Getting Started with FECfile User Manual

Hands-on Help with FECfile and Electronic Filing for PACs and Party Committees

The Getting Started with FECfile User Manual was developed as a quick reference tool for PAC and Party Committees to be used as a training aid in FEC sponsored Reporting Workshops. Political committees must consult the FECfile User Manual for PACs and Party Committees for more detailed reporting assistance.

Reports Analysis Division (800) 424-9530 Ext. 1130
Electronic Filing Office (800) 424-9530 Ext. 1642

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Getting Started

First Steps of Electronic Filing

When electronic filing is required:

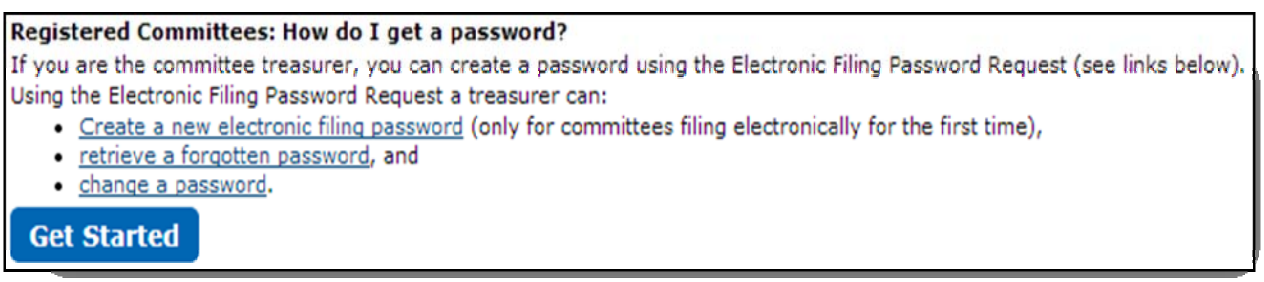
- A committee receives contributions or makes expenditures in excess of $50,000 in the current calendar year or has reason to expect to do so.
- Voluntary filing is available for any non-presidential committee. However, once a committee decides to e-file on a voluntary basis, it must continue to do so for the remainder of the calendar year.

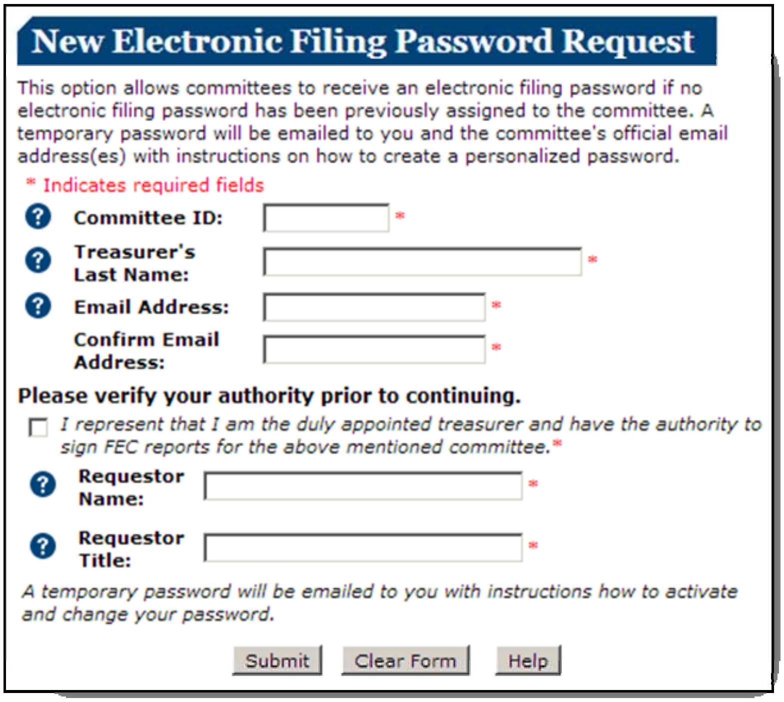
Creating electronic filing passwords for new committees:

Committees registering with the FEC may create an electronic password when using the online webform to complete the Form 2 (Statement of Candidacy) and Form 1 (Statement of Organization). Committees who filed the Form 2 and Form 1 by mail or electronic filing software can follow the instructions below to create a password.

Creating electronic filing passwords for registered committees:

1. If you have registered your committee and no electronic filing password has been previously assigned to the committee, you can use the FEC's Electronic Filing Password Request webpage. http://www.fec.gov/elecfil/passwords.shtml
2. The request must come from the official committee treasurer or assistant treasurer.
3. Access the password request webpage and click the *Get Started* box to request a new password.





New Electronic Filing Password Request

This option allows committees to receive an electronic filing password if no electronic filing password has been previously assigned to the committee. A temporary password will be emailed to you and the committee's official email address(es) with instructions on how to create a personalized password.

* Indicates required fields

Committee ID: *

Treasurer's Last Name: *

Email Address: *

Confirm Email Address: *

Please verify your authority prior to continuing.

☐ *I represent that I am the duly appointed treasurer and have the authority to sign FEC reports for the above mentioned committee.* *

Requestor Name: *

Requestor Title: *

A temporary password will be emailed to you with instructions how to activate and change your password.

Submit | Clear Form | Help

4. After entering the required information, click *Submit.*
5. A temporary password will be emailed to you with instructions on how to activate and change your password.
6. After being issued an electronic filing password, you can also use the Electronic Filing Passwords webpage to change a password and retrieve a forgotten password:
   - ☐ Change a password - https://webforms.fec.gov/psa/change.htm
   - ☐ Retrieve a forgotten password – https://webforms.fec.gov/psa/forgot.htm

NOTE: If you received an electronic filing password via fax, it remains valid. If you have forgotten this faxed password, contact the FEC Electronic Filing Office (800- 424-9530 Ext. 1307) to gain access to the new online electronic filing password system.

Downloading Software:

1. From www.FEC.gov, select the e-Filing link at the bottom of the screen

2. Select “FECfile Filing Software”
3. On the next page, confirm Minimum System Requirements are met.
4. Select “Download FECFile Now”
5. On the next page, select “Download Now” at the top of the screen for the most recent version of FECfile

FECFile Update List

Download Now

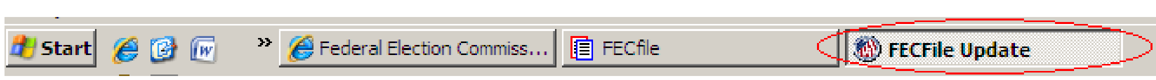
Build X.X.X.X.

6. Please note the recommended steps to take under “Attention downloaders!” should a download error occur
7. Select “Download Now”
8. Follow the instructions to download and install the software

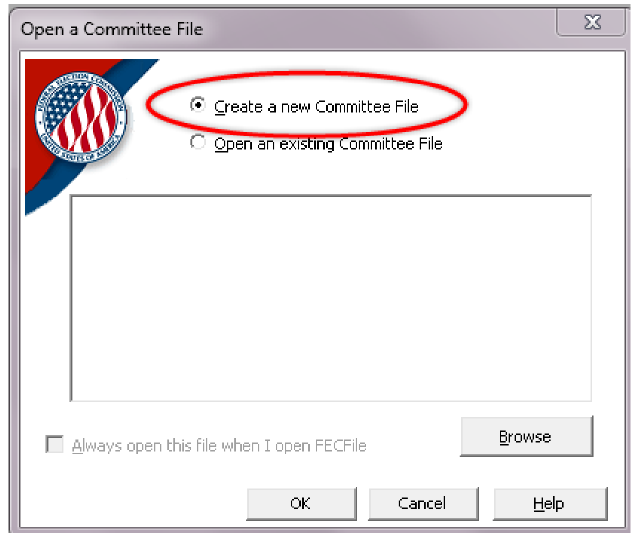
   Note: It is best to let the software install to its default location

Automatic Update

FECfile will automatically search for new updates at the beginning of every session. If prompted, please follow the instructions to update your software to the latest version before proceeding.

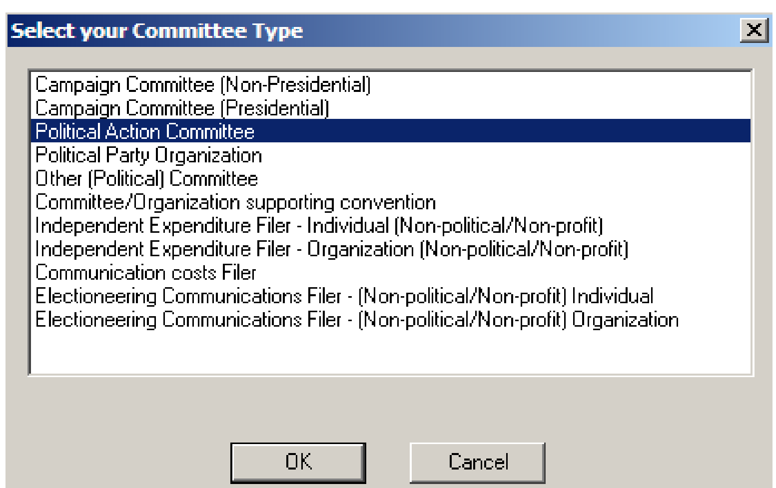


<u>Using FECfile</u>

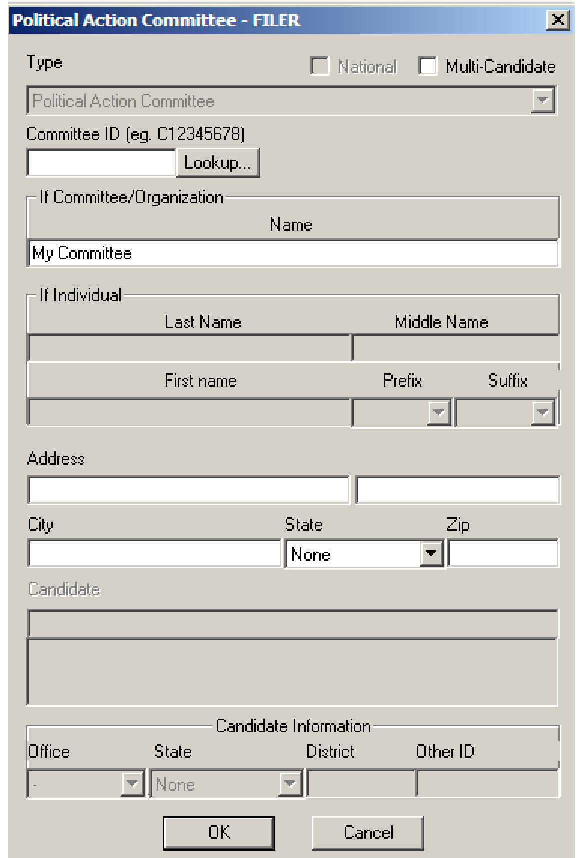


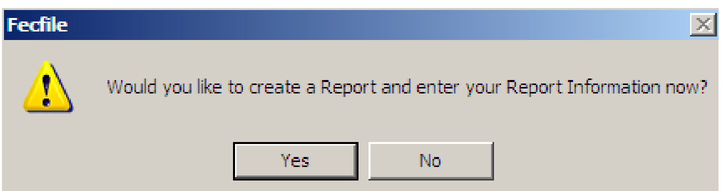
Creating a New Committee File:

