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NAME OF COMMITTEE (In Full)  
CONCERNED WOMEN FOR AMERICA LEGISLATIVE ACTION  
COMMITTEE POLITICAL ACTION COMMITTEE

FEC IDENTIFICATION NUMBER  
C00375865

Mailing Address PO BOX 66680

City State ZIP Code  
WASHINGTON DC 20035

4/12/16

Pursuant to FEC regulations requiring Concerned Women for America Legislative Action Committee Political Action Committee's (DBA CWPAC) best efforts in obtaining the full name, address, employer and occupation of contributors whose donations exceed \$200 in a calendar year, please note the following procedures we have in place and will follow during the calendar year 2016.

With every solicitation request CWPAC mails, the following text is always included:

"Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Federal law requires the check signer's occupation and employer for yearly aggregate contributions over \$200."

With each donation accrual of \$200 or more in a calendar year, where CWPAC has not received the full name, occupation and employer of the donor, the following letter or email is sent out to the contributor (with no further solicitation request attached):

"I would like to ask you to take a moment to provide us with some important information that we are missing in our records for you. Federal election law requires us to use our best efforts to collect and report the name, mailing address, occupation and the name of employer of individuals whose contributions exceed \$200 in a calendar year. Please help us comply with this requirement by responding to this email, providing your occupation and employer in the section below. (Please note: if your occupation is "retired", "homemaker", "unemployed", or similar, please list employer section as "n/a".  
If you are self-employed, please list an occupation.)

As we are required to report this information and may have already filed a report without it, we would greatly appreciate your response as soon as you are able."

We also include a self-addressed envelope for the contributor to easily return that information, as well as our office phone number.

If we do not have the full name of the contributing individual, we request that in the letter as well.

Lastly, when the missing information is received, we post a Miscellaneous Report Form 99 (with the next report) listing the names, occupations, and employers of those donors who have contacted us with said information after the report has been filed.