



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

John F. Weaver, Treasurer
Harleysville Group Inc. Political Action
Committee - Federal (HIPAC-FED)
355 Maple Avenue
Harleysville, PA 19438

JUL 13 2001

Identification Number: C00123950

Reference: Year End Report (7/1/99-12/31/99)

Dear Mr. Weaver:

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 the amount deducted per pay period and the frequency of the deduction. 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 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "Alice Kang".

Alice Kang
Reports Analyst
Report Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A		ITEMIZED RECEIPTS		Use separate space(s) for each category of the Income Summary Page		PAGE	OF
Contributions from Individuals						FOUR LINE NUMBER	
Any information copied from such reports and statements may not be used for the purpose of making contributions or for financial purposes, other than paying the name and address of any political committee to which contributions from such committee.						1	(3)(4)(1)
NAME OF COMMITTEE (in full)							
National Organization PAC 000000001							
A. Full Name, Mailing Address and ZIP Code		Name of Employer		Date (month, day, year)		Amount of Each Receipt for Period	
Ann Sullivan 81 18th Street City, State ZIP		National Organization, Inc.		payroll deduction		\$90.00	
Receipt for: <input type="checkbox"/> Primary <input type="checkbox"/> General		Occupation		Aggregate Year-to-Date		(\$15 biweekly)	
<input type="checkbox"/> Other (specify):		Branch Manager		\$285.00			
B. Full Name, Mailing Address and ZIP Code		Name of Employer		Date (month, day, year)		Amount of Each Receipt for Period	
Rodney Jones 881 Elmhurst Road City, State ZIP		National Organization, Inc.		payroll deduction		\$120.00	
Receipt for: <input type="checkbox"/> Primary <input type="checkbox"/> General		Occupation		Aggregate Year-to-Date		(\$20 biweekly)	
<input type="checkbox"/> Other (specify):		Vice President		\$280.00			

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), 18 pay periods have passed, and the manager's contributions reach \$270. 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.)

