



SECRETARY OF THE SENATE
09 JUL 22 AM 11:41

July 17, 2009

Senate Office of Public Records
232 Hart Senate Office Building
Washington, D.C. 20510

Re: Michael Williams for US Senate Committee
Identification # C 00457960
April Quarterly Report (1/1/09-3/31/09)

To the Senate Office of Public Records:

This letter is for the purpose of responding to your notice dated June 18, 2009 (a copy is enclosed) concerning the April Quarterly Report period January 1, 2009 through March 31, 2009 for Michael Williams for US Senate Committee. In response to your request for disclosing complete identification information on individual contributors, the committee reports all information as provided by the individual to the committee. Updated information received from a contributor is reported by our committee as memo entries on Schedule A of the next regularly scheduled report. Your letter requested that our committee provide you with a detailed description of our procedures for establishing best efforts in order to obtain missing information for individuals who contribute in excess of \$200 in an election cycle. Attached with this letter is a copy of our committee's procedures for establishing best efforts.

In response to your inquiry about the loan from the candidate, it was indicated with a memo note on the entry on line 13a of the originally filed report that the candidate obtained the loan from a bank line of credit. Enclosed is an amended Schedule C which notes the name of the bank and type of loan next to the candidate's name. Also enclosed is a Schedule C-1 as requested in your notice which discloses the term of the line of credit between the candidate and the bank.

Please do not hesitate to contact me if you have any questions or if any additional information is needed in response to this notice.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard H. Collins".

Richard H. Collins, Treasurer

P.O. Box 717 • AUSTIN, TEXAS 78767

PAID FOR BY MICHAEL WILLIAMS FOR U.S. SENATE COMMITTEE

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FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

SECRETARY OF THE SENATE
RQ-2
09 JUL 22 AM 11:41

June 18, 2009

Richard Howell Collins, Treasurer
Michael Williams for US Senate Committee
PO Box 717
Austin, TX 78767

Response Due Date:
July 24, 2009

Identification Number: C00457960

Reference: April Quarterly Report (1/1/09 – 3/31/09)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Senate Public Records Office by the response date noted above. Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 2 items:

1. Commission Regulations require that a committee discloses the identification of all individuals who contribute in excess of \$200 in an election cycle. (11 CFR § 104.3(a)(4)(i)) Identification for an individual is defined as the full name (initials are not acceptable), complete mailing address, occupation, and name of employer. (11 CFR § 100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR § 104.7(b)(1)) See 11 CFR § 104.7(b)(1)(B) for examples of acceptable statements regarding the requirements of federal law.

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Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a request via mail, e-mail or telephone documented in writing. (11 CFR § 104.7(b)(2)) Follow-up requests should be done, if necessary. The requests must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you should either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR § 104.7(b)(4))

Please amend your report to provide the missing information and a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide for Congressional Committees and Candidates.

2. When a committee reports receiving a loan from the candidate, it is necessary to clarify whether or not the candidate used personal funds or borrowed the money from a lending institution or some other source. Please amend your report to indicate whether the loan is from the candidate's personal funds or if he/she obtained the loan from a bank loan, brokerage account, credit card, home equity line of credit or other line of credit.

If the candidate loan was obtained from a lending institution, you must also file a Schedule C-1 with the Commission providing the name of the lending institution and the complete terms of the loan between the candidate and the lending institution. Schedule C-1 can be downloaded from the FEC website at <http://www.fec.gov>, or requested through the FEC Faxline at (202) 501-3413. Electronic filers must submit the Schedule C-1 electronically.

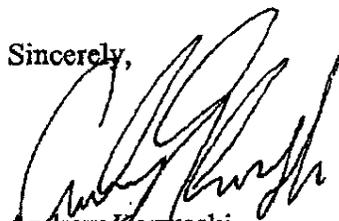
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If the loan(s) was from personal funds, please acknowledge that fact in an amendment to this report. It is important to note that "personal funds" is strictly defined by Commission Regulations. See 11 CFR §100.33.

Please note, you will not receive an additional notice from the Commission on this matter. Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

A written response or an amendment to your original report(s) correcting the above problems should be filed with the Senate Public Records Office. Please contact the Senate Public Records Office at (202) 224-0322 for instructions on how and where to file an amendment. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1167.

