FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

September 2, 2003

Omaira Gutierrez, Treasurer
Gutierrez for Congress
2750 North Ashland Avenue
Chicago, IL 60614

Response Due Date:
October 2, 2003

Identification Number: C00254581

Reference: July Quarterly Report (4/1/03-6/30/03)

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 Commission by the response date noted above.** An itemization of the information needed follows:

-Your report fails to include a FEC Form 3Z-1. Form 3Z-1 is used to disclose the total gross receipts of the candidate's authorized committees available to be expended as of June 30, 2003 in connection with the primary and general elections. Please provide a completed Form 3Z-1 with this report. (2 U.S.C. §434(B) and 11 CFR §104.19(b))

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. 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.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its