



# PAYROLL DEDUCTIONS

SCHEDULE A ITEMIZED RECEIPTS		PAGE 1 OF 1	
Contributions from Individuals		FOR USE OF LINE 11(a)(2)	
<small>Any information shown here on both Reports and Statements may not be used by any person for the purpose of obtaining contributions or for obtaining services, other than using the name and address of any person authorized to solicit contributions from such individuals.</small>			
NAME OF COMMITTEE (in full) National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code Arnie Sullivan 21 16th Street City, State ZIP		Name of Employer National Organization, Inc. Position Branch Manager Applicable Year-to-Date > 1 \$50.00	Date received, this year payroll deduction \$75.00 (\$12 biweekly)
B. Full Name, Mailing Address and ZIP Code Rodney Jones 581 Hamletary Road City, State ZIP		Name of Employer National Organization, Inc. Position Vice President Applicable Year-to-Date > 1 \$80.00	Date received, this year payroll deduction \$120.00 (\$80 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 paycheck 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 \$12 per pay period (each pay period is two weeks) for the company's 56F. The 56F, which files FEC reports on a quarterly schedule, includes the manager's contributions as "unitemized contributions" in its April and July quarterly reports. By June 30, the closing date for the July report, the manager's aggregate contributions are \$195 — still below the \$200 itemization threshold. By September 30 — the closing date for the October quarterly report — the manager's contributions reach \$228. Therefore, the committee itemizes the total contributions received from the manager during the third quarter (\$120), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

# IN-KIND CONTRIBUTIONS

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Contributions from Individuals		FOR USE OF LINE 11(a)(2)	
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NAME OF COMMITTEE (in full) National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code Martin L. Krupp 4 River Road City, State ZIP		Name of Employer National Organization, Inc. Position Chairman Applicable Year-to-Date > 1 \$3,000.00	Date received, this year \$3,000.00 (\$3,000.00) (RAFFLE PRIZE)

# In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See Chapter 2 for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at right.

# Appreciated Goods

When a committee receives an in-kind contribution whose value may

SCHEDULE B ITEMIZED DISBURSEMENTS		PAGE 1 OF 1	
Operating Expenditures/Other Federal		FOR USE OF LINE 21(b)	
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NAME OF COMMITTEE (in full) National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code Martin L. Krupp 4 River Road City, State ZIP		Purpose of Disbursement PAC's office Disbursement on Other source	Date received, this year 6/18/99 \$3,000.00 (IN-KIND CONTRIBUTION)

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

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