1. Start FECfile using either the desktop icon or the Start Menu
2. Next, select "Create a new committee file" when working with a new committee (see example at right)
3. A window will appear to confirm that you want to create a new committee file. To continue creating a new committee file, click OK
4. Select your Committee Type when the next window appears (see below)
   - If you are not a campaign committee of a candidate, please choose from the following list:
     - Political Action Committee
     - Political Party Organization
     - Other (Political) Committee
     - Committee/Organization supporting convention
     - Independent Expenditure Filer – Individual (Non-political/Non-profit)
     - Independent Expenditure Filer – Organization (Non-political/Non-profit)
     - Communication costs Filer
     - Electioneering Communications Filer – (Non-political/Non-profit) Individual
     - Electioneering Communications Filer – (Non-political/Non-profit) Organization



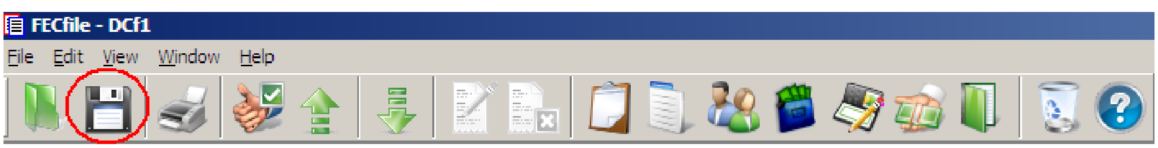
5. Click OK when prompted to enter your committee information and the filer information box will appear (see example at right)
6. Enter the required information based on the Type of committee previously indicated. When this is finished, click OK
7. To immediately begin creating a report (Form 3X), select "Yes" at the next prompt (see below), choose the appropriate type of report and follow the directions on page 8. To create a different report (Form 1, 1M, 3L, 24, or 99), select "No" and continue to page 9

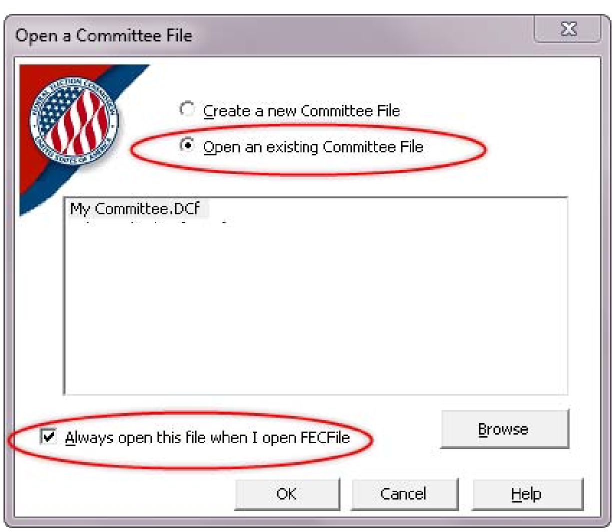




Saving Your Committee file:

Once your committee file has been created, you should save your file by clicking on the diskette icon in the top menu bar. Please save your committee file in an easy-to-remember location on your computer. All reports will be created and saved in this committee file.





Subsequent Sessions of FECfile:

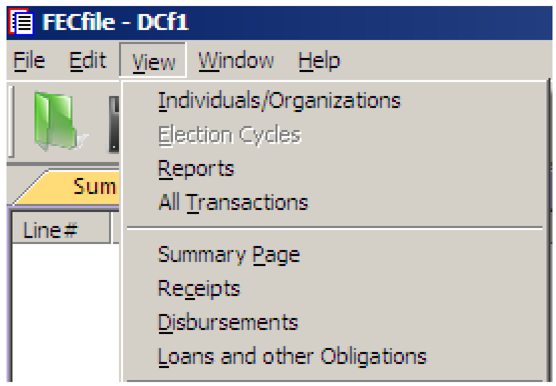
After you have created and saved your committee file, you should always select the "Open an existing committee file" option at the beginning of all subsequent sessions of FECfile.

Before You Begin: FECfile Basics

Working with the Different Views:

FECfile is organized into seven different views. Each "views" a different aspect of a report and is used to create and modify your report. There are two different ways to access a view:

1. Under the "View" menu, select the desired view

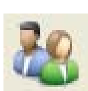


2. Or click on the icon representing the view

About Each FECfile View

Reports View – lists all reports created in your committee file and is used to access these different reports; when a report is highlighted, that is the report that you are accessing.

Summary Page View – shows the Summary and Detailed Summary Pages and the current line totals; double click on a line to enter a transaction for that line.



Individuals/Organizations View – lists <u>all</u> entities entered in the <u>committee file</u>, including your committee information, contributors, other committees you have received/given contributions, businesses, etc.; to modify an entity, double click on it (hint: use this view to modify addresses and occupation/employer information).

Receipts View – lists <u>all</u> receipts entered in the <u>report currently selected in Reports View</u>; double click on a transaction to modify it and right click on a transaction to delete, add memo text, etc. (hint: this view will come in handy when having to respond to letters as it is used to modify purposes, dates, and amounts of the receipts).

Disbursements View – lists all disbursements entered in the report currently selected in Reports View; double click on a transaction to modify it and right click on a transaction to delete, add memo text, etc. (hint: this view will come in handy when having to respond to letters as it is used to modify purposes, dates, and amounts of the disbursements).

Loans/Debts View – lists all debts, loans, or other obligations that are owed to or by the committee in the report currently selected in Reports View; double click on a transaction to modify it and right click on a transaction to delete, add memo text, etc. (hint: this view will come in handy when having to respond to letters as it is used to modify Schedules C, C-1, and D).

All Transactions View – lists all transactions entered in the committee file; transactions are sorted (may be sorted by different categories) by line number and then name; double click or right click on a transaction to perform the functions listed above.

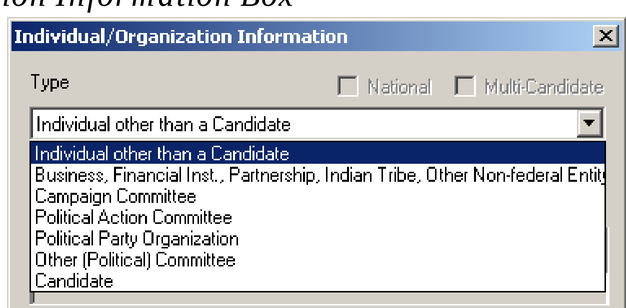
Working with Entities

FECfile makes a separate record for each entity (individual, committee, business, etc.) that is available to every report in the committee file. This is helpful when you have repeated transactions with a particular entity.

There are two ways to enter an entity:

1. When you enter the first transaction associated with it
   - Make sure the cursor is in the "Name" field and press "Tab" or "Enter"
   - The Individual/Organization Information box will appear
2. Separately using the Individuals/Organizations view
   - Right click anywhere on the workspace
   - The Individual/Organization Information box will appear

Filling Out the Individual/Organization Information Box

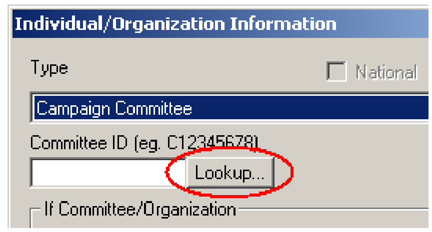


1. Select the correct type from the drop down menu
2. FECfile will automatically disable any fields that you do not need to fill out
3. When you are done entering the information, click OK to return back to the transaction or back to the "Individuals/Organizations" view. Please see the next section for information regarding the look-up feature

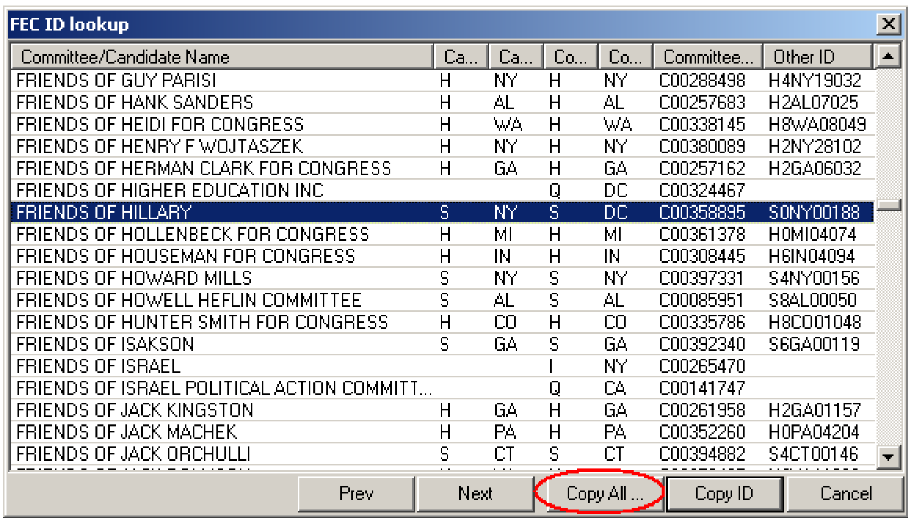
Using the FEC Lookup Feature:

When entering a transaction with a federal candidate or committee, you can save time by using the "Lookup" feature to access an FEC database of official committee information. This feature allows you to easily fill out the name, address, committee ID, and office sought/state/district information.

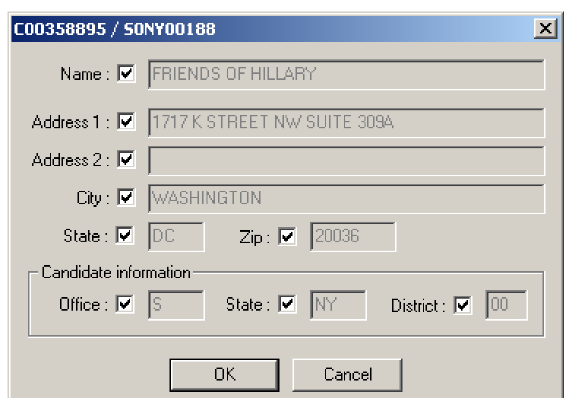
1. In the "Individual/Organization Information" box, or entity record, click the "Lookup" button next to the Committee ID field



2. The "FEC ID Lookup" window appears. Scroll through the list and click once on the entry when you find it
3. To copy all applicable information, select the "Copy All" button

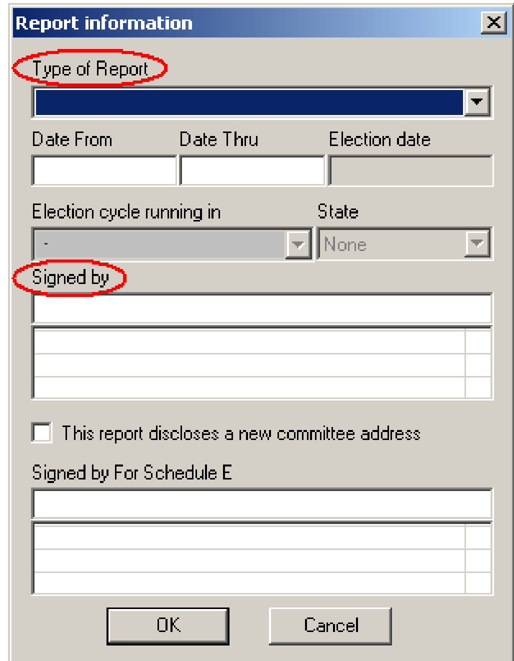


4. A window will appear allowing you to unselect any information you do not want copied into the entity record. Click OK
5. All of the committee's information should now be filled in the entity record. Click OK to return to the transaction

