State Committee       County Committee       Municipal Committee

Address (Number and Street, City, State, Zip Code)

\*(Area) Day Telephone

\*(Area) Evening Telephone

County

Municipality

ELEC Identification Number

Political Party

Annual Designation for July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_       Additional Depository       Deputy Treasurer

Amendment (please specify) \_\_\_\_\_

**1. CHAIRPERSON**

Name

Mailing Address

City

State

Zip Code

\*(Area) Day Telephone

\*(Area) Evening Telephone

**2. TREASURER**

Name

Mailing Address

City

State

Zip Code

\*(Area) Day Telephone

\*(Area) Evening Telephone

Resident Address, if different from Mailing Address

City

State

Zip Code

**3. DEPOSITORY INFORMATION**

Name of Bank or Depository

Mailing Address

City

State

Zip Code

(Area) Day Telephone

Account Name

Account Number

**3. DEPOSITORY INFORMATION**

Name of Bank or Depository		
Mailing Address		
City	State	Zip Code
(Area) Day Telephone		
Account Name	Account Number	

**LIST THE NAME(S), MAILING ADDRESS(ES) AND TELEPHONE NUMBER(S) OF ANY PERSON(S) AUTHORIZED TO SIGN CHECKS OR OTHERWISE MAKE TRANSACTIONS**

Name		
Mailing Address		
City	State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	

Name		
Mailing Address		
City	State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	

Name		
Mailing Address		
City	State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	

**TREASURER /CHAIRPERSON CERTIFICATION**

I certify that the statements on this document are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

_____	_____	_____
DATE	PRINT FULL NAME (TREASURER)	SIGNATURE (TREASURER)
_____	_____	_____
DATE	PRINT FULL NAME (CHAIRPERSON)	SIGNATURE (CHAIRPERSON)

Treasurers for the **State Political Party Committees** are required to receive training with the New Jersey Election Law Enforcement Commission.

Check here  if you have completed the training and enter your Treasurer Training ID#\_\_\_\_\_.



**CONTINUING POLITICAL COMMITTEE -  
REGISTRATION STATEMENT AND DESIGNATION OF  
ORGANIZATIONAL DEPOSITORY**

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION  
P.O. Box 185, Trenton, NJ 08625-0185  
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)  
[www.elec.state.nj.us/](http://www.elec.state.nj.us/)

**FORM D-4  
FOR STATE USE ONLY**

**PLEASE TYPE OR PRINT**

Committee Name			
Identifying Title or Acronym (Optional)			
Address (Number and Street, City, State, Zip Code)			
*(Area) Day Telephone		*(Area) Evening Telephone	
County		Municipality	
ELEC Identification Number		Political Party	
Type of Filing <input type="checkbox"/> Initial Registration Statement <input type="checkbox"/> Additional Depository <input type="checkbox"/> Deputy Treasurer <input type="checkbox"/> Amendment (please specify) _____			

**1. CHAIRPERSON**

Name			
Mailing Address			
City		State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	Occupation	
Employer Name and Address			

**2. TREASURER**

Name			
Mailing Address			
City		State	Zip Code
Resident Address, if different from Mailing Address			
City		State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	Occupation	
Employer Name and Address			

**3. DEPOSITORY INFORMATION**

Name of Bank or Depository			
Mailing Address			
City		State	Zip Code
(Area) Day Telephone			
Account Name		Account Number	

<b>3. DEPOSITORY INFORMATION (Continued)</b>		
Name of Bank or Depository		
Mailing Address		
City	State	Zip Code
(Area) Day Telephone		
Account Name	Account Number	
<b>4. LIST THE NAME(S), MAILING ADDRESS(ES) AND TELEPHONE NUMBER(S) OF ANY PERSON(S) AUTHORIZED TO SIGN CHECKS OR OTHERWISE MAKE TRANSACTIONS</b>		
Name		
Mailing Address		
City	State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	
Name		
Mailing Address		
City	State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	
Name		
Mailing Address		
City	State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	
<b>5. GENERAL ORGANIZATIONAL CATEGORY OR AFFILIATION: (Check one)</b>		
<input type="checkbox"/> Business	<input type="checkbox"/> Ideological Group	<input type="checkbox"/> Public Question
<input type="checkbox"/> Labor Union	<input type="checkbox"/> Civic Association	<input type="checkbox"/> Support
<input type="checkbox"/> Professional Association	<input type="checkbox"/> Trade Association	<input type="checkbox"/> Oppose
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Independent Committee in support of, or opposition to, a Candidate or Officeholder	
<b>6. List the names/ mailing addresses of the persons (other than chairperson) or entities having direct or indirect control over the affairs of the continuing political committee. (This includes, but is not limited to persons in whose name or at whose direction or suggestion the committee solicits funds or makes contributions.)</b>		
NAME OF PERSON OR ENTITY	MAILING ADDRESS	
	CITY/STATE/ZIP	
OCCUPATION	EMPLOYER NAME	
	EMPLOYER MAILING ADDRESS	
	CITY/STATE/ZIP	

**6. (Continued)**

NAME OF PERSON OR ENTITY

MAILING ADDRESS

CITY/STATE/ZIP

OCCUPATION

EMPLOYER NAME

EMPLOYER MAILING ADDRESS

CITY/STATE/ZIP

**7. LIST THE NAMES/MAILING ADDRESSES OF THE PERSONS OR ENTITIES NOT ALREADY LISTING IN QUESTION #6 WHO, DIRECTLY OR THROUGH AN AGENT, PARTICIPATED IN THE INITIAL ORGANIZATION OF THE CONTINUING POLITICAL COMMITTEE.**

NAME OF PERSON OR ENTITY

MAILING ADDRESS

CITY/STATE/ZIP

OCCUPATION

EMPLOYER NAME

EMPLOYER MAILING ADDRESS

CITY/STATE/ZIP

NAME OF PERSON OR ENTITY

MAILING ADDRESS

CITY/STATE/ZIP

OCCUPATION

EMPLOYER NAME

EMPLOYER MAILING ADDRESS

CITY/STATE/ZIP

NAME OF PERSON OR ENTITY

MAILING ADDRESS

CITY/STATE/ZIP

OCCUPATION

EMPLOYER NAME

EMPLOYER MAILING ADDRESS

CITY/STATE/ZIP

NAME OF PERSON OR ENTITY

MAILING ADDRESS

CITY/STATE/ZIP

OCCUPATION

EMPLOYER NAME

EMPLOYER MAILING ADDRESS

CITY/STATE/ZIP

USE ADDITIONAL SHEETS IF NECESSARY

8. Describe the economic, political or other particular interests and objectives to be advanced by the continuing political committee.

---

---

---

---

---

9. List the name and resident address of a New Jersey resident who has been designated by the continuing political committee as the agent of the continuing political committee to accept service of legal process.

Name

Resident Address

City

State

Zip Code

10. Has any New Jersey candidate or officeholder (other than a federal candidate) established, authorized the establishment of, maintained or participated directly or indirectly in the management or control of this continuing political committee, or will any New Jersey candidate do so in the future?

\_\_\_\_\_ Yes \_\_\_\_\_ No

11. What is the total amount of money this continuing political committee estimates it will raise:  
(Please estimate to the best of your ability.)

This calendar year? \$ \_\_\_\_\_

Next calendar year? \$ \_\_\_\_\_

12. How much of the total amount of money raised is expected to be spent for New Jersey election-related activity during: (Please estimate to the best of your ability.)

This calendar year? \$ \_\_\_\_\_

Next calendar year? \$ \_\_\_\_\_

13. What percentage of the total amount of money raised will be used for New Jersey election-related activity during:  
(Please estimate to the best of your ability.)

This calendar year? \$ \_\_\_\_\_

Next calendar year? \$ \_\_\_\_\_

14. Is making contributions to New Jersey candidates or committees, or otherwise engaging in New Jersey election-related activity expected to be a major purpose of this continuing political committee?

\_\_\_\_\_ Yes \_\_\_\_\_ No

15. Besides engaging in election-related activity, what other types of expenditures will be made by this continuing political committee?

---

---

---

---

---

16. Will this continuing political committee solicit any of its funds from the public for New Jersey election-related activity?

\_\_\_\_\_ inside New Jersey  
\_\_\_\_\_ outside New Jersey  
\_\_\_\_\_ \*both inside and outside New Jersey

\*If "both", what percentage of the funds are expected to be raised outside New Jersey? \_\_\_\_\_ %

17. Will this continuing political committee solicit contributions with the stated or principal purpose of making contributions to New Jersey candidates or committees?

\_\_\_\_\_ Yes \_\_\_\_\_ No

18. Does this continuing political committee file with the Federal Election Commission?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**TREASURER /CHAIRPERSON CERTIFICATION**

I certify that the statements on this document are true and correct. I further certify that no candidate or officeholder has established, authorized the establishment of, maintained or participated directly or indirectly in the management or control of the continuing political committee, and no candidate or officeholder shall be permitted to do so during the existence of the continuing political committee. I am aware that if any of the statements are willfully false, I am subject to punishment.