Sincerely,



Andrew Karwoski
Campaign Finance Analyst
Reports Analysis Division

09 JUL 22 AM 11:41

FEC FORM 3

REPORT OF RECEIPTS AND DISBURSEMENTS

For An Authorized Committee

Office Use Only

1. NAME OF COMMITTEE (In full) USE FEC MAILING LABEL OR TYPE OR PRINT Example: If typing, type over the lines

Michael Williams for U.S. Senate Committee

ADDRESS (number and street) P.O. Box 717

Check if different than previously reported. (ACC) Austin TX 78767

2. FEC IDENTIFICATION NUMBER CITY STATE ZIP CODE STATE DISTRICT

C00457960

3. IS THIS REPORT NEW (N) OR AMENDED (A)

TX

4. TYPE OF REPORT (Choose One)

- (a) Quarterly Reports: April 15 Quarterly Report (Q1) [X] July 15 Quarterly Report (Q2) October 15 Quarterly Report (Q3) January 31 Year-End Report (YE) Termination Report (TER)

- (b) 12-Day PRE-Election Report for the: Primary (12P) General (12G) Runoff (12R) Convention (12C) Special (12S)

Election on In the State of

- (c) 30-Day POST-Election Report for the: General (30G) Runoff (30R) Special (30S)

Election on in the State of

5. Covering Period 01 01 2009 through 03 31 2009

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer Richard H. Collins

Signature of Treasurer [Signature] Date 07 17 2009

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C 437g.

Office Use Only FEC FORM 3 (Revised 02/2003)

FESAN018

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SCHEDULE C (FEC Form 3)

Use separate schedule(s) for each category of the Detailed Summary Page	PAGE 79 / 82
	FOR LINE NUMBER: (check only one) <input checked="" type="checkbox"/> 13a <input type="checkbox"/> 13b

LOANS

NAME OF COMMITTEE (In Full)
 Michael Williams for U.S. Senate Committee

Transaction ID: CF814F984F03A493C809

LOAN SOURCE Full Name (Last, First, Middle Initial) Michael Williams (Park Cities-line of credit)	Election: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼
Mailing Address 5307 E Mockingbird Ste 200	
City Dallas State TX ZIP Code 75206-5115	

Original Amount of Loan	Cumulative Payment To Date	Balance Outstanding at Close of This Period
25000.00	0.00	25000.00

TERMS

Date Incurred	Date Due	Interest Rate	Secured:
M M D Y Y Y Y 0 1 1 5 2 0 0 9	20091223	6.50 % (apr)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

List All Endorsers or Guarantors (if any) to Loan Source

Full Name (Last, First, Middle Initial) Michael Williams	Name of Employer
Mailing Address	Occupation
City State ZIP Code	Amount Guaranteed Outstanding: 25000.00
Full Name (Last, First, Middle Initial)	Name of Employer
Mailing Address	Occupation
City State ZIP Code	Amount Guaranteed Outstanding:
Full Name (Last, First, Middle Initial)	Name of Employer
Mailing Address	Occupation
City State ZIP Code	Amount Guaranteed Outstanding:
Full Name (Last, First, Middle Initial)	Name of Employer
Mailing Address	Occupation
City State ZIP Code	Amount Guaranteed Outstanding:

SUBTOTALS This Period This Page (optional)	25000.00
TOTALS This Period (last page in this line only)	25000.00

Carry outstanding balance only to LINE 3, Schedule D, for this line. If no Schedule D, carry forward to appropriate line of Summary.

29020302116

SCHEDULE C-1 (FEC Form 3)
LOANS AND LINES OF CREDIT FROM LENDING INSTITUTIONS
 Federal Election Commission, Washington, D.C. 20463

Supplementary for
 information found on
 Page 80/82 of Schedule C

Name of Committee (in Full) Michael Williams for U.S. Senate Committee	FEC IDENTIFICATION NUMBER C00457960
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Back Ref ID: CF814F984F03A493CB09

LENDING INSTITUTION (LENDER) Full Name Michael Williams (Park Cities-line of credit)	Amount of Loan 25000.00	Interest Rate (APR) 6.50 %
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Mailing Address 5307 E Mockingbird Ste 200	Date Incurred or Established 01 15 2009
City Dallas	Date Due 20091223
State TX	Zip Code 75206-5115

A. Has loan been restructured? No Yes If yes, date originally incurred: [] [] []

B. If line of credit, Total Outstanding balance: []
 Amount of this Draw: []

C. Are other parties secondarily liable for the debt incurred?
 No Yes (Endorsers and guarantors must be reported on Sch. C)