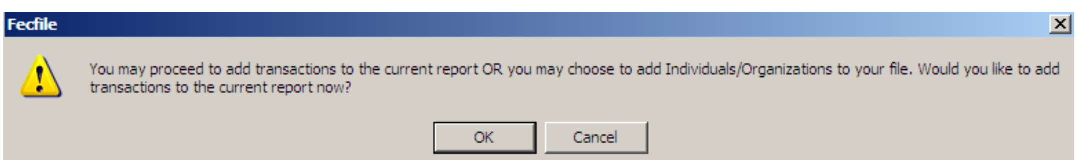


Creating the First Report (Form 3X) in a New Committee File:

1. If you selected "Yes" to immediately begin creating a report, the Report Information screen will appear
2. Select the Type of Report from the drop down menu and, if necessary, modify the dates
3. To "sign" the report, move your cursor to the "Signed by" box and press either "Tab" or "Enter" if not already in List Box below
4. An "Individual/Organization" box will appear. Ensure that the type selected is "Individual other than a Candidate" and then enter the rest of the Treasurer's information (name, address, etc.)
5. When you are finished entering the Treasurer's information, click OK to return to the report information box

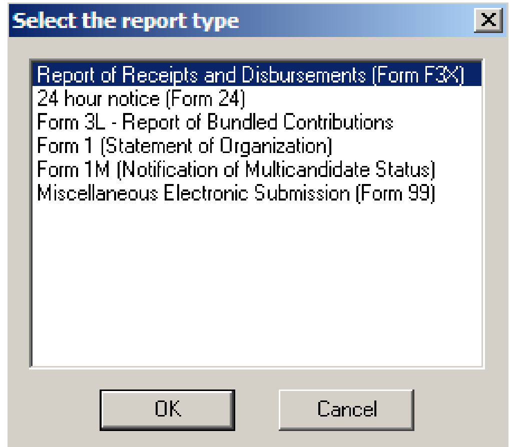


6. Double check the information entered in the report information box and then click OK
7. A FECfile prompt window will appear, asking what you would like to do next in the report:



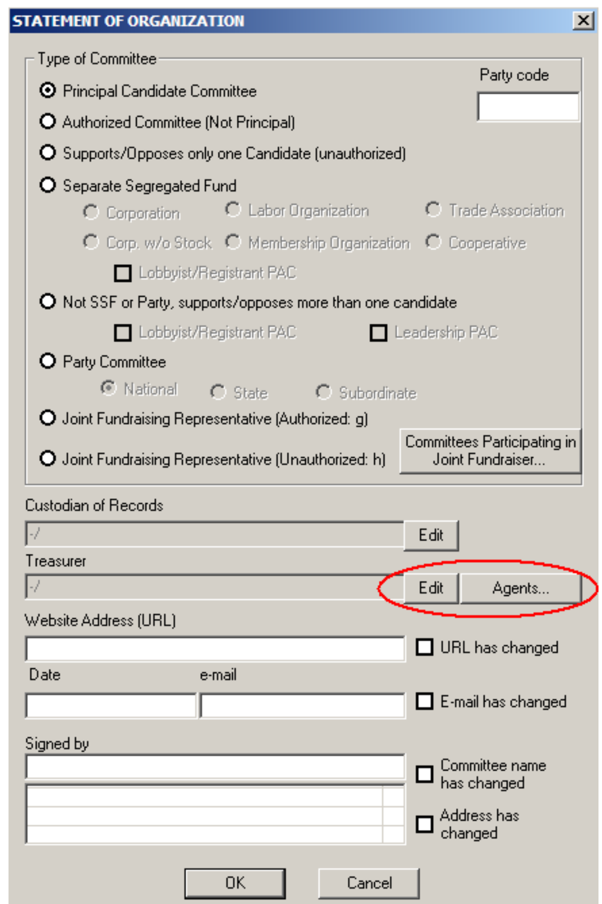
- If you choose *not* to add transactions to the current report, the Individuals/Organizations screen will appear
- If you choose to add transactions to the current report, the report Summary Page will appear

Creating a New Report in an Existing Committee File:



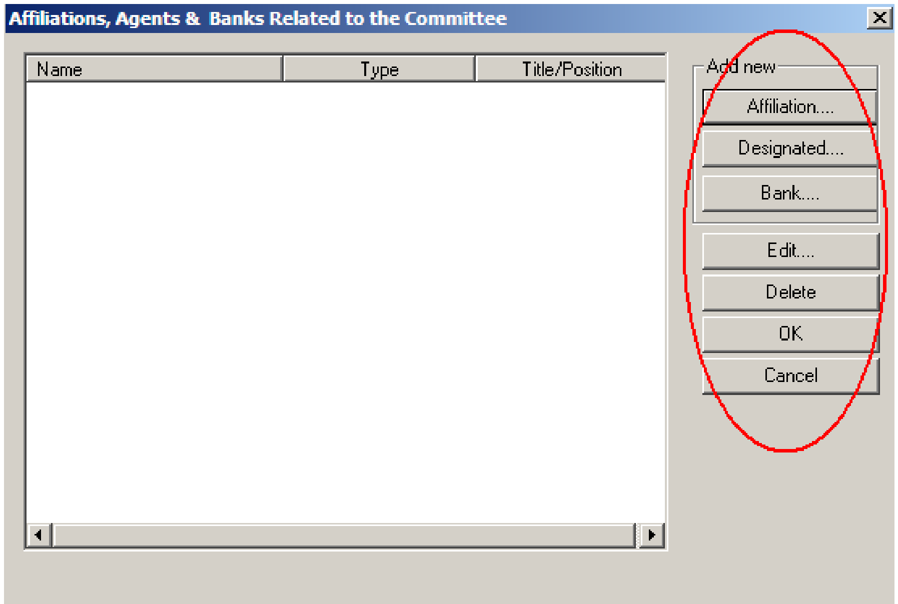
1. To create a new report, first go to the "Reports" view
2. Under the "Edit" menu, select "New" or right click anywhere in the workspace and select "New"
3. The box at right will appear
4. Select the report type (3X, 24, 3L, 1, 1M, or 99) you wish to create and click "OK"
5. At the next window, enter in the report information. For more information on how to do this, please see the appropriate sections in this manual

Creating a Statement of Organization (Form 1):

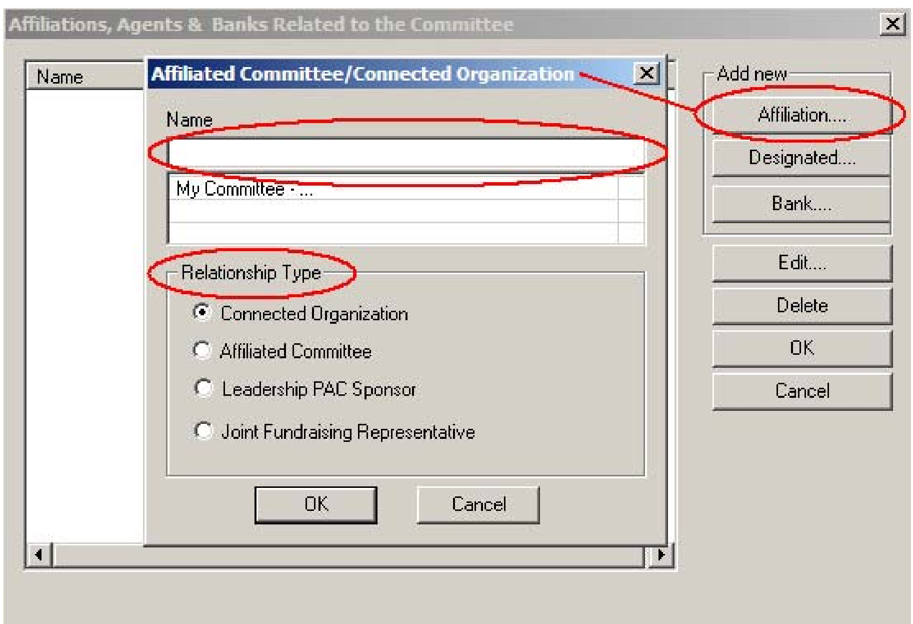


1. After creating your committee file, you can create a Statement of Organization (Form 1). Follow the directions above for creating a new report
2. When a box appears prompting you to select the report type, click on "Form 1 (Statement of Organization)" and then click "OK"
3. The Statement of Organization dialog box appears. Select the type of Committee, and enter the URL (if applicable), date, and e-mail address
4. If the Treasurer field does not contain the name of the Treasurer of your committee, click "Edit"
5. Select the Treasurer's name from the scroll box (note: if the treasurer's name does not appear in this box, you will need to press "Tab" or "Enter" to input that individual's information)
6. Enter the Treasurer's phone number and Title/Relationship to your committee, then click "OK"
7. To enter Connected Organizations, Affiliated Committees, Leadership PAC Sponsors, Joint Fundraising Representatives; Designated Agents; and Banks/Other Depositories, click on "Agents..."

8. The “Affiliations, Agents & Banks Related to the Committee” dialog box will appear.

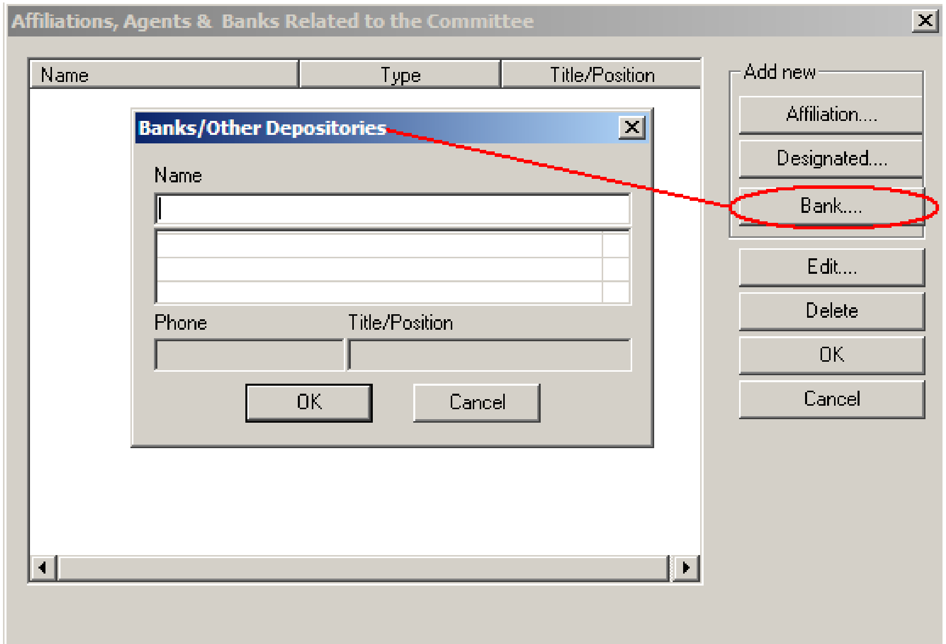


9. To add a Connected Organization, Affiliated Committee, Leadership PAC Sponsor, or Joint Fundraising Representative, click on “Affiliation”



- Select the name of the connected organization, affiliated committee, leadership PAC sponsor, or joint fundraising representative from the drop down box (note: if the name of the entity does not appear, press “Tab” or “Enter” to input its information).
- Under Relationship Type, select the corresponding type of relationship then click OK.