\_\_\_\_\_ DATE \_\_\_\_\_ PRINT FULL NAME (TREASURER) \_\_\_\_\_ SIGNATURE (TREASURER)

\_\_\_\_\_ DATE \_\_\_\_\_ PRINT FULL NAME (CHAIRPERSON) \_\_\_\_\_ SIGNATURE (CHAIRPERSON)



**CONTINUING POLITICAL COMMITTEE CERTIFICATION OF FINALIZATION PURSUANT TO N.J.S.A. 19:44A-8(b)(2)**

**FORM: CPC-F**  
FOR STATE USE ONLY

**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION**

P.O. Box 185, Trenton, NJ 08625-0185  
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)  
[www.elec.state.nj.us](http://www.elec.state.nj.us)

**PLEASE PRINT OR TYPE**

1. Name of Continuing Political Committee: \_\_\_\_\_  
\_\_\_\_\_

ELEC Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number - \*Day: \_\_\_\_\_ \*Evening: \_\_\_\_\_

2. Name of Treasurer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number - \*Day: \_\_\_\_\_ \*Evening: \_\_\_\_\_

3. Name of Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number - \*Day: \_\_\_\_\_ \*Evening: \_\_\_\_\_

4. Name of Bank or Depository: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Account Name: \_\_\_\_\_  
\_\_\_\_\_

**(Note: If the CPC has more than one bank account or depository, enter information concerning additional accounts below.)**

Name of Bank or Depository: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Account Name: \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF FINALIZATION**

N.J.S.A. 19:44A-8(b)(2) requires that a continuing political committee which at any point expects to cease making contributions toward the aiding or promoting of the candidacy of an individual(s) for elective public office or the passage or defeat of a public question in this State to certify that fact in writing to the Commission. Placing your signature below fulfills this requirement.

**Declaration for Continuing Political Committee:** I certify that the committee has ceased to make contributions toward the aiding or promoting of the candidacy of an individual(s) or the passage or defeat of a public question(s) in the State of New Jersey.

\_\_\_\_\_  
SIGNATURE OF CHAIRPERSON

\_\_\_\_\_  
SIGNATURE OF TREASURER

**Declaration Regarding Funds:** I certify that the committee has wound up its business.

Balance on hand (if any) \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF CHAIRPERSON

\_\_\_\_\_  
SIGNATURE OF TREASURER

I certify that the forgoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I may be subject to punishment.

\_\_\_\_\_  
SIGNATURE OF CHAIRPERSON

\_\_\_\_\_  
SIGNATURE OF TREASURER

**NOTE:** N.J.S.A. 19:44A-8(b)(2) requires that continuing political committees that cease activity submit a final accounting of any fund relating to the aiding or promoting of candidates or public questions in the State of New Jersey. A final Form R-3 should be submitted with this form to fulfill this requirement.



**LEGISLATIVE LEADERSHIP COMMITTEE -  
REGISTRATION STATEMENT AND DESIGNATION OF  
ORGANIZATIONAL DEPOSITORY**

**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION**

P.O. Box 185, Trenton, NJ 08625-0185  
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)  
[www.elec.state.nj.us/](http://www.elec.state.nj.us/)

**FORM D-5  
FOR STATE USE ONLY**

**PLEASE TYPE OR PRINT**

Committee Name

Identifying Title or Acronym (Optional)

Address (Number and Street, City, State, Zip Code)

\*(Area) Day Telephone

\*(Area) Evening Telephone

Name of Legislative Leader

Senate

General Assembly

ELEC Identification Number

Political Party

Type of Filing  Initial Registration Statement

Additional Depository

Deputy Treasurer

Amendment (please specify) \_\_\_\_\_

**1. TREASURER**

Name

Mailing Address

City

State

Zip Code

\*(Area) Day Telephone

\*(Area) Evening Telephone

Resident Address

City

State

Zip Code

**2. DEPOSITORY INFORMATION**

Name of Bank or Depository

Mailing Address

City

State

Zip Code

(Area) Day Telephone

Account Name

Account Number

Name of Bank or Depository

Mailing Address

City

State

Zip Code

(Area) Day Telephone

Account Name

Account Number

**3. LIST THE NAME(S), MAILING ADDRESS(ES) AND TELEPHONE NUMBER(S) OF ANY PERSON(S) AUTHORIZED TO SIGN CHECKS OR OTHERWISE MAKE TRANSACTIONS**

Name		
Mailing Address		
City	State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	

Name		
Mailing Address		
City	State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	

Name		
Mailing Address		
City	State	Zip Code
*(Area) Day Telephone	*(Area) Evening Telephone	

**4. LIST THE NAME AND RESIDENT ADDRESS OF A NEW JERSEY RESIDENT WHO HAS BEEN DESIGNATED BY THE LEGISLATIVE LEADERSHIP COMMITTEE AS THE AGENT OF THE LEGISLATIVE COMMITTEE TO ACCEPT SERVICE OF LEGAL PROCESS.**

Name		
Resident Address		
City	State	Zip Code

**5. COPY OF THE BYLAWS BY THE LEGISLATIVE LEADERSHIP COMMITTEES SHALL BE FILED WITH THE COMMISSION. IF A COPY OF THE BYLAWS IS ENCLOSED WITH THE REGISTRATION STATEMENT, CHECK HERE:**   
**IF NO BYLAWS HAVE BEEN ADOPTED, CHECK HERE:**

**LEGISLATIVE LEADER/TREASURER CERTIFICATION**

I certify that the statements on this document are true and correct. I am aware that if any of the statements are willfully false, I may be subject to punishment.

DATE	PRINT FULL NAME (LEGISLATIVE LEADER)	SIGNATURE (LEGISLATIVE LEADER)
------	--------------------------------------	--------------------------------

DATE	PRINT FULL NAME (TREASURER)	SIGNATURE (TREASURER)
------	-----------------------------	-----------------------

Treasurers for the **Legislative Leadership Committees** are required to receive training with the New Jersey Election Law Enforcement Commission.

Check here  if you have completed the training and enter your Treasurer Training ID# \_\_\_\_\_.



LEGISLATIVE LEADERSHIP COMMITTEE - NOTICE OF MEMBERSHIP

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
www.elec.state.nj.us/

FORM D-5N
FOR STATE USE ONLY

PLEASE TYPE OR PRINT. PHOTOCOPIES MAY BE USED IF ADDITIONAL FORMS ARE NEEDED.

Committee Name Identification Number

CHAIRPERSON

Name
Mailing Address
City State Zip Code
\*(Area) Day Telephone \*(Area) Evening Telephone

VICE-CHAIRPERSON

Name
Mailing Address
City State Zip Code
\*(Area) Day Telephone \*(Area) Evening Telephone

LIST THE NAME(S), MAILING ADDRESS(ES) AND TELEPHONE NUMBER(S) OF ALL OTHER MEMBERS OF THE LEGISLATIVE LEADERSHIP COMMITTEE

Name
Mailing Address
City State Zip Code
\*(Area) Day Telephone \*(Area) Evening Telephone

Name
Mailing Address
City State Zip Code
\*(Area) Day Telephone \*(Area) Evening Telephone

TREASURER CERTIFICATION

I certify that the statements on this document are true and correct. I am aware that if any of the statements are willfully false, I may be subject to punishment.

DATE PRINT FULL NAME (TREASURER) SIGNATURE (TREASURER)

Treasurers for the Legislative Leadership Committees are required to receive training with the New Jersey Election Law Enforcement Commission.

