



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: Year End (7/1/95-12/31/95), April Quarterly (1/1/96-3/31/96), July
Quarterly (4/1/96-6/30/96) and October Quarterly (7/1/96-9/30/96)
Reports

Dear Mr. Coit:

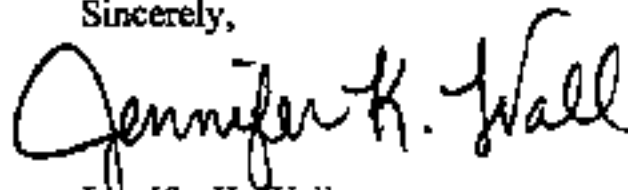
This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-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.

-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

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,

A handwritten signature in black ink that reads "Jennifer K. Wall". The signature is written in a cursive style with a large, looped initial "J".

Jennifer K. Wall
Reports Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A		ITEMIZED RECEIPTS		Use address shown on or each category of the Contribution Summary Page	PAGE	OF
					FOR LINE NUMBER	11(C)(1)
Contributions from Individuals						
This information copied from prior Reports and Supplements may not be used by any person for the purpose of soliciting contributions or for political purposes, other than using the name and address of any political committee to solicit contributions from such committee.						
NAME OF COMMITTEE (in full)						
National Organization PAC 000000001						
a. Full Name, Working Address and ZIP Code		Name of Employer		Days/month for year	Amount or Date Received for Period	
Ann's Sullivan 81 18th Street City, State ZIP		National Organization, Inc.		payroll deduction	\$90.00	
Received for: _____ Person _____ Other: _____		Occupation: Branch Manager		Aggregate Year-to-Date > 1	(\$18 biweekly)	
b. Full Name, Working Address and ZIP Code		Name of Employer		Days/month for year	Amount or Date Received for Period	
Rodney Jones 681 Hainsbury Road City, State ZIP		National Organization, Inc.		payroll deduction	\$120.00	
Received for: _____ Person _____ Other: _____		Occupation: Vice President		Aggregate Year-to-Date > 1	(\$20 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. 104.8(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)(ii) 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



**FOR CORPORATIONS
AND LABOR
ORGANIZATIONS**