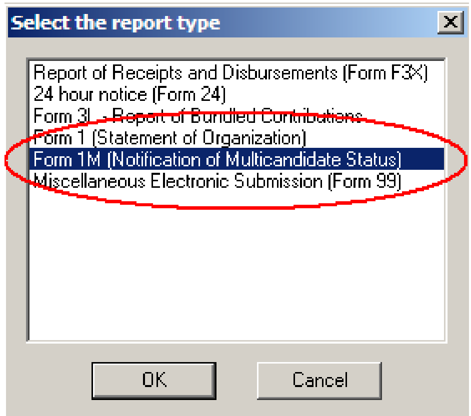
10. To add a Designated Agent, click on "Designated…."
    - Select the name of the Designated Agent from the drop down box (note: if the individual does not appear, press "Tab" or "Enter" to input that individual's information)
    - Enter the Designated Agent's Phone number and Title/Position with the committee then click OK
11. To enter a Bank/Other Depository, click on "Bank…."



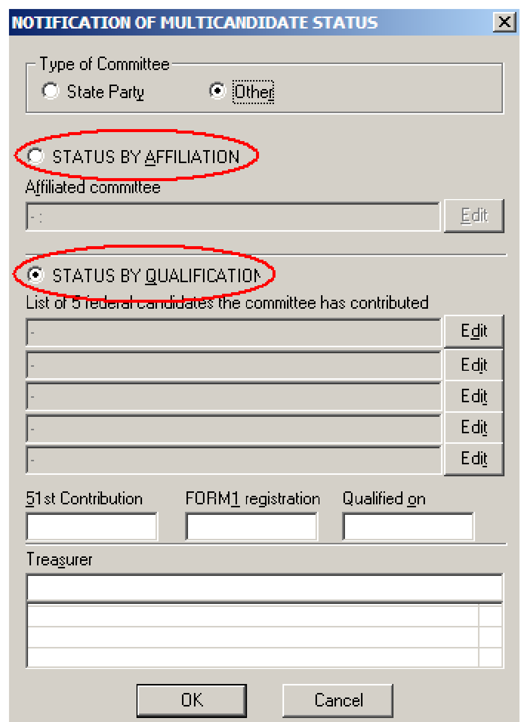
    - Select the name of the Bank/Other Depository from the drop down box (note: if the committee does not appear, press "Tab" or "Enter" to input its information), then click OK
12. To Edit an entry in "Affiliations, Agents & Banks Related to the Committee," click on the particular entry to highlight it, then click Edit.
13. To Delete an entry on the Affiliation, Agents and Banks Related to the Committee, click on the particular entry to highlight it. Then click Delete.
14. Once you have entered all of the necessary information, click "OK."
15. When you return to the "Statement of Organization" box, click "OK" again.
16. You have now created your Form 1. To view your Form 1 to make sure that it is complete, click the printer icon in the top menu bar.

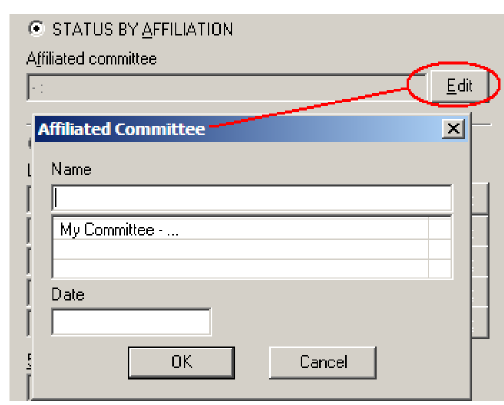
Creating a Notice of Multicandidate Status (Form 1M):

1. Follow the directions above for creating a new report.
2. When a box appears prompting you to select the report type, click on "Form 1M (Notification of Multicandidate Status)" and then click "OK."

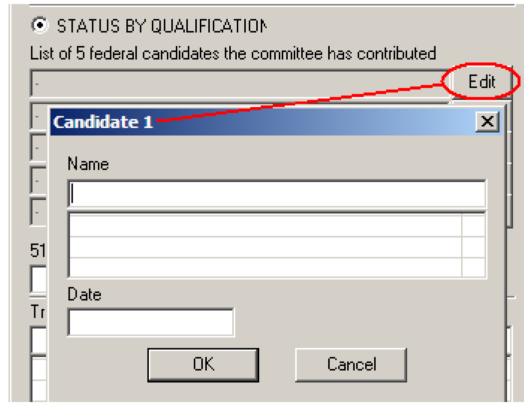


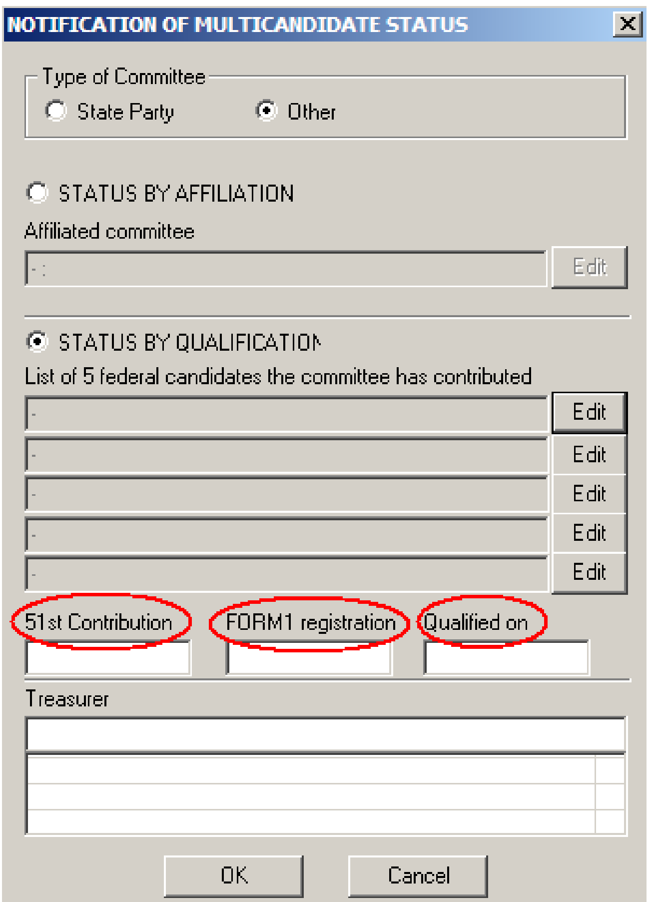
3. The Notification of Multicandidate Status box appears. Select the type of Committee.
4. Select the Treasurer's name from the scroll down box (note: if the Treasurer does not appear, press "Tab" or "Enter" to input the treasurer's information).
5. Also choose one of the following, whichever is appropriate for your committee:
   - Status by Affiliation
   - Status by Qualification
6. Once you have chosen a Status, you will need to enter the requisite information.
7. For *__Status by Affiliation__*, follow these steps (if you qualify for Multi-candidate Status by Qualification, please skip to # 8):
   - Click "Edit"
   - Select the Affiliated Committee from the drop down list (note: if the committee does not appear, press "Tab" or "Enter" to input its information).
   - Enter the Date.
   - Then click "OK"





8. For *__Status by Qualification__*, follow these steps (if you qualified for Multicandidate Status by Affiliation, please skip to # 10):
    - Select the Candidate from the scroll down menu (note: this should already be entered because you have contributed to this candidate)
    - Also enter the date
    - Then click "OK"
    - You will need to repeat this action five times, once for each of the five candidates to whom you have contributed.



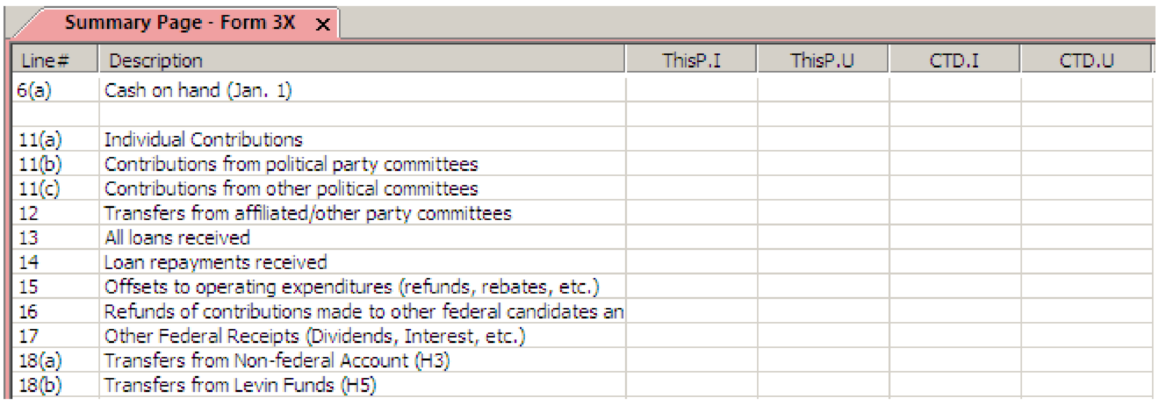


9. Next, enter the date the committee received its 51st contribution, the date the committee originally filed a Form 1 with the FEC, and the date the committee qualified for Multicandidate Status.
10. For committees qualified by Affiliation, select "Status by Affiliation" and enter your affiliated committee.
11. For all committees, select the Treasurer's name from the drop down box and click "OK."
12. You have now created your Form 1M. To view your Form 1M to make sure that it is complete, click the blue FEC icon in the top menu bar.

Receipts

Receipt Basics

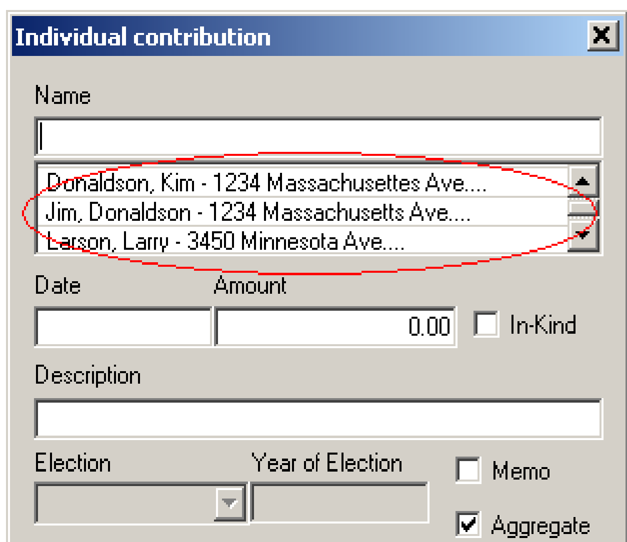
1. Refer to Form 3X instructions for help in classifying your activity.
2. Double click on appropriate Line of the "Summary Page View" to enter a transaction.



Summary Page - Form 3X

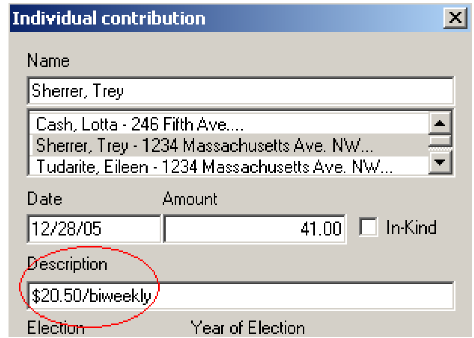
Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
6(a)	Cash on hand (Jan. 1)				
11(a)	Individual Contributions				
11(b)	Contributions from political party committees				
11(c)	Contributions from other political committees				
12	Transfers from affiliated/other party committees				
13	All loans received				
14	Loan repayments received				
15	Offsets to operating expenditures (refunds, rebates, etc.)				
16	Refunds of contributions made to other federal candidates an				
17	Other Federal Receipts (Dividends, Interest, etc.)				
18(a)	Transfers from Non-federal Account (H3)				
18(b)	Transfers from Levin Funds (H5)				

3. Select name from scroll box immediately beneath the name field if the entity already exists in the FECfile database. If the entity is not in the database, you will need to press "Tab" or "Enter" to add the information. Refer to page 6 for more information.
4. Enter date and amount and any applicable description of the transaction.
5. Click OK.