Check here [ ] if you have completed the training and enter your Treasurer Training ID#



**COMMITTEE – SWORN STATEMENT**  
 To be used only by a continuing political committee,  
 political party committee, or a legislative leadership committee.  
**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION**  
 P.O. Box 185, Trenton, NJ 08625-0185  
 (609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)  
 Website: www.elec.state.nj.us

**FORM A-3**  
**FOR STATE USE ONLY**

**PLEASE TYPE OR PRINT**

Full Committee Name, Address (Number & Street, City, State, Zip Code)

Calendar Year Period  
 Jan. 1<sup>ST</sup> to Dec. 31<sup>ST</sup>, \_\_\_\_\_

First Report Filed?  
 Yes     No

Committee Type: (CHECK ONE)  Continuing Political     Political Party     Legislative Leadership

**ELEC Identification Number**

"X" If address is different from  
 address previously reported

Amendment?  
 Yes     No

**Committee Chairperson and Treasurer Certification**

I, the undersigned, do hereby certify as follows:

The total amount to be expended by this committee shall be zero, or shall not, in the aggregate, exceed \$4,900 during the calendar year period indicated above. I have read the additional filing information on this form. I certify that my statements on this document are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

DATE: \_\_\_\_\_

COMMITTEE CHAIRPERSON SIGNATURE \_\_\_\_\_

\*DAY TELEPHONE \_\_\_\_\_

PRINT COMMITTEE CHAIRPERSON'S NAME \_\_\_\_\_

\*EVENING TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

DATE: \_\_\_\_\_

COMMITTEE TREASURER SIGNATURE \_\_\_\_\_

\*DAY TELEPHONE \_\_\_\_\_

PRINT COMMITTEE TREASURER'S NAME \_\_\_\_\_

\*EVENING TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

**Additional Filing Information**

In the event the total expended by this committee, in the aggregate, exceeds \$4,900 at any point in the calendar year, this committee is required to file a "Receipts and Expenditures Quarterly Report," Form R-3, on each subsequent quarterly filing date. The first of such reports shall include all activity dating back to January 1<sup>ST</sup> of the current calendar year. The filing dates are: **April 15, July 15, October 15, and January 15.**

If contributions from any one source during the calendar year aggregate more than \$300, or the committee receives currency (cash) contributions in any amount, the committee is required to report the contributions to the Commission on "Supplemental Contributor Information," Form C-3, on the next quarterly reporting date. Note that currency (cash) contributions cannot be accepted in excess of \$200.

If the committee receives a contribution in excess of \$1,200 in the aggregate from any one source during the period between the closing date of the last quarterly report through the date of an election in which the committee is contributing or otherwise participating, the committee is required to notify the Commission in writing within 48 hours of the receipt of the contribution. It is permissible for a committee to file a cumulative report on the 11<sup>TH</sup> day prior to an election of contributions in excess of \$1,200 received up to the 13<sup>TH</sup> day before an election. Thereafter, each contribution in excess of \$1,200 must be reported within 48 hours of receipt. Please use the Form C-3, "Supplemental Contributor Information."

If the committee makes, incurs, or authorizes an expenditure of money or other thing of value in excess of \$1,200 in the aggregate from April 1 up to and including the day of any primary election in which the committee is participating, or from October 1 up to and including the day of any general election in which the committee is participating, the committee is required to notify the Commission in writing within 48 hours. It is permissible for a committee to file a cumulative report on the 11<sup>TH</sup> day prior to the primary or general election of expenditures made, incurred, or authorized in excess of \$1,200 up to the 13<sup>TH</sup> day before the election; thereafter, each expenditure in excess of \$1,200 must be reported within 48 hours. Please use the Form E-3, "Supplemental Expenditure Information."



**SUPPLEMENTAL CONTRIBUTOR INFORMATION**

**FORM C-3**

**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION**

**FOR STATE USE ONLY**

P.O. Box 185, Trenton, NJ 08625-0185

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Web site: <http://www.elec.state.nj.us/>

**CONTRIBUTIONS REPORT TYPE (CHECK ONE)**

- Committee filing "Sworn Statement," Form A-3, and receiving a contribution in excess of \$300 in the aggregate from one source, or currency (cash) contributions in any amount.
- Committee receiving a contribution in excess of \$1,200 in the aggregate from one source between the closing date of the last quarterly report through the date of an election in which the committee is contributing or otherwise participating (48-Hour Notice).

Amendment?

Yes  No

**REPORT QUARTER**

**ELEC Identification Number**

**APRIL 15**  **JULY 15**  **OCTOBER 15**  **JANUARY 15**

**SECTION I. PLEASE TYPE OR PRINT**

"X" If address is different from address previously reported

Full Committee Name, Address (Number and Street, City, State, Zip Code)

**SECTION II. CONTRIBUTION INFORMATION (Receipt Types: A = Currency or Check; B = In-Kind; C = Loan)**

Full Name, Address (Number and Street, City, State, Zip Code)	Date(s) Received	Amount(s) Received This Period
---	------------------	--------------------------------

Receipt Type	Description, if In-Kind Contribution	Aggregate Year to Date
--------------	--------------------------------------	------------------------

Occupation (If Individual)	Employer Name, Address (If Individual)
----------------------------	--

Full Name, Address (Number and Street, City, State, Zip Code)	Date(s) Received	Amount(s) Received This Period
---	------------------	--------------------------------

Receipt Type	Description, if In-Kind Contribution	Aggregate Year to Date
--------------	--------------------------------------	------------------------

Occupation (If Individual)	Employer Name, Address (If Individual)
----------------------------	--

Full Name, Address (Number and Street, City, State, Zip Code)	Date(s) Received	Amount(s) Received This Period
---	------------------	--------------------------------

Receipt Type	Description, if In-Kind Contribution	Aggregate Year to Date
--------------	--------------------------------------	------------------------

Occupation (If Individual)	Employer Name, Address (If Individual)
----------------------------	--

(COMPLETE THIS LINE FOR EVERY PAGE USED)      **TOTAL, THIS PAGE**      \$ \_\_\_\_\_

(COMPLETE THIS LINE FOR LAST PAGE USED)      **GRAND TOTAL**      \$ \_\_\_\_\_

Treasurer Signature	Date
---------------------	------



**SUPPLEMENTAL EXPENDITURE INFORMATION**  
**NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION**  
 P.O. Box 185, Trenton, NJ 08625-0185  
 (609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)  
 Web site: <http://www.elec.state.nj.us/>

**FORM E-3**  
**FOR STATE USE ONLY**

To be filed by a committee within 48 hours of any expenditure of money or other thing of value in excess of \$1,200 in the aggregate made, incurred, or authorized from April 1 up to and including the day of any primary election in which the committee is participating, or from October 1 up to and including the day of any general election in which the committee is participating.

**Filing Period (CHECK ONE)**

- From April 1<sup>ST</sup> up to and including the Primary Election Date  
 From October 1<sup>ST</sup> up to and including the General Election Date

Amendment?

- Yes     No

Full Committee Name, Address (Number and Street, City, State, Zip Code)

\*(Area) Day Telephone

\*(Area) Evening Telephone

**ELEC Identification Number**

**EXPENDITURE INFORMATION**

Payment Date	Check No.	Purpose	Amount Incurred/Not Paid	Amount Disbursed
--------------	-----------	---------	--------------------------	------------------

Full Name of Payee

Full Mailing Address

**Expenditures on Behalf of Candidate(s)/Committee(s) (Identify Recipient)**

Candidate/Committee Full Name	Election Date	Election District or Municipality	Prorated Amount

Payment Date	Check No.	Purpose	Amount Incurred/Not Paid	Amount Disbursed
--------------	-----------	---------	--------------------------	------------------

Full Name of Payee

Full Mailing Address

**Expenditures on Behalf of Candidate(s)/Committee(s) (Identify Recipient)**

Candidate/Committee Full Name	Election Date	Election District or Municipality	Prorated Amount

**(COMPLETE THIS LINE FOR EVERY PAGE USED)**      **TOTAL, THIS PAGE**      \$ \_\_\_\_\_

**(COMPLETE THIS LINE FOR LAST PAGE USED)**      **GRAND TOTAL**      \$ \_\_\_\_\_

Treasurer Signature

Date



RECEIPTS AND EXPENDITURES QUARTERLY REPORT

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION

P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
www.elec.state.nj.us/

FORM R-3
FOR STATE USE ONLY

PLEASE TYPE OR PRINT

Committee Name or Approved Acronym

Address (Number and Street) Check if different than previously reported

City, State, Zip Code

ELEC Identification Number

Committee Type

CPC PPC LLC

Check if:

Amendment First Report Filed

Report Quarter

Apr 15 Jul 15 Oct 15 Jan 15 Year

Do not attempt to complete the "Depository Information" or the "Net Financial Summary" until the appropriate schedules have been completed.

DEPOSITORY INFORMATION

Column A

Column B

Table with 4 columns: Period Covered, From, Through, Column A (This Report), Column B (Calendar Year-to-Date). Rows include Cash on Hand, Monetary Receipts, Subtotal, and Monetary Expenditures.

NET FINANCIAL SUMMARY

Table with 3 columns: Description, Column A, Column B. Rows include Cash on Hand, Debt owed to Committee, Subtotal, Debt Owed by Committee, and Total (Net Worth).

TREASURER CERTIFICATION

I certify that the statements on this document are true, and that the contribution amounts received conform with the limitations designated by law. I am aware that if any of the statements are willfully false, I may be subject to punishment.

