



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

APR 10 1998

Jack Heniff
Illinois Political Active Letter Carriers
P.O. Box 561
Orland Park, IL 60462

Identification Number: C00264689

Reference: Year End Report (7/1/97-12/31/97)

Dear Mr. Heniff:

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:

-For your information, each category on the Detailed Summary Page for which your committee discloses activity must have a separate schedule. Please note this for future filings.

-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) 694-1130.

Sincerely,

Neil Evans
Reports Analyst
Reports Analysis Division