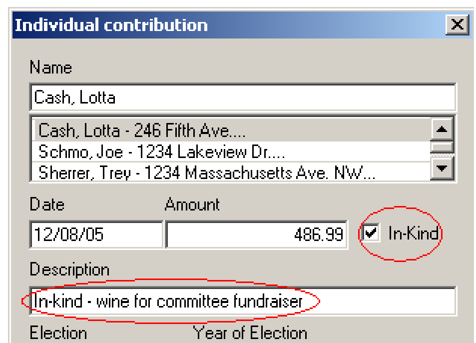
Special Categories of Receipts

1. **Payroll deductions**: Same basic steps as "receipt basics" but add additional text in the description field indicating the amount deducted and the frequency of the deduction.



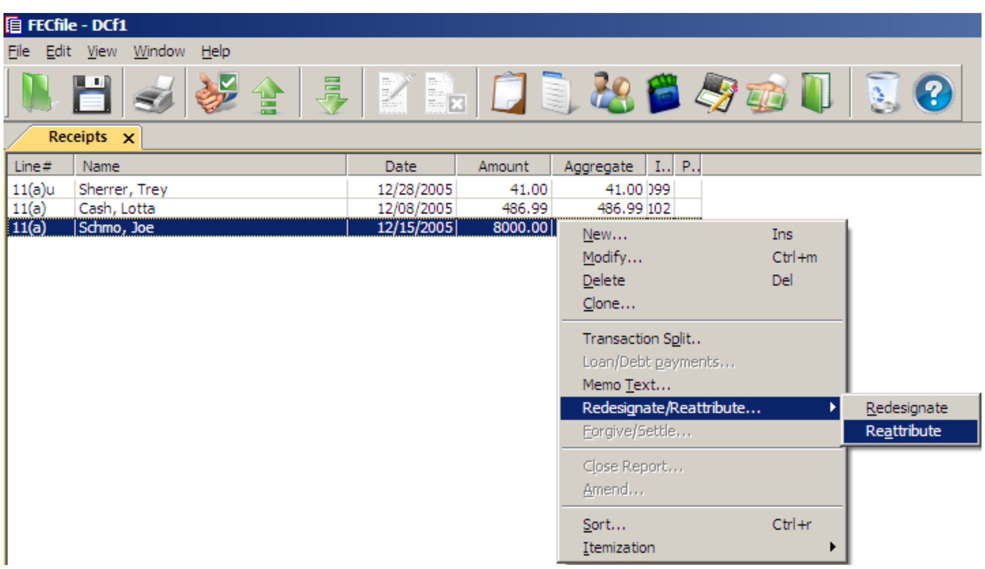
   - Note: all receipts during the reporting period can be entered as one large receipt from the individual rather than many small receipts (payroll deductions ONLY!).
   - FECfile will require a date for this field. It is recommended that the last day of the reporting period be used.

2. **In-Kind Receipts**: Same basic steps as "receipt basics" but click the "in-kind" box shown at right.

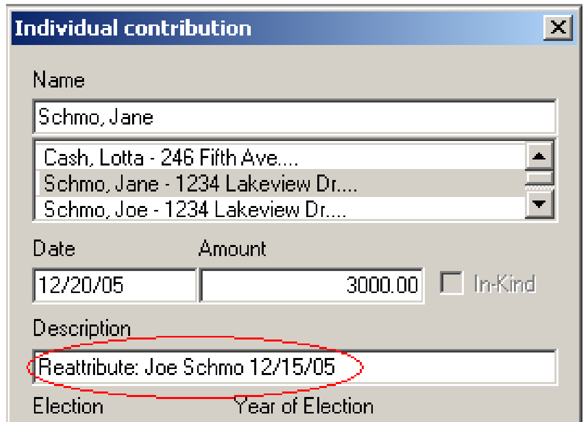


   - Note: Checking the "in-kind box" will automatically create the necessary balancing entry on Schedule B.

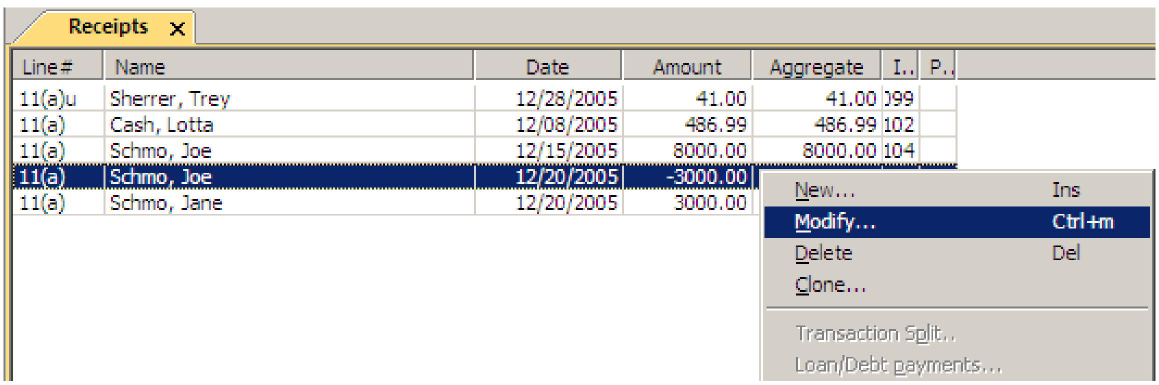
3. **Reattribution of a Contribution**: Go to the "Receipts" view.
   - Find the contribution that you would like to reattribute, right click on it and select the "Redesignate/Reattribute" option and then "reattribute."



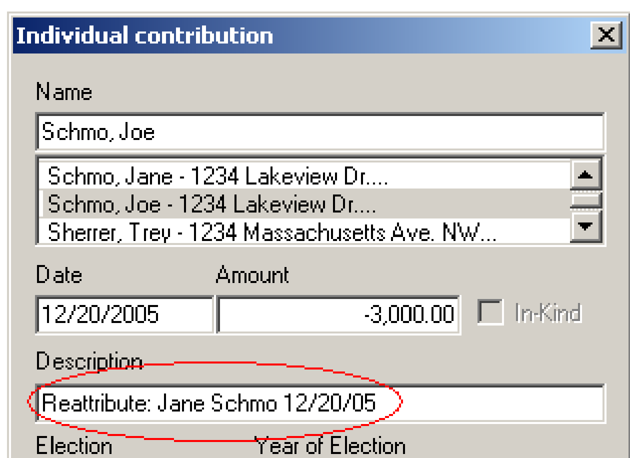
- Enter the information for the person that the contribution is being reattributed to.
- Note: remember to cross reference by including the name of the original contributor.
- Then return to the "Receipts" view."



- Highlight the newly created negative entry that FECfile generated for the original contributor, then right click and select "modify" (see below).



- Update description field to include the name of the person to whom the contribution is being reattributed.
- Select OK and then select "yes" when asked if you are sure that you want to make the modification.



Tips Specifically for Receipts

1. FECfile automatically itemizes contributions according to the itemization thresholds outlined in the law. It is advisable to enter an individual record for each individual who contributes to your committee because FECFile can track aggregate year-to-date totals more effectively that way, and can save you a headache if that contributor crosses over from being unitemized to itemized.

2. For offsets to operating expenditures: It is advisable to include additional text in the "description" field indicating "refund," "rebate," etc. and to include the original date of the corresponding disbursement.

3. Remember: refunds are reported on Schedule A (unless previously allocated), and voided checks are always reported as negative entries on the line where they were originally reported. Refunds are written on the recipient's account, whereas voided checks are those checks which have a "stop payment" on them, or have been returned uncashed.

4. The check number and account identifier are NOT required fields; however, providing this information will allow for better financial records to be kept.

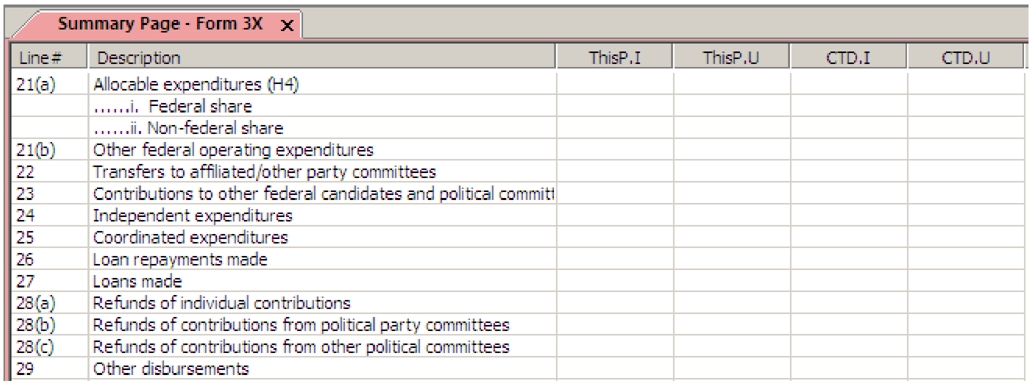
5. The "Aggregate" box should be check for transactions that should be aggregated with receipts from the same entity during the calendar year.

Disbursements

Disbursement Basics

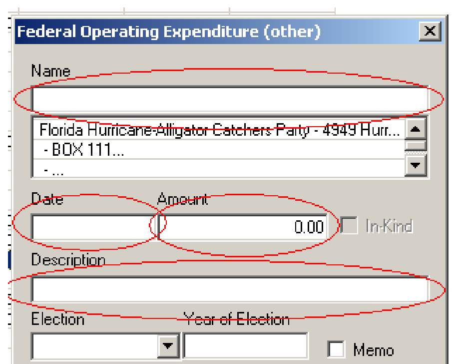
Refer to Form 3X instructions for help in classifying your activity.

1. Go to the **Summary Page** view and double-click on the appropriate line



Summary Page - Form 3X

Line#	Description	ThisP.I	ThisP.U	CTD.I	CTD.U
21(a)	Allocable expenditures (H4)				
	......i. Federal share				
	......ii. Non-federal share				
21(b)	Other federal operating expenditures				
22	Transfers to affiliated/other party committees				
23	Contributions to other federal candidates and political commit				
24	Independent expenditures				
25	Coordinated expenditures				
26	Loan repayments made				
27	Loans made				
28(a)	Refunds of individual contributions				
28(b)	Refunds of contributions from political party committees				
28(c)	Refunds of contributions from other political committees				
29	Other disbursements				



2. The appropriate disbursement box will appear (shown right)
3. Select name from the scroll box below the "name" field. If the entity is not in the database, you will need to press "Tab" or "Enter" to add the information. Refer to page 6 for further instructions.
4. Complete the date, amount, and any other applicable fields (see chart below for more information).
5. Click OK.

Applicable Fields for Disbursement Lines

	21(b)	22	23	24	25	28(a)	28(b)	28(c)	29	30(b)
Name, Date, Amount	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Description	✓	*		✓	✓	✓	✓	✓	✓	✓
Election, Election Year	*		✓	✓	✓					
Candidate/Campaign Committee	*	✓	✓	✓	✓					*
Category Code, Check #, Account ID										

✓ Required

* May be required in certain situations.

Note: Category Code, Check No., and Account Identifier are not required fields; however, providing this information will allow for better financial records to be kept.