DATE

PRINT NAME

SIGNATURE

ADDRESS

\*(AREA CODE) DAY TELEPHONE NUMBER

\*(AREA CODE) EVENING TELEPHONE NUMBER

**Do not attempt to complete Tables I and II until the appropriate schedules have been completed.**

<b>TABLE I RECEIPTS</b>	<b>Column A</b>	<b>Column B</b>
Monetary Receipts	This Report	Calendar Year-to-Date
1. Contributions, \$300 or less		
2. Contributions, more than \$300 (Schedule A)		
2a. Currency Contributions (Schedule A)		
3. Total (Add lines 1, 2 and 2a)		
4. Refund of Excessive Contributions (Adjustment Schedule) (-)		
5. Subtotal (Subtract line 4 from line 3)		
Other Receipts		
6. Reimbursements/Refunds (Schedule A)		
7. Dividends/Interest (Schedule A)		
8. Loans Received by Committee, \$300 or Less		
9. Loans Received by Committee more than \$300 and all Currency Loans (Schedule B)		
10. Total Monetary Receipts (Add lines 5 through 9)		
11. In-kind Contributions, \$300 or less		
12. In-kind Contributions, more than \$300 (Schedule A)		
13. Gross Receipts (Add lines 10, 11 and 12)		
<b>TABLE II EXPENDITURES</b>		
14. Operating Disbursement (Schedule C)		
Contributions (from the Committee) to:		
15a. NJ gubernatorial Candidates/Committees (Schedule D)		
15b. NJ Legislative Candidates/Committees (Schedule D)		
15c. All other Candidates/Committees (Schedule D)		
Expenditures Made on Behalf of:		
16a. NJ gubernatorial Candidates/Committees (Schedule E)		
16b. NJ Legislative Candidates/Committees (Schedule E)		
16c. All other Candidates/Committees (Schedule E)		
17. Loan Payments (Schedule B)		
18. Total Monetary Expenditures (Add lines 14 through 17)		
19. In-kind contributions, \$300 or Less (Table I, Line 11)		
20. In-kind contributions, more than \$300 (Table I, Line 12)		
21. Gross Expenditures (Add lines 18 through 20)		

**DEPOSITORY SUMMARY - PLEASE TYPE OR PRINT. PHOTOCOPIES MAY BE USED IF ADDITIONAL FORMS ARE NEEDED.**

Committee Name:

**BANK ACCOUNT INFORMATION**

1. Name of Bank (Area Code) Telephone Number

Mailing Address

City, State, Zip Code

Account Name

Opening Balance this Period Deposits this Period Disbursements this Period Closing Balance this Period

**If the committee has more than one bank account within the same bank, the name(s) of the additional account(s) must be provided.**

Account Name

Opening Balance this Period Deposits this Period Disbursements this Period Closing Balance this Period

2. Name of Bank (Area Code) Telephone Number

Mailing Address

City, State, Zip Code

Account Name

Opening Balance this Period Deposits this Period Disbursements this Period Closing Balance this Period

**If the committee has more than one bank account within the same bank, the name(s) of the additional account(s) must be provided.**

Account Name

Opening Balance this Period Deposits this Period Disbursements this Period Closing Balance this Period

**OTHER ASSETS**

Other than the bank account(s) listed above, does this committee hold any of the following (please X):

- |  |  |
|--|--|
| <input type="checkbox"/> Investment Institution Money Market Account | <input type="checkbox"/> Bonds         |
| <input type="checkbox"/> Certificate of Deposit (C.D.)               | <input type="checkbox"/> Stocks        |
| <input type="checkbox"/> Mutual Fund Account                         | <input type="checkbox"/> Real Property |
| <input type="checkbox"/> Other (please specify) _____                |  |

For each item checked ("X") above (other than real property), please complete the following information. If real property is held, a Real Property Schedule must be filed as part of the Form R-3. Contact the Commission for a Real Property Schedule and instructions.

1. Name of Depository or Issuer (Area Code) Telephone Number

Mailing Address

City, State, Zip Code

Account Name

Type of Asset

 Money Market  C.D.  Mutual Fund  Bonds  Stocks  Other (specify) \_\_\_\_\_

Value of Asset at Purchase if Applicable Date of Maturity, if Applicable

Opening Balance this Period Deposits this Period Disbursements this Period Closing Balance this Period

**PLEASE TYPE OR PRINT. PHOTOCOPIES MAY BE USED IF ADDITIONAL FORMS ARE NEEDED.**

Receipt Type (Use a separate "Schedule A" for each type and for each separate account.)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Currency                                | <input type="checkbox"/> All other Monetary Contributions | <input type="checkbox"/> In-Kind Contributions-Expenditures Made by Others |
| <input type="checkbox"/> Reimbursements/Refunds of Disbursements | <input type="checkbox"/> Dividends/Interest               |  |

Committee Name

Account Name

Contributor Name	State Use Only	Contributor Address (Number and Street)
------------------	----------------	---

Occupation	State Use Only	City, State, Zip Code
------------	----------------	-----------------------

Employer Name	Date(s) Received this Period	Amount(s) Received this Period
Employer Address		
City, State, Zip Code		
Receipt Description (If In-Kind)	Aggregate Year-to-Date	

Contributor Name	State Use Only	Contributor Address (Number and Street)
------------------	----------------	---

Occupation	State Use Only	City, State, Zip Code
------------	----------------	-----------------------

Employer Name	Date(s) Received	Amount(s) Received
Employer Address		
City, State, Zip Code		
Receipt Description (If In-Kind)	Aggregate Year-to-Date	

Contributor Name	State Use Only	Contributor Address (Number and Street)
------------------	----------------	---

Occupation	State Use Only	City, State, Zip Code
------------	----------------	-----------------------

Employer Name	Date(s) Received	Amount(s) Received
Employer Address		
City, State, Zip Code		
Receipt Description (If In-Kind)	Aggregate Year-to-Date	

Contributor Name	State Use Only	Contributor Address (Number and Street)
------------------	----------------	---

Occupation	State Use Only	City, State, Zip Code
------------	----------------	-----------------------

Employer Name	Date(s) Received	Amount(s) Received
Employer Address		
City, State, Zip Code		
Receipt Description (If In-Kind)	Aggregate Year-to-Date	

<b>1. SUBTOTAL</b> (Add all receipts listed on this page.)	
--	--

<b>2. TOTAL RECEIPTS, THIS PERIOD</b> (Complete this line on the last page used for each receipt type. Carry forward to applicable line on Page 2, Column A.)	
---	--

LOANS RECEIVED		SCHEDULE B	Page No.	of
<b>PLEASE TYPE OR PRINT. PHOTOCOPIES MAY BE USED IF ADDITIONAL FORMS ARE NEEDED.</b>				
Use a separate "SCHEDULE B" for each separate account.				
Committee Name				
Account Name				
Name and Address of Lender	Original Loan Amount	New Loan this Period	Total Amount of Loan Plus Interest	Outstanding Balance this Period
	Payments this Period	Amount	Check No(s)	Date(s)
Occupation	Terms:	Date Incurred	Date Due	Annual Interest Rate
Employer Name and Address (Number, Street, City, State and Zip Code)				Aggregate Year-to-Date
1. Name and Address of Guarantor				Amount Outstanding
Occupation	Employer Name and Address (Number, Street, City, State and Zip Code)			Aggregate Year-to-Date
2. Name and Address of Guarantor				Amount Outstanding
Occupation	Employer Name and Address (Number, Street, City, State and Zip Code)			Aggregate Year-to-Date
Name and Address of Lender	Original Loan Amount	New Loan this Period	Total Amount of Loan Plus Interest	Outstanding Balance this Period
	Payments this Period	Amount	Check No(s)	Date(s)
Occupation	Terms	Date Incurred	Date Due	Annual Interest Rate
Employer Name and Address (Number, Street, City, State and Zip Code)				Aggregate Year-to-Date
1. Name and Address of Guarantor				Amount Outstanding
Occupation	Employer Name and Address (Number, Street, City, State and Zip Code)			Aggregate Year-to-Date
2. Name and Address of Guarantor				Amount Outstanding
Occupation	Employer Name and Address (Number, Street, City, State and Zip Code)			Aggregate Year-to-Date
<b>1. TOTAL NEW LOANS, THIS PERIOD</b> (Complete this line on the last page used. Carry forward to Page 2, Line 9, Column A.)				
<b>2. TOTAL AMOUNT OF LOANS PLUS INTEREST, THIS PERIOD</b>				
<b>3. TOTAL LOAN PAYMENTS, THIS PERIOD</b> (Complete this line on the last page used. Carry forward to Page 2, Line 17, Column A.)				
<b>4. TOTAL OF ALL OUTSTANDING LOANS PLUS INTEREST</b> (Complete this line on the last page used. Carry back to Page 10, "Schedule F", Line 1.)				







**PLEASE TYPE OR PRINT. PHOTOCOPIES MAY BE USED IF ADDITIONAL FORMS ARE NEEDED.**  
 Use a separate "SCHEDULE E" for each separate account and each separate recipient type.

