

## **Instructions for Completing this Form**

### *Schedule E: Loans*

This schedule is to be used when reporting any loans received or repaid.

**LOAN** - includes any money paid to the candidate or committee that the lender expects to be repaid. A loan may be made by any entity.

#### **REQUIRED INFORMATION (GENERAL)**

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

#### **REQUIRED INFORMATION (PART I)**

**Column 1:** List the full name of the person or company giving the loan and the complete mailing address (including zip code.)

**Column 2:** If one, list the full name of the co-borrower, guarantor or endorser of the loan and their complete mailing address (including zip code.)

**Column 3:** List the date that the loan was received by the candidate or committee.

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

**Column 5:** List the remaining loan balance that the candidate or committee has to repay.

**Total This Period:** Add the total amount of loans shown in Column 4; and if more than one schedule is needed, list the amount on the last page of the Schedule E, Part I.

#### **REQUIRED INFORMATION (PART II)**

**Column 1:** List the full name of the person or company giving the loan and the complete mailing address (including zip code.)

**Column 2:** If one, list the full name of the co-borrower, guarantor or endorser of the loan and their complete mailing address (including zip code.)

**Column 3:** List the date that the loan or a portion of the loan was repaid by the candidate or committee.

**Column 4:** List the amount of the loan that is being repaid during this reporting period.

**Column 5:** List the remaining loan balance that the candidate or committee has to repay.

**Total This Period:** Add the total amount of loans shown in Column 4; and if more than one schedule is needed, list the amount on the last page of Schedule E, Part II.