



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

AUG 29 1997

Darryl Coit, Treasurer
Empire District Electric Company
Political Action Committee
P.O. Box 127
Joplin, MO 64802

Identification Number: C00208249

Reference: 30 Day Post-General (10/17/96-11/25/96) and Year End (11/26/96-12/31/96) Reports

Dear Mr. Coit:

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:

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose amount deducted per pay period. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

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) 219-3580.

Sincerely,

Jennifer K. Wall
Reports Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A		ITEMIZED RECEIPTS		Line number appearing on each category of the Detailed Business Page	PAGE	OF
Contributions from Individuals				FOR LINE NUMBER		
Any information covered here, such as Name and Statement, may not be used for any other purpose of reporting contributions or for determining a donor's, other than using the name and address of any donor, committee to solicit contributions from such company.				11(a)(1)		
NAME OF COMMITTEE (e.g., PAC)						
National Organization PAC 000000001						
A. For Name, Mailing Address and ZIP Code		Name of Employer		Date received, Mo., year	Amount of each Receipt (see Form)	
Anne Sullivan 21 16th Street City, State ZIP		National Organization, Inc.		payroll deduction	\$90.00	
Receipt For	From	Office	Occupation	Amount	Frequency	
Other (specify)			Branch Manager	\$90.00	(\$18 biweekly)	
B. Full Name, Mailing Address and ZIP Code		Name of Employer		Date received, Mo., year	Amount of each Receipt (see Form)	
Rodney Jones 881 Hammsbury Road City, State ZIP		National Organization, Inc.		payroll deductions	\$120.00	
Receipt For	From	Office	Occupation	Amount	Frequency	
Other (specify)			Vice President	\$80.00	(\$40 biweekly)	

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor, 104-B(b).

EXAMPLE: During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(i) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See Item A in the illustration above.)

CAMPAIGN GUIDE



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