



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-5

V. Paul Unruh, Treasurer  
Bechtel Group, Inc.  
Political Action Committee  
P.O. Box 193965  
San Francisco, CA 94119

MAR 1 - 1996

Identification Number: C00103697

Reference: Year End Report (7/1/95-12/31/95)

Dear Mr. Unruh:

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) discloses contributions received through a payroll deduction plan. Generally, a committee's report must identify each contribution from an individual which in the aggregate exceeds \$200 during the calendar year. (2 U.S.C. §434(b)) For your information, instead of separate itemization, a committee using a payroll deduction plan may disclose the aggregate amount of contributions received from the contributor through the payroll deduction plan during the reporting period; the identification of the individual where the contribution exceeds \$200 in the aggregate during the calendar year; and a statement of the amount deducted per pay period. 11 CFR §104.8(b)

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. My local number is (202) 219-3580.

Sincerely,

Jennifer K. Wall  
Reports Analyst  
Reports Analysis Division

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*Celebrating the Commission's 20th Anniversary*

YESTERDAY, TODAY AND TOMORROW  
DEDICATED TO KEEPING THE PUBLIC INFORMED

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## PAYROLL DEDUCTIONS

## 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. 104.5(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)(i) 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.)

| SCHEDULE A                                                                                                                                                                                                                                                                |  | ITEMIZED RECEIPTS              |  | PAGE 1 OF 1            |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|--|------------------------|-------------------------------------|
| Contributions from Individuals                                                                                                                                                                                                                                            |  |                                |  | FORM NUMBER 11 (A)(1)  |                                     |
| Any information comes from such reports and contributions that not be used by any person for the purpose of violating contributions or for commercial purposes other than using the name and address of any donor in connection with such contributions from such person. |  |                                |  |                        |                                     |
| NAME OF COMMITTEE OR FUND<br>National Organization PAC 000000001                                                                                                                                                                                                          |  |                                |  |                        |                                     |
| A. For names, mailing address and ZIP Code                                                                                                                                                                                                                                |  | Name of Employer               |  | Date from start year   | Amount in Cash (Report any foreign) |
| ANDER SULLIVAN<br>21 18th Street<br>City, State ZIP                                                                                                                                                                                                                       |  | National<br>Organization, Inc. |  | payroll<br>deduction   | \$90.00                             |
| Report for _____ Date received _____                                                                                                                                                                                                                                      |  | Occupation<br>Branch Manager   |  | Aggregate Year-to-Date | (\$15<br>biweekly)                  |
| B. For names, mailing address and ZIP Code                                                                                                                                                                                                                                |  | Name of Employer               |  | Date from start year   | Amount in Cash (Report any foreign) |
| RODNEY JONES<br>881 Hamshire Road<br>City, State ZIP                                                                                                                                                                                                                      |  | National<br>Organization, Inc. |  | payroll<br>deduction   | \$180.00                            |
| Report for _____ Date received _____                                                                                                                                                                                                                                      |  | Occupation<br>Vice President   |  | Aggregate Year-to-Date | (\$30<br>biweekly)                  |

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

CAMPAIGN  
GUIDE

FOR CORPORATIONS  
AND LABOR  
ORGANIZATIONS

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