



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20461

RQ-2

Marsha Aldridge, Treasurer
Principal Mutual Life Insurance
Company-Federal Political
Action Committee
711 High Street, Tax Dept.
Des Moines, IA 50392

JUL 27 1994

Identification Number: C00128918

Reference: June Monthly Report (5/1/94-5/31/94)

Dear Ms. Aldridge:

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:

-Line 11(a)(1) of the Detailed Summary Page discloses a figure for the total amount of itemized contributions from individuals/persons other than political committees. In addition, insufficient supporting schedules have been provided. Please amend your report by itemizing all contributions from individuals/persons, which aggregate greater than \$200 in the calendar year. 11 CFR §104.3(a)(2)

-On Schedule A supporting Line 11(a)(1) of the Detailed Summary Page, you have provided a date range for all contributions received from individuals. Please amend Schedule A by providing the specific date the contribution was received.

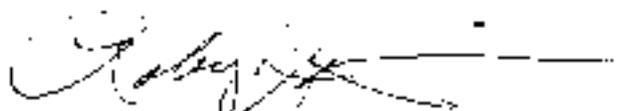
In addition, contributions received through a payroll deduction plan should not include a date range in the date column. Please refer to the enclosed sample of properly reported payroll deductions.

-Your report includes computer produced formats of the Summary and Detailed Summary Pages. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

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A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,



Robyn Jameson
Reports Analyst
Reports Analysis Division

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PAYROLL DEDUCTIONS

| SCHEDULE A | | ITEMIZED RECEIPTS | | PAGE | | OF | |
|---|--|--------------------------------|------------------------|------------------------------------|--|----------|--|
| Contributions from Individuals | | | | FOR LINE NUMBER | | 11(a)(3) | |
| Any information shown from such Returns and Statements may be so used or used by any person for the purpose of obtaining contributions or for obtaining business credit under laws of any State and Federal, or any Federal Government or State contribution from such contributions. | | | | | | | |
| Name of Contributor or Payer | | Contributor's ID Number | | | | | |
| National Organization PAC | | 00000001 | | | | | |
| A. Full name, mailing address and ZIP Code | | Name of Recipient | Date Rec'd. (M/Y) | Amount of Cash Received (or Value) | | | |
| Arlene Sullivan 21 18th Street City, State ZIP | | National Organization, Inc. | payroll deductions | \$80.00 | | | |
| Name of Recipient | | Occupation | Aggregate Year-to-Date | Amount of Cash Received (or Value) | | | |
| New member | | Branch Manager | > 8 | <\$15 biweekly | | | |
| B. Full name, mailing address and ZIP Code | | Name of Recipient | Date Rec'd. (M/Y) | Amount of Cash Received (or Value) | | | |
| Rodney Jones 851 Hamelburg Road City, State ZIP | | National Organization, Inc. | payroll deductions | \$180.00 | | | |
| Name of Recipient | | Occupation | Aggregate Year-to-Date | Amount of Cash Received (or Value) | | | |
| New member | | Vice President | > 9 | <\$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 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-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 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 \$285. Therefore, 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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