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July 22, 2013

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 2013.

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, in regards to your 2013 contributions. 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 letter, providing your occupation and employer in the section below. (Please note: if your occupation is 'retired', 'homemaker', 'unemployed', or similar, please leave the employer section blank.)

As we are required to report this information, we would greatly appreciate your response as soon as you are able."

Furthermore, all records with the occupation listed as 'business person' or 'business woman' or 'self-employed' have been cleared and the above letter was mailed to the affected donors, with the additional following text:

"Please note: the Federal Election Commission does not allow an individual's occupation to be listed as 'self-employed'. You may list your employer as 'self-employed', however you will need to cite the nature of the business in which you are involved. This may be a very general description, but cannot be 'business person'. If you are a business owner and wish to state that as your occupation, you must still cite a description of your business."

We also include a self-addressed envelope for the contributor to easily

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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.
