

Instructions for Completing this Form

Schedule A: Direct Contributions over \$100

This schedule is to be used when reporting monetary contributions from persons, organizations and other entities received by the candidate or committee.

Itemization of a contribution is required if:

- the contribution is more than \$100; or
- the contributor has given previously to the committee and the contributor's total contribution (aggregate) in this election cycle (the current reporting year if you are a committee) is more than \$100.

REQUIRED INFORMATION

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

Column 1: List the full name and complete mailing address of the contributor (this list must be maintained in alphabetical order).

Column 2: If the contributor is an individual, list the contributor's employer or business, occupation and the principal place of business (city, state and zip code) where the contributor works. If the contributor is a business or corporate donor, list the type of business of the contributor and the principal place of business (city, state and zip code) where the business is located.

Column 3: List the date that the contribution was received by the candidate or committee [the date entered should be the date that the check was actually received by the committee.]

Column 4: List the amount of the contribution being given during this reporting period.

Column 5: Enter the aggregate contribution. [For a candidate, the aggregate is the total amount of the contribution from the beginning of the election cycle. Political committees will aggregate contributions from the beginning of the current reporting year.] The aggregate includes both monetary and In-Kind [reported on Schedule B] contributions.

Total This Period: Add the total amount of contributions shown in Column 4 on the last page of Schedule A. This number should then be transferred to Line 1 of Schedule G.

Other Contribution Reminders

- § Once a contributor has been itemized on this schedule, all subsequent monies from that contributor, regardless of the amount, must be reported on all future reports for the election cycle (current reporting year for political committees.)
- § Do not list any contributors who were itemized on previous reports but who have not donated to the candidate or committee during the current reporting period.
- § Do not combine contributions of an individual and a related business or organization. Treat each entity as a separate contributor and track the aggregates accordingly.
- § All listed contributions must appear in alphabetical order. Use the last name for individuals and the first letter of the business or corporate name (not including articles such as "THE") when alphabetizing. There is no need to separate corporations, political committees, individuals, or other entities onto separate schedules; submit one alphabetized list for all itemized contributions.
- § For checks drawn on a joint account, enter the name of the person signing the check as the contributor, unless a letter stating otherwise accompanies the check. In this case, both account holders must sign the letter.