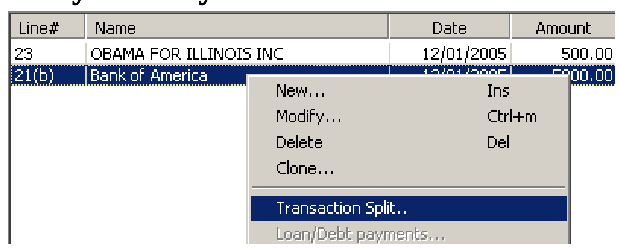
Special Categories of Disbursements

Entering a Memo Entry:

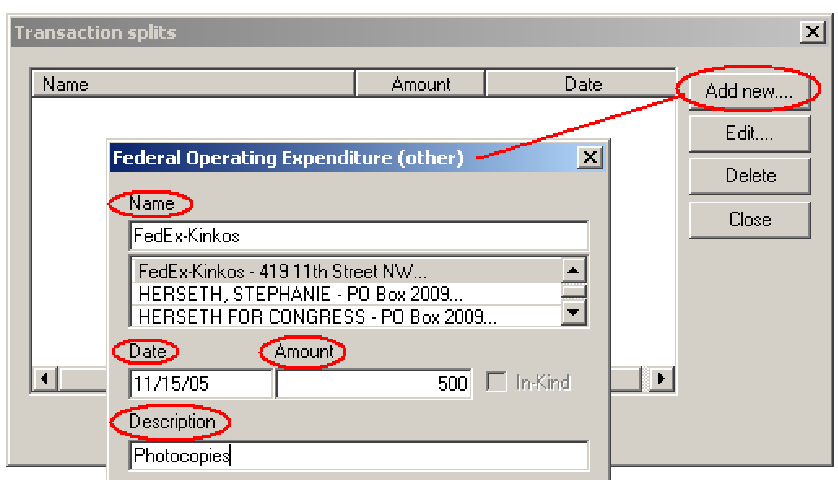
1. Double-click on the appropriate line of the Summary Page view
2. Enter the transaction information
3. Check the "memo" box next to the Year of Election

Credit Card, Reimbursement, and Payroll Payments:

Payments to credit cards, payroll companies, and reimbursements all need to disclose supporting memo entries to disclose the ultimate recipient of the funds.



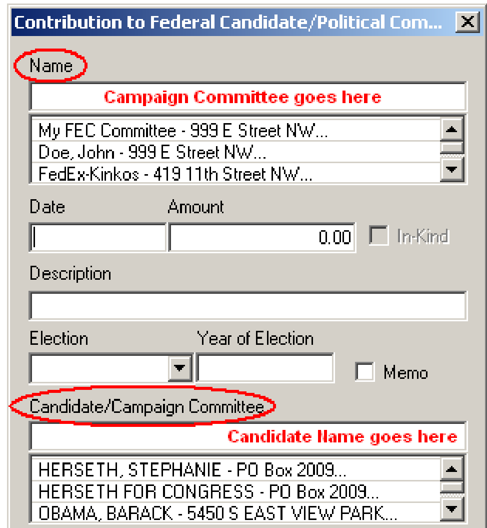
1. Enter the payment on the appropriate line of the Summary Page to the credit card/payroll company or individual receiving the reimbursement. In the description field, make sure to mention it is a payment or reimbursement and to see the memo entries.
2. Go to the "Disbursements" view and find the transaction you just entered.
3. Right click on the transaction and select "Transaction Split" (see above).
4. The "Transaction Split" window will open; select "Add New" (see below).
5. A new transaction window will open; fill out the original vendor's information and click OK when you're finished (note: the "Memo" box is grayed out because it will automatically make this a memo entry for you)



6. Repeat this process until you have added all of the supporting memo entries for the payment
7. When you have finished, select "Close" to return to the workspace.

Contributions to Federal Candidates:

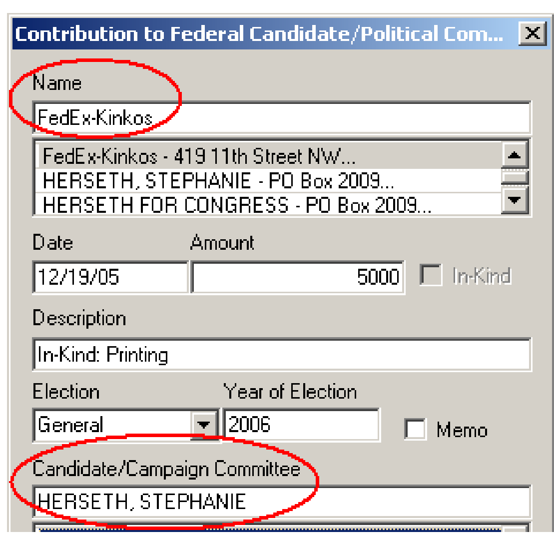
1. Double-click on Line 23 of the Summary Page view.
2. Make sure the cursor is in the "Name" field and then press "Tab" or "Enter"



   - When the "Individual/ Organization Information" box comes up, make sure to select "Campaign Committee" rather than "Candidate"
   - Use the "Lookup" feature (see page 7) to find the candidate's principle campaign committee or enter the information manually (note: the campaign committee will usually have a name similar to "Smith for Congress" or "Friends of Smith")
   - Click OK to return to the transaction
3. Enter the date, amount, election, and year of election
4. Put your cursor in the "Candidate/Campaign Committee" field and press "Tab" or "Enter"
   - When the "Individual/Organization Information" window comes up, this time select "Candidate"
   - Use the "Lookup" feature (see page 7) to find the candidate or enter the information manually (note: the candidate's name will be listed alphabetically by last name and then first, such as "Smith, Joe").
   - Click OK to return to the transaction
5. Double check to make sure your information is correct and select "OK"

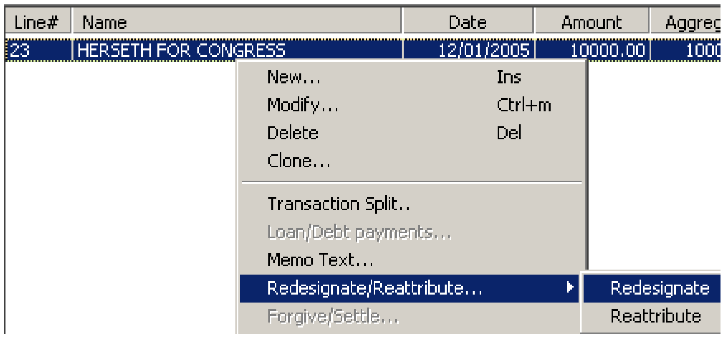
In-Kind Contributions to Federal Candidates/Committees:

1. Disclose a non-memo entry disbursement on *line 23* to the vendor, also including a description, election, year of election, and candidate's name in the "Candidate/Campaign Committee" field (see right)

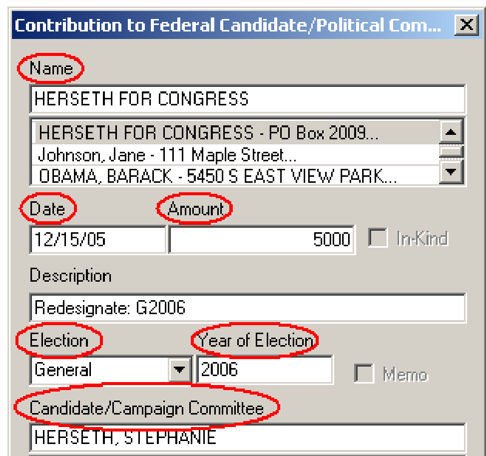


Redesignations of a Contribution Made:

1. To report a redesignation, go to the “Disbursements” view and find the transaction you would like to redesignate.
2. Right click on the transaction, select “Select Redesignate/Reattribute,” and then drag across to select “Redesignate”

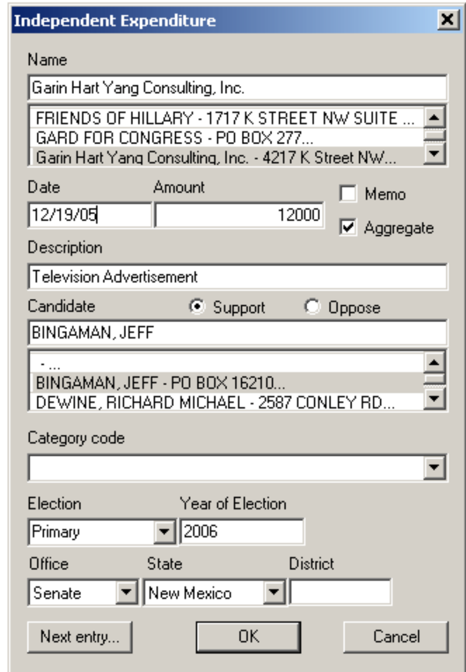


3. Enter the candidate committee’s name, date of redesignation, amount being redesignated, and corrected election designation for the portion being redesignated.
4. Select OK to return to the “Disbursements” view.
5. FECfile will automatically complete the reporting required for a redesignation (see below, red signifies a memo entry).

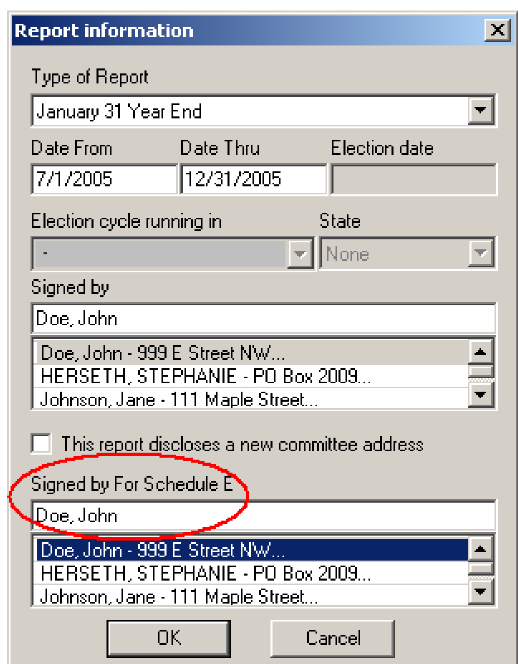


Line#	Name	Date	Amount	Aggregate
23	HERSETH FOR CONGRESS	12/01/2005	10000.00	10000.00
23	HERSETH FOR CONGRESS	12/15/2005	-5000.00	5000.00
23	HERSETH FOR CONGRESS	12/15/2005	5000.00	10000.00

Basic Reporting for Independent Expenditures – Line 24:

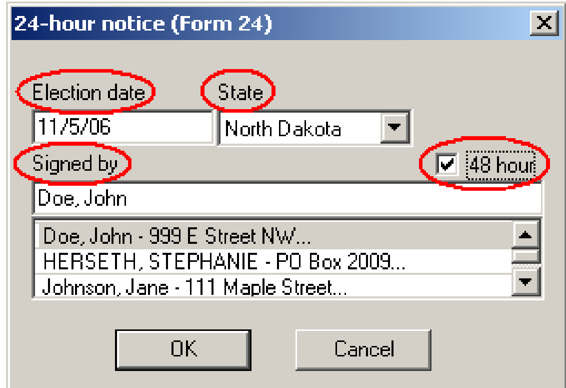


1. Double click on line 24; note that the Independent Expenditure window looks slightly different than other transactions.
2. Select the vendor name from the scroll down box (note: if the vendor's name does not appear in this box, you will need to press "Tab" or "Enter" to record the vendor's information).
3. Enter the date, amount, description, whether the independent expenditure is supporting or opposing the candidate, election, and year of election.
4. Select the <u>*candidate name*</u> (not campaign committee) from the scroll down box (note: if the candidate's name does not appear in this box, you will need to press "Tab" or "Enter" to record the candidate's information; you can use the "Lookup" feature for this).
5. Every time a committee reports disbursements on Schedule E, the Treasurer must provide a signature on the schedule to certify that the expenditures are made independently. This is required in addition to signing the actual report. To do this, return to the "Reports" view.
6. Find the report which needs to be signed, right click, and select "Modify."
7. The "Report Information" box will open (see left).
8. In the "Signed by For Schedule E" field, insert the treasurer's name by selecting it from the scroll down box.
9. Click OK.
10. Note: If the independent expenditure is disseminated before payment is made, see page 24.