D. Are any of the following pledged as collateral for the loan: real estate, personal property, goods, negotiable instruments, certificates of deposit, chattel papers, stocks, accounts receivable, cash on deposit, or other similar traditional collateral?
 No Yes If yes, specify: _____
 What is the value of this collateral? []
 Does the lender have a perfected security interest in it? No Yes

E. Are any future contributions or future receipts of interest income, pledged as collateral for the loan? No Yes If yes, specify: _____
 What is the estimated value? []

A depository account must be established pursuant to 11 CFR 100.82 and 100.142.
 Location of account _____
 Date account established: [] [] []
 Address: _____
 City, State, Zip: _____

F. If neither of the types of collateral described above was pledged for this loan, or if the amount pledged does not equal or exceed the loan amount, state the basis upon which this loan was made and the basis on which it assures repayment.

G. COMMITTEE TREASURER Typed Name Signature	DATE [] [] []
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H. Attach a signed copy of the loan agreement.

I. TO BE SIGNED BY THE LENDING INSTITUTION:
 i. To the best of this Institution's knowledge, the terms of the loan and other information regarding the extension of this loan are accurate as stated above.
 ii. The loan was made on terms and conditions (including interest rate) no more favorable at the time than those imposed for similar extensions of credit to other borrowers of comparable credit worthiness.
 iii. This institution is aware of the requirement that a loan must be made on a basis which assures repayment, and has complied with the requirements set forth at 11 CFR 100.82 and 100.142 in making this loan.

AUTHORIZED REPRESENTATIVE Typed Name Signature	Title	DATE [] [] []
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Procedures for Requesting and Reporting Contributor Information Michael Williams for US Senate Committee

1. All solicitations must include a clear and concise statement regarding the information required to be reported in accordance with public law including name, mailing address, occupation, and employer for each individual whose contributions aggregate in excess of \$200 in a reporting cycle. (Solicitations must also include a statement regarding the campaign contributions limits, and prohibited contributions from corporations, foreign nationals and federal government contractors).
2. When mail is opened daily, a copy of the contributor's check or credit card remittance and the contributor information sheet is copied and attached with the copy of the deposit slip/credit card batch report and placed in a deposit folder
3. The deposit folder is reviewed and the contribution and contributor information is entered into the FEC reporting database daily.
4. If the contributor information is not received when a contribution is received, the contributor information in the FEC report database is reviewed to determine whether the contributor has made a previous contribution to the campaign.
5. All contributors with missing information are mailed letters, which request the information needed. The letter cannot contain a request for solicitation. The letter must inform the contributor of the information that is missing and required by law, including name, address, occupation and employer. (See form letter attached). A pre-addressed return envelope is included with the letter. **When contribution information is missing, a letter must be mailed to the contributor in less than 30 days of receipt of the contribution.**
6. As missing contributor information is received, it is entered at the time of receipt, into the FEC report database and reported as a memo item on the next report filed with the FEC.



July 12, 2009

«First_Name» «MI» «Last_Name» «Suffix»
«Address_Line_1»
«Address_Line_2»
«City», «State» «ZIP_Code»

Dear «First_Name»:

Thank you for your generous contribution to Michael Williams for U.S. Senate.

To comply with federal law, we must use our best efforts to collect and report the full name, mailing address, occupation, and name of employer for individuals whose contributions in aggregate exceed \$200 in an election cycle. Our records indicate that we may be missing a portion of this required information in connection with your contribution.

Please provide our accountants with your full name, occupation, and employer name by completing the attached form and returning it in the pre-addressed return envelope we have provided for your convenience. Or, you may fax your reply to (512) 338-9883.

Thank you again for your contribution and for helping us to comply with federal election laws.

Sincerely,

Meredith Turcotte

Enclosures

P.O. Box 717 • AUSTIN, TEXAS 78767

PAID FOR BY MICHAEL WILLIAMS FOR U.S. SENATE COMMITTEE

29020302119

MICHAEL WILLIAMS FOR U.S. SENATE
FEDERAL ELECTION COMMISSION INFORMATION
·PD·

Federal law requires that all of the information below be reported. Please complete the form below and fax back to Lockart, Atchley & Associates, L.L.P. at 512/338-9883 or mail it back in the enclosed envelope today.

