



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Linda De La Cruz, Treasurer
Union Planters Corporation Committee
On Government Affairs
7130 Goodlett Farms Parkway
Cordova, TN 38018

JUL 19 2002

Identification Number: C00044024

Reference: Amended April Quarterly Report (1/1/01-3/31/01), received 3/21/02

Dear Ms. De La Cruz:

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 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. Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. 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,

Jim Krebs
Reports Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A (FEC Form 3X) ITEMIZED RECEIPTS		Use separate attachments for each category of the Covered Category Page	POR LINE NUMBER (Print only one)	FROM	OF	
Any information could lead to such reports and statements may not be used or used by any person for the purpose of avoiding contributions or for campaign purposes other than using the name and address of the political committee to which contributions are made.		<input type="checkbox"/> 1a <input type="checkbox"/> 1b <input type="checkbox"/> 1c <input type="checkbox"/> 1d <input type="checkbox"/> 1e <input type="checkbox"/> 1f <input type="checkbox"/> 1g <input type="checkbox"/> 1h <input type="checkbox"/> 1i <input type="checkbox"/> 1j <input type="checkbox"/> 1k <input type="checkbox"/> 1l <input type="checkbox"/> 1m <input type="checkbox"/> 1n <input type="checkbox"/> 1o <input type="checkbox"/> 1p <input type="checkbox"/> 1q <input type="checkbox"/> 1r <input type="checkbox"/> 1s <input type="checkbox"/> 1t <input type="checkbox"/> 1u <input type="checkbox"/> 1v <input type="checkbox"/> 1w <input type="checkbox"/> 1x <input type="checkbox"/> 1y <input type="checkbox"/> 1z		11	12	13
NAME OF COMMITTEE OR PAC Critical Mass PAC		NAME OF DONOR Frank Ingraham		DATE OF RECEIPT 07/01/00		
(Full name last, first, middle initial) Name of Donor Frank Ingraham Address 8 Colquhoun Ave City Manassas State VA Zip Code 20108		Name of Employer Critical Mass Inc Occupation Executive Officer Reason For: <input type="checkbox"/> Primary <input type="checkbox"/> Casual <input type="checkbox"/> Other (Specify) <input type="checkbox"/>		Amount of Each Receipt this Period \$90.00 (\$18 biweekly) ^a		
POC ID number of candidate <input type="checkbox"/>		Applicable Year-to-Date Total \$285.00				

^aAdding Extra Detail/Explanation: When using PROFILE electronic filing software, this information can be entered using the "memo text" window. To make a "memo text" entry, select the "View" menu on the PROFILE toolbar. Select "All Transactions." Single click (highlight) the transaction to which the "memo text" will be attached. Then select the "Edit" menu on the toolbar and select "memo text."

^bWhen using PROFILE electronic filing software, enter this information in the "description" field.

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, type "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.B(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)(1) 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), 19 pay periods have passed, and the manager's contributions reach \$285. 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.)

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