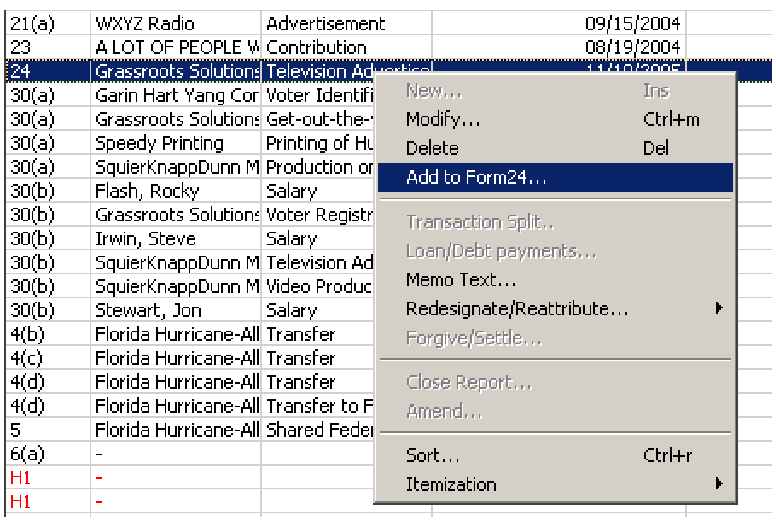


24 and 48 Hour Notices:

1. 24 Hour and 48 Hour notices are *separate reports* from Form 3X. To create a 24 hour or 48 Hour notice go to “Reports” view, right click, and select “New.” In the report type window, select “24 hour notice (Form 24)” and click OK.



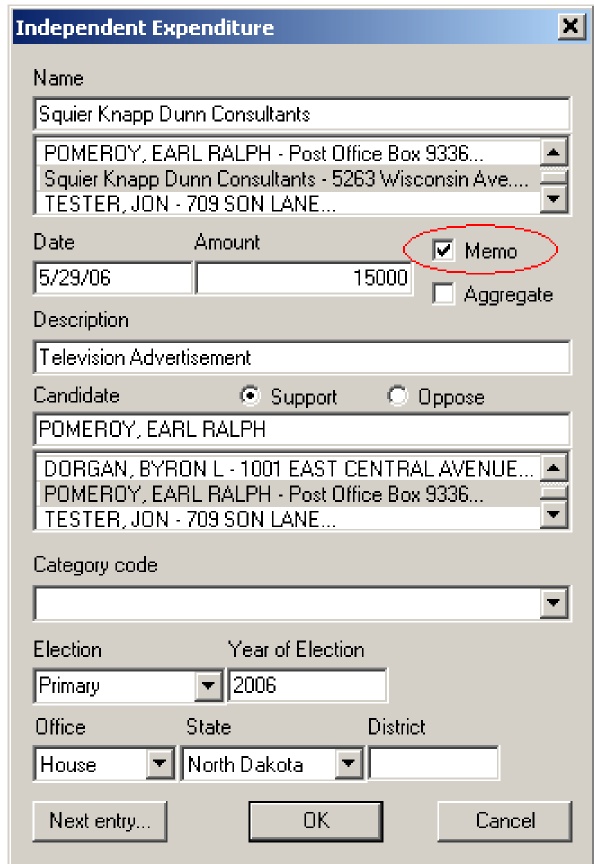
2. The “24-hour notice (Form 24)” box will appear; fill in the election date, the state, and enter the treasurer’s information in the “Signed by” box. All fields are required.
3. Check the “48 hour” box only if this is a 48-Hour notice; if it is a 24-Hour notice, do not check it.
4. Select OK; please note that at this point the notice is not complete.
5. Go to the “Reports” view and select the 24 Hour Notice by clicking on it.
6. Now go to the “All Transactions” view and locate the disbursement(s) that require a 24/48 hour notice. Your disbursements will be sorted by line number so if you first find Line 24 it will be easier to find the disbursement which requires a notice.
7. Once you find the transaction you are looking for, right click and select “Add to Form 24” (see below for an example).



Your 24 or 48 Hour notice is complete. You must close it and upload it the same way you would for a regular report of receipts and disbursements.

Special Reporting for Independent Expenditures – Line 24:

Independent expenditures must be reported to the Commission using the date they were publicly disseminated. However, it is common for an independent expenditure to be disseminated before a committee has paid the vendor for the associated costs. If this occurs, the committee must report the independent expenditure the following way:



1. Report the independent expenditure as a *memo entry, using the date it is publicly disseminated* and during the reporting period the public dissemination date falls in. To do this, simply check the Memo box when entering the independent expenditure information (see right). For this type of transaction, the "Aggregate" box should also be checked to reflect accurate election cycle to date for office sought aggregate totals.
2. On the same report, you must *also show a debt being incurred to the vendor* for this amount.
3. When final payment is made to the vendor, *reflect this payment on Schedule D and on Schedule E as a regular, non-memo entry*. For this transaction, the "Aggregate" box should NOT be checked since aggregation already occurred for this activity when the memo entry was disclosed (when dissemination was disclosed).
4. If a committee makes a payment to the vendor before it disseminates an independent expenditure, the committee should itemize the transaction on Schedule E at the time the payment is made. For this transaction, the "Aggregate" box should be checked. In addition, the requirements for filing 24-hour and 48-hour notices would still apply.

Allocation Schedules

SCHEDULE H1:

Method of Allocation for:

- Allocated Administrative and Generic Voter Drive Costs
- Allocated Exempt Party Activity Costs *(Party Committees Only)*
- Allocated Public Communications that Refer to any Political Party (but not a candidate) (*Separate Segregated Funds and Nonconnected Committees Only*)

SCHEDULE H2:

Ratios for Allocable Fundraising Events and Direct Candidate Support

SCHEDULE H3:

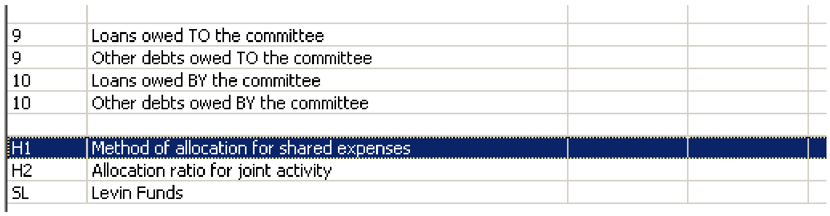
Transfers from Nonfederal Accounts for Allocated Federal/Nonfederal Activity

SCHEDULE H4:

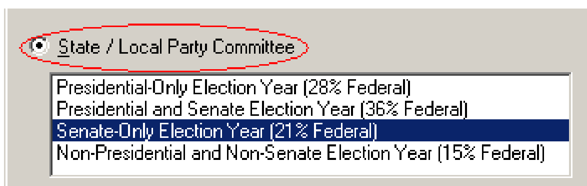
Disbursements for Allocated Federal/Nonfederal Activity

Creating Schedule H1:

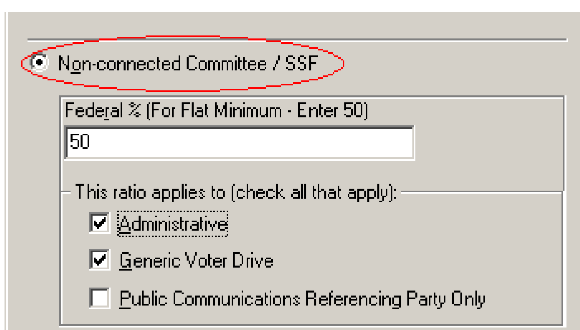
1. Scroll to the bottom of the "Summary Page" view that will include the Schedule H1 and double click on the H1 line number.
   - *Party Committees* must submit an H1 on the first report of each calendar year that discloses an allocable expense on Schedule H4 (or H6 for party committees only).
   - *Separate Segregated Funds and Nonconnected Committees* must submit an H1 on *each* report that discloses an allocable Administrative, Voter Drive, or Public Communication disbursement on Schedule H4.



2. Select your allocation ratio:
   - *Party Committees* should check the "State/Local Party Committee" box and select the appropriate fixed ratio.



   - *Separate Segregated Funds and Nonconnected Committees* should check the "Non-connected/SSF" box and type the federal percentage of the allocated expenses; they should also check all boxes that the ratio applies to.

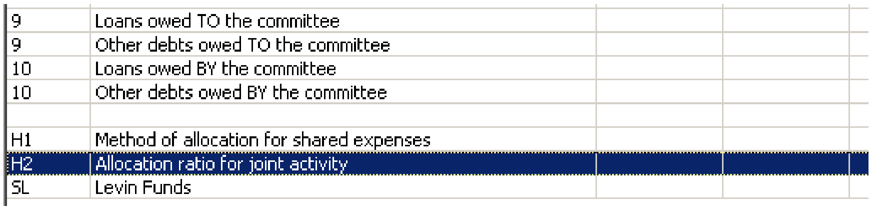


   - *If an additional H1 is needed,* (Party: for a special election during a non-election year, SSF/NCC: for additional types of allocated activity where a different federal percentage will be applied) click "Next Entry" and enter the appropriate federal percentage/activity type (repeat as necessary).

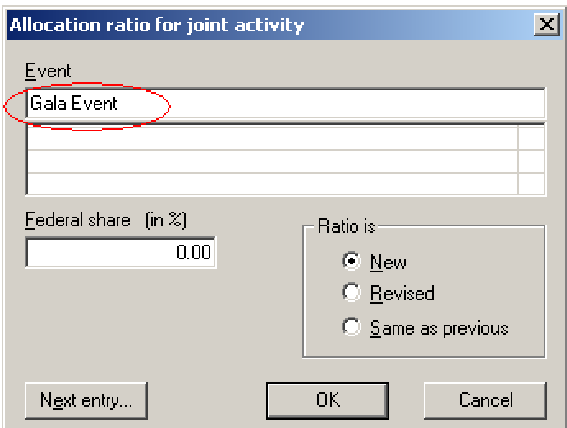
3. When information is completed for Schedule(s) H1, click OK

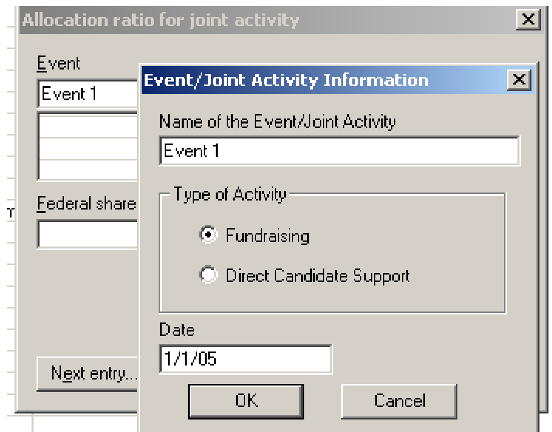
Creating Schedule H2:

1. Scroll to the bottom of the "Summary Page" view that will include the Schedule H2 and double click on the H2 line number.
   - Note: All committees must submit an H2 on *each* report that discloses an allocable fundraiser or direct candidate support on Schedule H4.

