



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Tom Sever, Treasurer
Teamsters Local 745 Drive
1007 Jonelle Street
Dallas, TX 75217

NOV 6 1998

Identification Number: C00004440

Reference: July Quarterly Report (4/1/98-6/30/98)

Dear Mr. Sever:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report includes computer produced formats of A and B. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

Lucy J. Denny
Reports Analyst
Reports Analysis Division

