

Instructions for Completing this Form

Schedule I: Final Surplus Funds Paid Out

This schedule is to be used when reporting the disbursement of surplus funds. It should be included **only** when filing a Final report.

REQUIRED INFORMATION

Page Count: List the page number and the total number of Schedule I's being included with the report which you are filing (e.g. Page 2 of 4)

Column 1: List the full name of person or company paid.

Column 2: List the complete mailing address of payee (including zip).

Column 3: List the description of the disposition of funds (e.g. returning contribution).

Column 4: List the name of the individual who authorized the surplus payment.

Column 5: List the date the surplus was paid.

Column 6: List the amount of surplus paid.

Total This Period: Add the total amount of surplus expenditures shown in Column 6; and if more than one page is needed, list the amount on the last page of Schedule I.