FIRST NAME «First_Name» «MI» LAST NAME «Last_Name» «Suffix»
Please provide full first name not initial

HOME ADDRESS «Address_Line_1» «Address_Line_2»

CITY «City» STATE «State» ZIP «ZIP_Code»

EMPLOYER/COMPANY «Employer»

OCCUPATION «Occupation»

SIGNATURE _____

29020302120

Office

United States Senate
Post Office

INSPECTION

MON - 20 JUL A2
PRIORITY OVERNIGHT

U. S. SENATE
TRACKING NUMBER
09-100708

RT 702 2
FZ 5951
07.20

SA YKNA

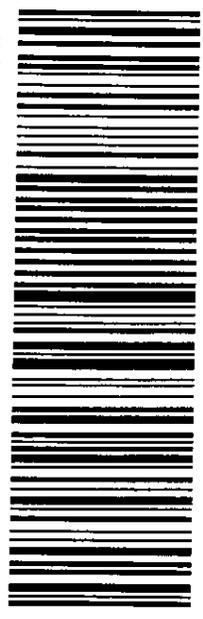
20510
DC-US
DCA

FedEx Express
US Airbill

8643 9635 5951

0200

Emp# 635354 17JUL99 6V7A



fedex.com 1.800.GoFedEx 1.800.463.3339

1 From 7-19-99 Sender's FedEx Account Number 2428-9121-9 Phone 09 4991182

Sender's Name Michael Williams, U.S. Senate (cont)

Company P.O. Box 9119 Dept/PostOfficeFrom

Address State TX ZIP 75711

City Austin

2 Your Internal Billing Reference

3 To Recipient's Name Secretary of the Senate

Company U.S. Senate

Recipient's Address 500 Capitol Mall, Suite 1000

We cannot deliver to P.O. Boxes or P.O. ZIP codes

Address 500 Capitol Mall, Suite 1000

City Washington State DC ZIP 20510

To request a package be held at a specific federal location, print FedEx address line



8643 9635 5951

4a Express Package 5
FedEx Priority Overnight
Next business morning, guaranteed on weekdays, Saturdays, and Sundays. Delivery is as fast as possible.

4b Express Freight Service
FedEx 1 Day Freight
Next business day, guaranteed on Monday through Friday. Delivery is as fast as possible. Saturday Delivery is not available.

7 Packages over 120 lbs
FedEx 3 Day Freight
Third business day, guaranteed on Monday through Friday. Delivery is as fast as possible. Saturday Delivery is not available.

5 Packaging
1 FedEx Envelope
2 FedEx Pak*
3 FedEx Box
4 FedEx Tube
1 Other

6 Special Handling
1 HOLD Weekday
2 HOLD Saturday
31 HOLD Saturday at FedEx Location
41 HOLD Saturday at FedEx Location and FedEx 2Day to select locations.

8 Payment Bill to
1 Enter FedEx here, Inc. or credit card no. holder
2 Recipient
3 Third Party
4 Credit Card
5 Cash/Check

8 Residential Delivery Signature Options

1 No Signature
2 Required Signature
3 Indirect Signature
4 Signature Required
5 Signature Required with Restricted Access

520

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Go to fedex.com, or call 1.800.GoFedEx 1.800.463.3339 for U.S. domestic shipments. 1.800.247.4747 T 2 T 2 0 5 0 7 0 6 2

NANCY ERICKSON
SECRETARY

PAMELA B. GAVIN
SUPERINTENDENT

HART SENATE OFFICE BUILDING
SUITE 232
WASHINGTON, DC 20510-2116
PHONE: (202) 224-0322

United States Senate

OFFICE OF THE SECRETARY

OFFICE OF PUBLIC RECORDS

THE PRECEDING DOCUMENT WAS:

HAND DELIVERED _____
Date of Receipt

USPS FIRST CLASS MAIL _____
Postmark

USPS REGISTERED/CERTIFIED _____
Postmark

USPS PRIORITY MAIL _____
Postmark

DELIVERY CONFIRMATION OR SIGNATURE CONFIRMATION LABEL

USPS EXPRESS MAIL _____
Postmark

OVERNIGHT DELIVERY SERVICE:

	SHIPPING DATE	NEXT BUSINESS DAY DELIVERY
FEDERAL EXPRESS	<u>07-17-09</u>	<input checked="" type="checkbox"/>
UPS	_____	<input type="checkbox"/>
DHL	_____	<input type="checkbox"/>
AIRBORNE EXPRESS	_____	<input type="checkbox"/>

RECEIVED FROM FEDERAL ELECTION COMMISSION _____
Date of Receipt

POSTMARK ILLEGIBLE NO POSTMARK

FAX _____
Date of Receipt

OTHER _____
Date of Receipt or Postmark

PREPARER RD DATE PREPARED 07-22-09

29620302122

29020302123