New Jersey Gubernatorial Candidates/Committees       New Jersey Legislative Candidates/Committees  
 All Other Candidates/Committees

Committee Name

Account Name

Payee Name and Address	Purpose	Amount(s) this Period		Transaction	Check
(Number, Street, City, State and Zip Code)		Incurred/Not Paid	Disbursed	Date(s)	No(s)

**ALLOCATION OF EXPENDITURES BENEFITING CANDIDATE(S)/COMMITTEE(S)**

Candidate/Committee Name	Election Date	District or County or Municipality	Pro-Rated Amount

Payee Name and Address	Purpose	Amount(s) this Period		Transaction	Check
(Number, Street, City, State and Zip Code)		Incurred/Not Paid	Disbursed	Date(s)	No(s)

**ALLOCATION OF EXPENDITURES BENEFITING CANDIDATE(S)/COMMITTEE(S)**

Candidate/Committee Name	Election Date	District or County or Municipality	Pro-Rated Amount

<b>1. SUBTOTAL</b> (Add all disbursements made to each recipient type listed on this page.)	
<b>2. TOTAL DISBURSEMENTS, THIS PERIOD</b> (Complete this line on the last page used for each recipient type. Carry forward to Page 2, either Line 16a, Line 16b, or Line 16c, Column A.)	
<b>3. SUBTOTAL</b> (Add all outstanding obligations incurred/not paid, listed on this page.)	
<b>4. TOTAL OUTSTANDING OBLIGATIONS INCURRED/NOT PAID</b> (Complete this line on the last page used. Carry back to Page 10, "Schedule F", Line 2.)	

**PLEASE TYPE OR PRINT. PHOTOCOPIES MAY BE USED IF ADDITIONAL FORMS ARE NEEDED.**  
 Use a separate "SCHEDULE F" for each separate account.

Committee Name

Account Name

Creditor Name and Address (Number, Street, City, State, and Zip Code)	Outstanding Beginning Balance this Period	Amount Incurred this Period	Payments this Period	Outstanding Balance this Period
Debt Purpose				
Debt Purpose				
Debt Purpose				
Debt Purpose				

<b>SUMMARY OF DEBTS AND OBLIGATIONS</b>				
<b>1. TOTAL OUTSTANDING LOANS PLUS INTEREST FROM SCHEDULE B, PAGE 5, LINE 4</b>				
<b>2. TOTAL OUTSTANDING OBLIGATIONS INCURRED/NOT PAID ON BEHALF OF CANDIDATES/COMMITTEES FROM SCHEDULE E, PAGE 9, LINE 4</b>				
<b>3. TOTAL OUTSTANDING OBLIGATIONS, SCHEDULE F</b> (Complete this line on the last page used.)				
<b>4. TOTAL OUTSTANDING DEBTS/OBLIGATIONS OWED BY COMMITTEE</b> (Add lines 1, 2 and 3. Carry forward to front page, Line 10.)				

**PLEASE TYPE OR PRINT. PHOTOCOPIES MAY BE USED IF ADDITIONAL FORMS ARE NEEDED.**  
 Use a separate "SCHEDULE G" for each separate account.

Committee Name

Account Name

Debtor Name and Address (Number, Street, City, State, and Zip Code)	Balance Due at beginning of this Period	New Amount this Period	Total Amount Received this Period	Balance Due at Close of this Period		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Date Debt Incurred</td> <td style="width:80%;">Debt Description</td> </tr> </table>	Date Debt Incurred	Debt Description				
Date Debt Incurred	Debt Description					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Date Debt Incurred</td> <td style="width:80%;">Debt Description</td> </tr> </table>	Date Debt Incurred	Debt Description				
Date Debt Incurred	Debt Description					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Date Debt Incurred</td> <td style="width:80%;">Debt Description</td> </tr> </table>	Date Debt Incurred	Debt Description				
Date Debt Incurred	Debt Description					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Date Debt Incurred</td> <td style="width:80%;">Debt Description</td> </tr> </table>	Date Debt Incurred	Debt Description				
Date Debt Incurred	Debt Description					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Date Debt Incurred</td> <td style="width:80%;">Debt Description</td> </tr> </table>	Date Debt Incurred	Debt Description				
Date Debt Incurred	Debt Description					

<b>SUMMARY OF DEBTS AND OBLIGATIONS</b>	
<b>1. SUBTOTAL</b> (Add all debts and obligations owed to committee listed on this page.)	
<b>2. TOTAL DEBTS AND OBLIGATIONS OWED TO COMMITTEE</b> (Complete this line on the last page used. Carry forward to front page, Line 8.)	

# Form R-3 Instructions

1. The Form R-3 consists of 11 pages; file all pages whether or not a particular page applies to your committee.
2. File an original.
3. The filing dates are the 15th of April, July, October, and January. If any of these dates falls on a weekend or holiday, the next business day becomes the due date.
4. Make several copies of the blank Form R-3 to be sure you will have adequate blank forms for your use. Additional copies of the Form R-3 are available on the Commission's Web site ([www.elec.state.nj.us](http://www.elec.state.nj.us)) or by contacting the staff of the Commission at (609) 292-8700 or toll free within NJ at 1 (888) 313-ELEC (3532).
5. If you need to file several pages of a particular Schedule, number your pages. Example: your committee requires 15 pages of Schedule A to report its receipts. At the top of the page in the box provided, enter: Page No. 1 of 15.
6. If you have more than one depository account, use a separate schedule to report the activity of each account. Identify the account name in the box provided at the top of each schedule. However, when completing the front page and page 2 of the form r-3, always consolidate all account activity. Every depository account must be disclosed on the Form D-3, D-4, or D-5, whichever is applicable to your committee.

## **Front Page of Form R-3**

### **Committee Name/Address**

Use committee's full name, or, if the Commission has approved an acronym, use the acronym.

### **Identification Number**

The identification number is a 14-character number assigned by the Commission. A treasurer will be given his or her committee's identification number at the time the committee is certified. The committee's identification number can always be found on the committee's mailing materials. If you are unsure about your committee's identification number, contact the staff of the Commission.

The first twelve characters of the committee's identification number will never change. The last two characters will change each year, since they reflect the calendar year of coverage. For example, the four quarters of 2011 will have a "Q" (quarter) "11" at the end of the identification number.

**Never submit a Form R-3**, or any other report, to the Commission without the identification number.

### **Committee Type**

Check the correct box that applies to your committee. There are three types of committees:

"CPC" - Continuing Political Committee

"PPC" - Political Party Committee

"LLC" - Legislative Leadership Committee

## **Amendment**

If any report needs amending, only the changed information need be filed, not the entire report. However, the front page and page 2 of the Form R-3 must always be completed, signed by the treasurer, and filed with an amendment. The amendment box must be checked, and the quarterly report and year being amended must be indicated.

## **First Report Filed**

The "First Report Filed" box should only be checked the first time the committee is filing (after formation of the committee).

## **Report Quarter and Year**

Check the quarter that applies. Enter the applicable year.

## **Depository Information & Net Financial Summary**

The remainder of the front page of the Form R-3, as well as page 2 of the Form R-3 cannot be completed until all the Schedules are completed. Proceed to page 3.

## ***Page 2 of Form R-3***

Page 2 cannot be completed until all the Schedules are completed. Proceed to page 3.

## ***Page 3 of Form R-3***

### **Depository Summary**

The Depository Summary, when completed, should provide a complete picture of all accounts and assets of the committee.

For each bank account, enter the name and mailing address of the bank, and the account name. Enter the opening balance, deposits, disbursements and closing balance for the reporting period.

If a committee has more than one bank account within the same or another bank, the name(s) of the additional account(s) must be provided.

For other assets, enter the name and mailing address of the depository or issuer, the account name, type of asset, and the value at purchase and date of maturity (if applicable). Also, enter the opening balance, deposits, disbursements, and closing balance for the reporting period, if applicable.

If you think you will need an additional Depository Summary sheet in order to fully disclose your accounts and assets please photocopy a blank Depository Summary before completing or obtain a blank Depository Summary sheet from the Commission's Web site.

Note: If the committee holds real property, a Real Property Schedule must be filed. Please contact the Commission for a Real Property Schedule (Page 3A) and instructions for filing.

## **Page 4 of Form R-3**

### **Schedule A - Itemized Receipts**

The purpose of Schedule A is to assist you with disclosing the committee's receipts. There are five receipt types:

1. Currency Contributions;
2. All Other Monetary Contributions;
3. In-kind Contributions - Expenditures Made by Others;
4. Reimbursements/Refunds of Disbursements; and,
5. Dividends/Interest.

Use a **separate** Schedule A for each receipt type and for each account.

#### **Currency Contributions**

Please review the section of the Compliance Manual on "Contributions," especially the section on "Currency Contributions" before completing this Schedule. There you will find detailed information concerning how to report a contribution. It is also necessary to review the section of the Compliance Manual on "Record Keeping" periodically throughout the year to assure that proper records are being maintained.

All currency contributions, regardless of amount, must be reported on Schedule A. Note that a committee cannot accept more than \$200 in currency from a contributor in a calendar year.

