



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Marvin E. Jackson, Treasurer
McGuire, Woods, Battle & Boothe
Federal Political Action Committee
One James Center
Richmond, VA 23219

Identification Number: C00225342

APR 21 2000

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

Dear Mr. Jackson:

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:

-Please amend Schedule B supporting Line 23 by providing the office sought including state and congressional district, if applicable, for each contribution made to a federal candidate or political committee. 11 CFR §104.3(b)(3)(ii) and (v)

-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

-Your report(s) was not signed by the treasurer or designated agent listed on your Statement of Organization. Please amend your report(s) by providing the signature of an individual that is authorized to sign the report(s). 2 U.S.C. §434(a)(1) and 11 CFR §104.14(a) and (d) If a new treasurer has been appointed, please file an amended Statement of Organization (FORM 1) or a letter to reflect this change.

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 black ink, appearing to read 'NEA', with a long horizontal flourish extending to the right.

Neil A. Evans
Reports Analyst
Reports Analysis Division

