



## INSTRUCTIONS FOR COMPLETION OF THIS SCHEDULE E FORM

### SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR ADDITIONAL GUIDANCE.

1. Enter the name and mailing address of the political committee.
2. Enter the reporting period.
3. Enter committee identification number in the box marked POLITICAL COMMITTEE IDENTIFICATION NUMBER.
4. List the full name, mailing address (including zip code) and occupation of each person who collected \$3000 or more in aggregate from 5 persons during the reporting period with the following exceptions. This disclosure is required only if the contributions are collected outside of the presence of a candidate or not in connection with a fundraising event sanctioned or coordinated by the political committee during a reporting period. This also does not apply to a person who is an officer of the committee, a compensated employee, a person authorized by an officer or the candidate of a committee, or an entity used for processing financial transactions by credit card or other means.
5. This Schedule E shall be submitted in conjunction with the quarterly report.
6. **If you are required by law to file your reports electronically, all Schedule E reports must also be filed electronically. For such committees, a Schedule E will not be considered received until it is filed electronically.**
7. If you need assistance, please contact the State Board of Elections.