After checking the box "Currency Contributions," fully identify the contributor. If the contributor is an individual, enter the contributor's:

- Name
- Address
- Occupation
- Employer name and address

Also, enter the date(s) the contribution was received, the amount(s) received this reporting period, and the aggregate amount received to date in this calendar year.

The "Receipt Description" is not completed when reporting currency contributions.

If the contributor is a corporation, business, union, association, political committee, etc., enter:

- Name or acronym, if entity has a Commission approved acronym, and
- Address

**Note:**

“Date Received” is the date a responsible member of the committee received the contribution, not the date of deposit, unless deposited on the day it is received.

“Aggregate Year-to-Date” will reflect the total amount (currency, monetary, in-kind, and loans) that the contributor has given during the calendar year.

### **All Other Monetary Contributions**

Please review the section of the Compliance Manual on “Contributions,” especially the section on “Contributions by Check or Other Negotiable Instrument” before completing this Schedule. There you will find detailed information concerning how to report a contribution. It is also necessary to review the section of the Compliance Manual on “Record Keeping” periodically throughout the year to assure that proper records are being maintained.

Monetary contributions in excess of \$300 per calendar year in the aggregate from one source must be reported on Schedule A. Monetary contributions of \$300 or less (**except currency**) are reportable on page 2, line 1.

After checking the box “All Other Monetary Contributions,” fully identify the contributor. If the contributor is an individual, enter the contributor’s:

- Name
- Address
- Occupation
- Employer name and address

Also, enter the date(s) the contribution was received, the amount(s) received this reporting period, and the aggregate amount received to date in this calendar year.

The “Receipt Description” is not completed when reporting monetary contributions.

If the contributor is a corporation, business, union, association, political committee, etc., enter:

- Name or acronym, if entity has a Commission approved acronym, and
- Address

### **Note:**

“Date Received” is the date a responsible member of the committee received the contribution, not the date of deposit, unless deposited on the day it is received.

“Aggregate Year-to-Date” will reflect the total amount (currency, monetary, in-kind, and loans) that the contributor has given during the calendar year. For example, assume a contributor gives \$500 during the first quarter and gives a \$700 contribution in the second quarter. The first quarter’s “Aggregate Year-to-Date” will be \$500. The “Aggregate Year-to-Date” amount for the second quarter will be \$1,200.

The “Aggregate Year-to-Date” figure will assist treasurers with the contribution limits, where applicable.

In the case of an anonymous contribution, the committee shall return the contribution to the donor if the identity is known; however, if no donor is found, the contribution shall escheat to the State. Report the

contribution on Schedule A, describe it as anonymous, and identify the check number of the payment to the State as reported on Schedule C.

### **In-Kind Contributions - Expenditures Made by Others**

Please review the section of the Compliance Manual on “Contributions,” before completing this Schedule. There you will find detailed information concerning how to report a contribution. It is also necessary to review the section of the Compliance Manual on “Record Keeping” periodically throughout the year to assure that proper records are being maintained. In-kind contributions (a contribution of goods or services) must be reported in a similar manner as other monetary contributions. Please check the box at the top of Schedule A, “In-kind Contributions - Expenditures Made by Others.” Remember; use a separate Schedule A for each receipt type. In-kind contributions of \$300 or less are reportable on page 2, line 11.

#### **Goods**

A contribution of goods shall be valued by using the fair market value of the goods to the committee receiving them. If the fair market value is in excess of \$300, the in-kind contribution must be reported in detail on Schedule A. Enter the name of the person, vendor, etc. who contributed the goods, the address, the date received, the amount received this reporting period, and the aggregate amount received to date in this calendar year. If the contributor of the goods is an individual, the individual’s occupation and the name and address of his/her employer shall also be provided.

Also report a description of the goods in the box “Receipt Description.” Examples of a description include: consulting, polling, printing, food and beverages for a fundraiser, etc.

Remember, the “Aggregate Year-to-Date” amount will reflect the total amount of all contributions (currency, monetary, in-kind, and loans) received from that contributor during the calendar year.

#### **Services**

Similarly, a contribution of services is reportable; however, voluntary personal services are not a contribution.

For example, a certified public accountant (CPA) volunteers to assist the committee’s treasurer. The CPA employs several accountants and clericals to assist him. The services of the CPA do not constitute a contribution to the committee since they are voluntary personal services. However, since the CPA pays his accountants and clerical staff a salary, the value of the pro-rata salary of the accountants and clerical staff are a contribution to the committee. The value of this type of contribution shall be the actual amount of compensation paid by the CPA to his staff. The person contributing the services (CPA) shall provide to the committee’s treasurer a statement of the actual amount of compensation paid by him (CPA) to the staff performing the services.

Referring again to the above example, enter the contributor’s name (CPA), address, the date received, the amount received this reporting period, and the aggregate amount received to date in this calendar year. If the contributor of the services is an individual, enter the individual’s occupation and the name and address of his/her employer.

Also report a description of the services in the box “Receipt Description.” Examples of a description include: preparation of books and records, legal assistance, consulting, etc.

Remember, the “Aggregate Year-to-Date” amount will reflect the total amount of all contributions (currency, monetary, in-kind, and loans) made by that contributor during the calendar year.

## Reimbursements/Refunds of Disbursements

Enter the information concerning reimbursements and refunds to the committee on Schedule A. Check the box “Reimbursements/Refunds of Disbursements.” Remember; use a separate Schedule A for each receipt type. An example of a reimbursement is a payment received by the committee from a candidate or other committee for which the filing committee provided or paid for a service, such as a telephone bank or mailing.

Examples of refunded disbursements are:

- Refund of a telephone or utility deposit;
- Refund from a radio or TV station, or from a newspaper for a prepaid advertisement never aired or printed; and,
- Refund from a vendor for overpayment.

A contribution the committee has made to a candidate or other committee may be refunded to the committee in one of two ways:

1. **The original check is not returned and the refund is made from a check from the recipient of the contribution.** Such a transaction should be reported as a receipt on Schedule A as a reimbursement/refund. This procedure applies whether or not the amount refunded is a full or only a partial refund of the contribution; or,
2. **The original check is returned uncashed.** If the filing committee has already reported the contribution it made, the refund should be recorded as a negative entry on Schedule D. See instructions for completing Schedule D.

If a contributor’s check or any other receipt check is returned to the committee due to insufficient funds (i.e., bad check), the committee must report the return under the appropriate receipt type (i.e. monetary contribution, reimbursement/refund, or dividends/interest) as a negative entry and subtract the amount of the check from the total for that type of receipt.

## Dividends/Interest

For each individual, entity, or corporation which provides any dividends or other similar receipts, the committee must provide the name and address of the individual, entity, or corporation; the date and amount of each receipt; the “Aggregate Year-to-Date” total; and the receipt description (dividend, etc.). If an individual provides the dividends, enter the occupation and the name and address of his/her employer. Please check the box “Dividends/Interest.” Remember; use a separate Schedule A for each receipt type.

For interest earned on any deposits or assets, report “Interest.” The name of the bank, depository, or issuer need not be identified. Since a separate Schedule A will be used for each account, only report the entry “Interest” along with the date and amount.

Complete Schedule A as Follows:

- Line 1: ADD the total amount of receipts for this page.
- Line 2: ADD the total amount of receipts on the last page used for each account and each receipt type. Carry the totals forward to page 2 Column A of the Form R-3, as follows:
- Currency Contributions, page 2, line 2a;

- All Other Monetary Contributions, page 2, line 2;
- In-kind Contributions-Expenditures Made by Others, page 2, line 12;
- Reimbursements/Refunds, page 2, line 6; and,
- Dividends/Interest, page 2, line 7.

### **Page 5 of Form R-3**

#### **Schedule B - Loans Received by Committee**

Please review the section of the Compliance Manual on “Contributions,” before completing this Schedule. There you will find detailed information concerning how to report a contribution. It is also necessary to review the section of the Compliance Manual on “Record Keeping” periodically throughout the year to assure that proper records are being maintained.

Schedule B is designed for the disclosure of loans in excess of \$300 in the aggregate from one source during the calendar year received by the committee, along with currency loans in **any amount**.

Remember:

- A loan is a contribution until repaid or forgiven;
- Continue to report the loan at each subsequent quarter until the loan is repaid or forgiven; and,
- Loans of \$300 or less (except currency loans) are reported on page 2, line 8.

A loan by an individual or entity is a contribution from that individual or entity until repaid or forgiven. However, a loan from a financial institution guaranteed by an individual or entity is a contribution from that individual or entity. Accordingly, the contribution limits chart should be consulted when an individual makes a loan.

If a loan amount in excess of the contribution limit is received, refund the portion of the loan amount that exceeds the applicable contribution limit within 48 hours of receipt. This transaction must be reported as a loan payment, and the committee should asterisk (\*) the “PAYMENTS THIS PERIOD” box and provide an explanation at the bottom of the page.

#### **Complete Schedule B as Follows:**

The name and address of the lender must be disclosed. If the lender is an individual, provide his/her occupation and the name and address of his/her employer.

If there is a guarantor to the loan, the guarantor must be reported and the contribution limit applies. A guarantor can guarantee an amount that when added with any other amount contributed by the guarantor does not exceed the contribution limit. Each guarantor shall be deemed to have contributed that portion of the total amount of the loan for which the guarantor(s) agreed to be liable. Any reduction in the amount of the loan shall reduce proportionately the amount guaranteed by each guarantor. If the agreement does not stipulate the portion of the loan for which each guarantor is liable, each guarantor shall be considered liable for the full amount of the loan. The guarantor’s name and address shall be provided on Schedule B. If the guarantor is an individual, his/her occupation and the name and address of his/her employer shall also be provided.

Also, enter the Aggregate Year-to-Date amount which will reflect the total amount of all contributions (currency, monetary, in-kind, and loans) received from that contributor during the calendar year.

**Original Loan Amount - ENTER** the amount borrowed.

**New Loans this Period - ENTER** amount of new loans.

**Total Amount of Loan Plus Interest - ENTER** total amount borrowed plus amount of interest.

**Outstanding Balance this Period - SUBTRACT** loan payments made this period from the outstanding loan balance plus any interest owed.

**Payments this Period - ENTER** the amount paid this period, check number, and date. It is not necessary to report again on Schedule C.

**Terms - ENTER** the date the loan was incurred, the date due, and the annual interest rate.

Line 1: **ADD** the total new loans this period. Complete this line on the last page used. Carry the total forward to page 2, line 9, Column A.

Line 2: **ADD** the total amount of loans, plus interest, for this period.

Line 3: **ADD** the total amount of loan payments, this period. Complete this line on the last page used. Carry the total forward to page 2, line 17, Column A.

Line 4: **SUBTRACT** line 3 from line 2 for the total of all outstanding loans plus interest. Complete this line on the last page used. Carry the total back to page 10, Schedule F, line 1.

### **Page 6 of Form R-3**

#### **Adjustment Schedule**

If a monetary contribution in excess of the contribution limit is inadvertently accepted by the committee, the excessive amount must be returned to the contributor. This transaction is reported on the Adjustment Schedule by reporting the:

- payment date,
- check number,
- payee name/address, and
- refunded amount.

Line 1: **ADD** the total amount of excessive contributions. Complete this line on the last page used. Carry the total forward to page 2, line 4, Column A.

If a loan is accepted in excess of the contribution limits, the refund of the excessive portion of the loan should be reported on Schedule B as a loan payment. See instructions for Schedule B.

If an in-kind contribution is accepted in excess of the contribution limits, the refund of the excessive portion should be reported on Schedule C.

## **Page 7 of Form R-3**

### **Schedule C - Itemized Operating Disbursements**

Report all operating disbursements, regardless of amount, on Schedule C. Please review the section of the Compliance Manual on “Expenditures” before completing this Schedule. Note that if a committee has established more than one depository account, its expenditures must be reported on a separate Schedule C for each account, and each Schedule C must state the name of the depository account from which the expenditures were made.

For any disbursements for operations during the reporting period, the committee must provide the name and mailing address of the payee or creditor, the purpose of the disbursement, the amount disbursed this period, the date of the transaction, and the check number.

If the committee purchases an asset (i.e., a C.D., stocks, bonds, etc.), the transaction should appear on Schedule C. Disclose the financial or investment institution, the purpose (“purchase of C.D., stock,” etc.), the amount disbursed, the date, and the check number. However, since this type of transaction is not a true disbursement, **do not include the amount disbursed** in the totals on Schedule C. See instructions concerning cash on hand.

The term “purpose” means a brief statement or description of why the disbursement was made. Examples of a description include the following: salary, travel, telephone, food and beverage, printing, office supplies, postage, and payroll taxes. However, descriptions such as advance, other expenses, expense reimbursement, miscellaneous, and outside services are not adequately specific.

For any expenditure(s) incurred but not paid, see instructions for Schedule F.

#### **Special Note to LLCs**

The treasurer of an LLC should review the pertinent section of the Manual for guidance on the six categories of permissible uses of the LLC's funds.

**In addition to reporting the purpose of the disbursement, the treasurer of an LLC must also indicate, in the “purpose” box, which of the six permissible categories apply.**

Line 1: **ADD** the disbursements on this page.

Line 2: **ADD** the total amount of disbursements on the last page used from all accounts. Carry the total forward to page 2, line 14, Column A.

## **Page 8 of Form R-3**

### **Schedule D - Itemized Monetary Contributions Made to Candidates and Committees**

Schedule D is designed to disclose the monetary contributions (regardless of amount) made to three recipient types:

- **New Jersey Gubernatorial Candidates/Committees:** This group includes only candidates and committees participating in the New Jersey Gubernatorial races.
- **New Jersey Legislative Candidates/Committees:** This group includes only candidates and committees participating in the New Jersey Senate and General Assembly races in the 40 legislative districts.

- **All Other Candidates/Committees:** This group includes, but is not limited to, countywide and local candidates/committees, out-of-state candidates/committees, federal candidates/committees, as well as contributions between CPCs, LLCs, and PPCs.

Use a separate Schedule D for each recipient type and check the appropriate box.

For each monetary contribution, report the recipient's name and address.

Report the election date. If "New Jersey Legislative Candidates/Committees," report the legislative district (1-40). If "All Other Candidates/Committees," report the county for countywide offices and the **county and municipality** for local offices. Include the state if the recipient is out-of-state.

Contributions to out-of-state candidates and committees are not subject to the contribution limit provisions of the Act.

Report the check number(s) and date(s), as well as the amount of each contribution.

**Note:** If the filing committee has made a contribution to a candidate or committee, and the original check is returned uncashed, the return of the check should be reported as a negative entry on Schedule D, subtracting the amount from the disbursement totals.

Line 1: **ADD** all contributions made to each recipient type. For example, if you checked "New Jersey Gubernatorial Candidates/Committees" at the top of the Schedule D, line 1 should reflect the total amount of contributions on this page to that recipient type.

Line 2: Complete this line on the last page used when reporting a recipient type. Carry forward to page 2, line 15a, Column A, all contributions to "New Jersey Gubernatorial Candidates/Committees." Carry forward to page 2, line 15b, Column A, all contributions to "New Jersey Legislative Candidates/Committees." Carry forward to page 2, line 15c, Column A, all contributions to "All Other Candidates/Committees."

## **Page 9 of Form R-3**

### **Schedule E - Itemized Expenditures Made and Incurred on Behalf of Candidates and Committees**

Expenditures made by a committee on behalf of other candidates and committees for whom or which the reporting entity will not be reimbursed are in-kind contributions to the candidates and committees that benefit from the expenditures. Schedule E is designed for the disclosure of these expenditures to the three recipient types:

- New Jersey Gubernatorial Candidates/Committees
- New Jersey Legislative Candidates/Committees
- All Other Candidates/Committees

Use a separate Schedule E for each recipient type and check the appropriate box. See instructions for Schedule D for a description of the three recipient types.

For each payee to which the committee made an expenditure on behalf of candidates and committees, the committee must provide the payee's name and address, the purpose of the expenditure, the amount incurred but not paid, the amount disbursed during the reporting period, the transaction date(s) of the disbursement, and the check number(s). In addition, the committee must identify the candidates and/or

committees benefiting from the expenditures and the date of the election. If “New Jersey Legislative Candidates/Committees,” report the legislative district (1-40). If “All Other Candidates/Committees,” report the county for countywide offices and the county and municipality for local offices. Include the state if the recipient is out-of-state. **ENTER** the pro-rated amount if more than one candidate/committee is benefiting.

The term purpose means a brief statement or description of why the disbursement was made. Examples of a description include: telephone banks, travel expenses, printing of brochures, newspaper advertising, polling, media productions, and postage. Descriptions such as campaign expenses, Election Day expenses, and reimbursements are not adequately specific.

Continue to report an amount incurred but not paid on subsequent quarterly reports until paid in full.

Line 1: **ADD** all disbursements on this page.

Line 2: Complete this line on the last page used for each recipient type. Carry forward to page 2, on line 16a, Column A, “New Jersey Gubernatorial Candidates/Committees,” line 16b, Column A, “New Jersey Legislative Candidates/Committees,” or line 16c, Column A, “All Other Candidates/Committees.”

Line 3: **ADD** all outstanding obligations incurred/not paid on this page.

Line 4: Complete this line on the last page used for all recipient types. Carry the total back to page 10, Schedule F, line 2.

## **Page 10 of Form R-3**

### **Schedule F - Debts and Obligations Owed by Committee**

Schedule F is designed to disclose all debts and obligations owed **by** the committee. Debts and obligations owed by the committee must continue to be reported on each subsequent report until satisfied or settled.

A written or oral contract or agreement becomes an “expenditure” as of the date of the contract or agreement and becomes subject to reporting as of that date. The outstanding obligation is the amount that remains unpaid at the close of the reporting period.

For debts and obligations owed **by** the committee, at the close of the reporting period, the committee must report each creditor’s name and address, the amount of debt outstanding at the beginning of the period, the amount of the debt or obligation incurred **during the reporting period** (including finance charges, if any), the amount(s) of payment(s) this period, and the outstanding balance at the close of the reporting period. Payments this period should already have been itemized and reported on Schedule C.

If a debt or obligation is settled for less than the reported amount or value, the committee must include a statement of the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A debt owed by the committee which is forgiven or settled for less than the amount owed is an in-kind contribution to the committee and is reportable on Schedule A.

**Note:** Debt arising from a loan is already itemized on Schedule B; therefore, it is not necessary to itemize these debts again. Also, debt arising from obligations incurred on behalf of candidates and committees is also already itemized on Schedule E; therefore, it is not necessary to itemize these debts again. However, debts itemized on Schedules B and E will be reported as a total figure at the bottom of Schedule F.

## Summary of Debts and Obligations

The bottom portion of Schedule F is designed to present a total picture of all of the committee's debts and obligations.

Line 1: From Schedule B, page 5, line 4, ENTER the amount of loans outstanding.

Line 2: From Schedule E, page 9, line 4, ENTER the amount of outstanding obligations incurred/not paid on behalf of candidates/committees.

Line 3: ADD all debts/obligations reported on Schedule F on the last page used.

Line 4: ADD lines 1, 2, and 3. Carry forward to front page, line 10.

## Page 11 of Form R-3

### Schedule G - Debts and Obligations Owed to Committee

For all debts and obligations owed to the committee as of the close of the reporting period, the committee must report the following: the name and address of each debtor, the date the debt or obligation was incurred, and the description of the debt or obligation. In addition, the committee must report the balance owed to it at the beginning of the reporting period, any new amount incurred during the reporting period, the total amount the committee received from the debtor during the reporting period, and the balance owed to the committee at the close of the period.

The term "description" means a brief statement of why the debt or obligation was incurred (i.e. media productions, salary, polling, supplies, postage, loans, printing of signs, or radio advertising).

Debts and obligations owed to the committee must continue to be reported on each subsequent report until extinguished or settled. When a payment is received to reduce or satisfy a debt or obligation owed to the committee, the payment must be: (1) itemized on Schedule A, Reimbursements/Refunds; and, (2) included in the "Total Amount Received This Period" Column on Schedule G. If the committee forgives a debt or obligation, the committee should itemize it on either Schedule C, if it is an operational expense, or Schedule E, if it is an expenditure on behalf of a candidate or committee.

Line 1: **ADD** all debts and obligations owed to the committee on this page.

Line 2: **ADD** the total amount of debts and obligations owed to the committee. Complete this line on the last page used. Carry forward to the front page, line 8.

## Page 2 of Form R-3

**Reminder: do not attempt to complete page 2 until all schedules have been completed.**

Page 2 of Form R-3 has 2 columns for reporting purposes: "This Report" (Column A) means the quarter covered by the report. "Calendar Year-To-Date" (Column B) means January 1st to the end of the quarter covered by the report.

### Table I Receipts

Line 1: Contributions, \$300 or Less

**ENTER** the total amount of monetary contributions received that were \$300 or less (except currency).

Line 2: Contributions, More Than \$300	From Schedule A, page 4, "All Other Monetary Contributions," <b>ENTER</b> the total from the last page used for this type of receipt.
Line 2a: Currency Contributions	From Schedule A, page 4, "Currency Contributions," <b>ENTER</b> the total from the last page used for this type of receipt.
Line 3: Total	<b>ADD</b> lines 1, 2 and 2a.
Line 4: Refunds of Contributions	From the Adjustment Schedule, page 6, <b>ENTER</b> the total from the last page used.
Line 5: Subtotal	<b>SUBTRACT</b> line 4 from line 3.
Line 6: Reimbursements/Refunds	From Schedule A, page 4, "Reimbursements/Refunds," <b>ENTER</b> the total from the last page used for this type of receipt.
Line 7: Dividends/Interest	From Schedule A, page 4, Dividends/Interest, <b>ENTER</b> the total from the last page used for this type of receipt.
Line 8: Loans, \$300 or Less	<b>ENTER</b> the total amount of loans received that were \$300 or less (except currency).
Line 9: Loans, More Than \$300	From Schedule B, page 5, line 1.
Line 10: Total Monetary Receipts	<b>ADD</b> lines 5 through 9.
Line 11: In-Kind Contributions, \$300 or Less	<b>ENTER</b> the total amount of in-kind contributions received which were \$300 or less. Repeat the same figure entered on Table II, Line 19.
Line 12: In-Kind Contributions, More The \$300	From Schedule A, page 4, "In-kind Contributions," <b>ENTER</b> the total from the last page used for this type of receipt. Repeat the same figure entered on Table II, Line 20.
Line 13: Gross Receipts	<b>ADD</b> lines 10, 11, and 12.

***Table II Expenditures***

Line 14: Operating Disbursements	From Schedule C, page 7, line 2.
Line 15: Contributions from This Committee to:	
15a. NJ Gubernatorial Candidates/Committees	From Schedule D, page 8, line 2, <b>ENTER</b> the total from the last page used for this recipient type.
15b. NJ Legislative Candidates/Committees	From Schedule D, page 8, line 2, <b>ENTER</b> the total from the last page used for this recipient type.

15c. All Other Candidates/Committees	From Schedule D, page 8, line 2, <b>ENTER</b> the total from the last page used for this recipient type.
Line 16: Expenditures Made on Behalf of:	
16a. NJ Gubernatorial Candidates/Committees	From Schedule E, page 9, line 2, <b>ENTER</b> the total from the last page used for this recipient type.
16b. NJ Legislative Candidates/Committees	From Schedule E, page 9, line 2, <b>ENTER</b> the total from the last page used for this recipient type.
16c. All Other Candidates/Committees	From Schedule E, page 9, line 2, <b>ENTER</b> the total from the last page used for this recipient type.
Line 17: Loan Payments	From Schedule B, page 5, line 3.
Line 18: Total Monetary Expenditures	<b>ADD</b> lines 14 through 17.
Line 19: In-Kind Contributions, \$300 or Less	Use the same figure entered on line 11 above (page 2).
Line 20: In-Kind Contributions, More than \$300	Use the same figure entered on line 12 above (page 2).
Line 21: Gross Expenditures	<b>ADD</b> lines 18 through 20.

### **Front Page of Form R-3**

**Reminder: do not attempt to complete the front page until page 2 and all the schedules are completed. The period covered should reflect the dates covered by the report.**

## **Depository Information**

### **Cash on Hand**

The term “Cash on Hand” includes: currency; balance(s) on deposit in bank(s), savings and loan institution(s), and/or any depository institution(s); traveler’s checks owned by the committee; certificates of deposit; treasury bills; and, any other committee investments valued at what the committee paid for them.

Review page 3 of the Form R-3 (Depository Summary). Include all assets when developing cash on hand.

Line 1: Cash on Hand, January 1	See above. <b>ENTER</b> cash on hand as of January 1 of the reporting year.
Line 2: Cash on Hand, Beginning of Reporting reporting period.	<b>ENTER</b> cash on hand as of the beginning of the reporting period.
Line 3: Monetary Receipts	From page 2, line 10.
Line 4: Subtotal, Column A	<b>ADD</b> lines 2 and 3.
Subtotal, Column B	<b>ADD</b> lines 1 and 3.

Line 5: Monetary Expenditures From page 2, line 18.

Line 6: Cash on Hand, Close of Reporting Period Subtract line 5 from line 4.

### **Net Financial Summary**

The Net Financial Summary should disclose the “net worth” of the committee.

Line 7: Cash on Hand, Close of Reporting Period From this page, line 6, Column B.

Line 8: Debt Owed to Committee From Schedule G, line 2.

Line 9: Subtotal **ADD** lines 7 and 8.

Line 10: Debt Owed by Committee From Schedule F, line 4.

Line 11: Total (Net Worth) Subtract line 10 from line 9.

### **Treasurer’s Certification**

The Form R-3 must be certified only by a person certified on Form D-3, D-4, or D-5 as treasurer or deputy treasurer. That person must print his/her name and address and telephone numbers at the bottom of the Form R-3. Note: do not provide any unlisted telephone numbers (an unlisted telephone number is not a public record and must not be provided on the Form R-3). After reading the certification language, the treasurer or deputy treasurer must sign and date the Form R-3 where provided.