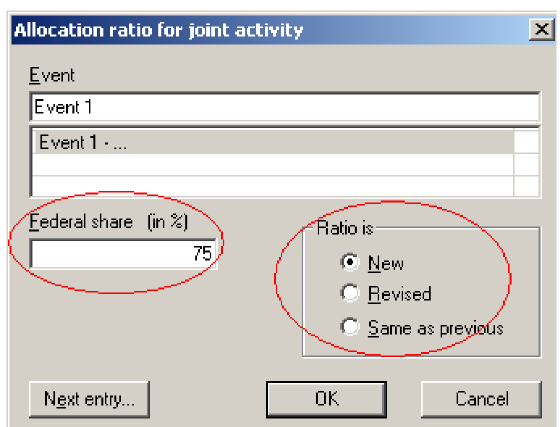


2. Type in the name of the event and press "Tab" (see below, left).





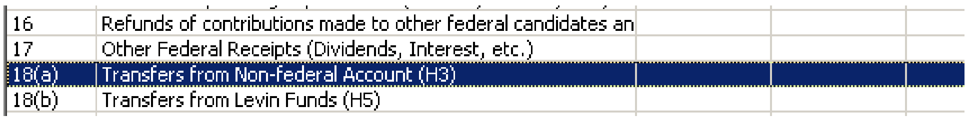
3. An additional dialog box will appear. Select the appropriate type of activity (Fundraising or Direct Candidate Support) and enter the date of the event (see above, right).
4. Click OK to return to the "Allocation ratio for joint activity" box.
5. Enter in the federal percentage share of the allocated activity and select the appropriate type of ratio (New, Revised, Same as Previous).
6. If additional H2 entries are needed, click "Next Entry" and repeat the steps above. When information is completed for the Schedule(s) H2, click OK.

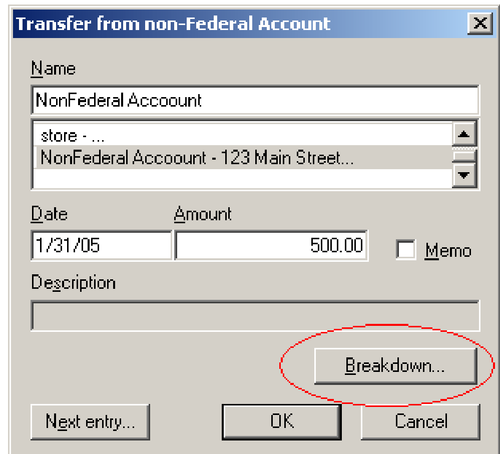


Creating Schedule H3:

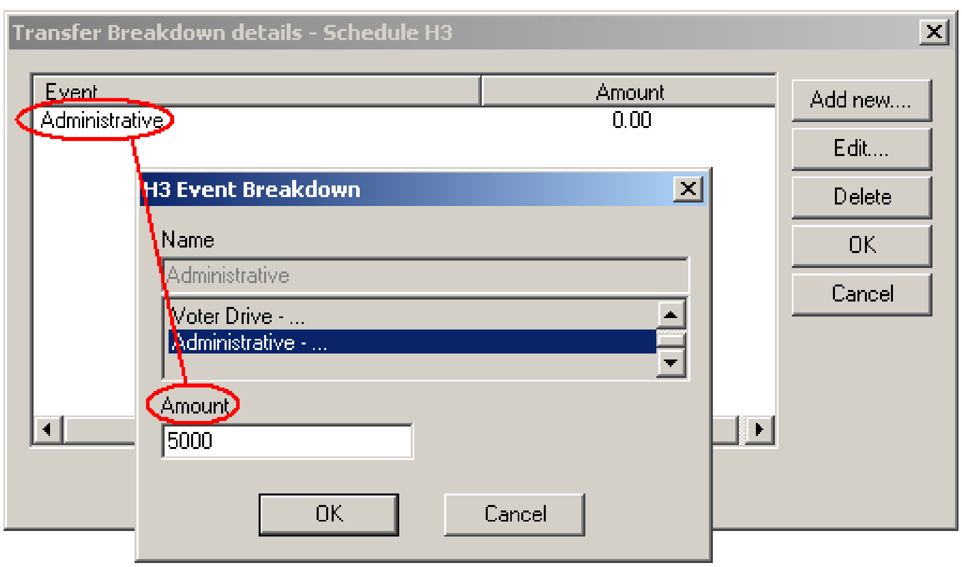
Note: An H1 or H2 ratio must be entered prior to creating a Schedule H3

1. From the "Summary Page" view, double click on line 18(a): Transfers from non-federal accounts (H3).

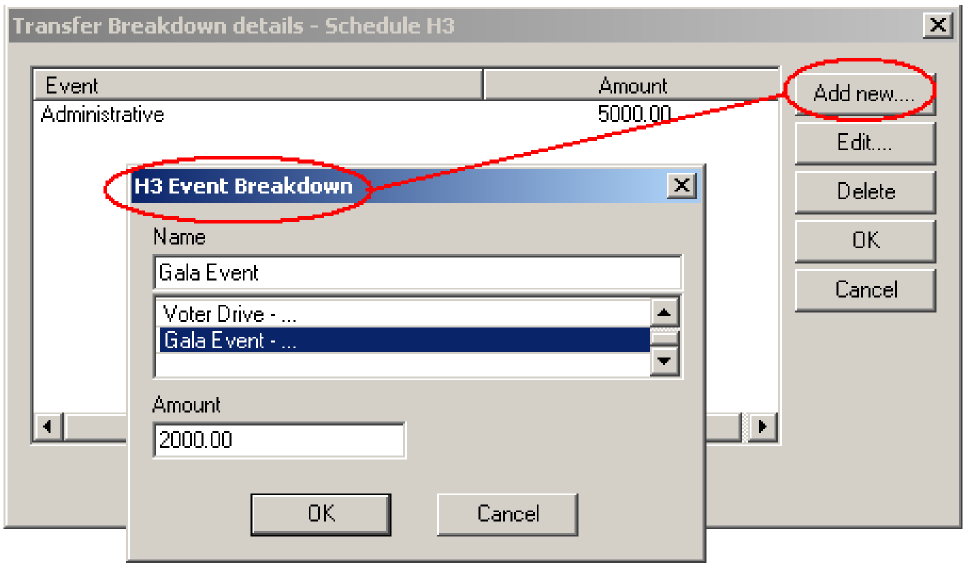




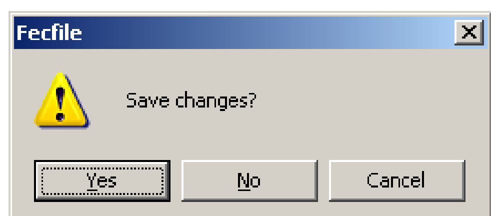
2. Select the name of the non-federal account from scroll down box below the name field; if the nonfederal account has not been entered, type the name in the name field, then press "Tab" or "Enter" to open the "Individual/Organization" box.
3. Enter the date and the *total* amount of the transfer in the "Amount" field and then click "Breakdown."
4. If the transfer, or part of the transfer, was for *Administrative* expenses, double click on the Administrative line in the breakdown box.
5. Enter the amount of the transfer for administrative expenses and click OK.



6. If the transfer or part of the transfer was for activity *other than allocated administrative expenses*, select "Add New."
7. Select the appropriate activity from the scroll down box (note: if an event/activity appears to be missing from the database box, make sure that a Schedule H2 has been created for that activity).
8. Enter the amount of the transfer for that activity
9. Click OK to return to the "Transfer Breakdown Details" box.



10. The total amount shown in the transfer breakdown box should equal the total amount transferred.
11. If an activity/amount was incorrectly entered, it can be changed by highlighting the erroneous event and clicking Edit, or completely deleted by highlighting the line and clicking Delete.
12. Double check that the entries are correct and then click OK.
13. Select "Yes," when asked to save changes.
14. When all transfers have been entered, click OK.



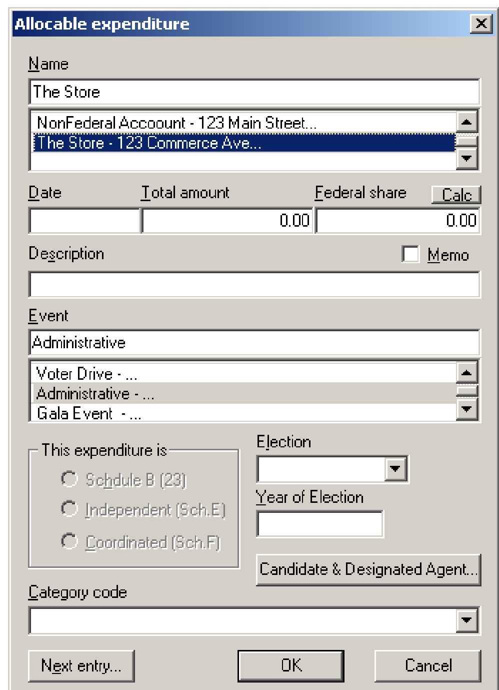
Creating Schedule H4 – Basics:

Note: Schedule H1 and/or Schedule H2 must be created before entering H4 disbursements.

1. From the Summary Page, click on line 21(a): Allocable Expenditures.

21(a)	Allocable expenditures			
	......i. Federal share			550.00
	......ii. Non-federal share			550.00
21(b)	Other federal operating expenditures			
22	Transfers to affiliated/other party committees			
23	Contributions to other federal candidates and political committ			
24	Independent expenditures			

2. The "Allocable expenditure" box will open.
3. Select the vendor name from the scroll down box (note: press "Tab" or "Enter" to enter the vendor information for the first time).
4. Select the appropriate activity from the list below the event field. FECfile defaults to Administrative.
5. Enter the date, ***total amount***, and description of the disbursement.
6. Next, click on the "Calc" button. FECfile will automatically calculate the federal share based on the ratio specified for the event that was selected (see below). This will also disclose the non-federal share on Schedule H4.



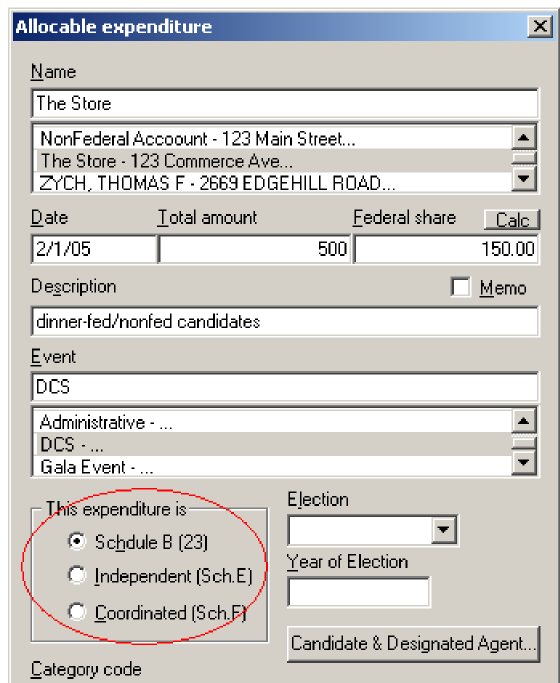
Before:

After:

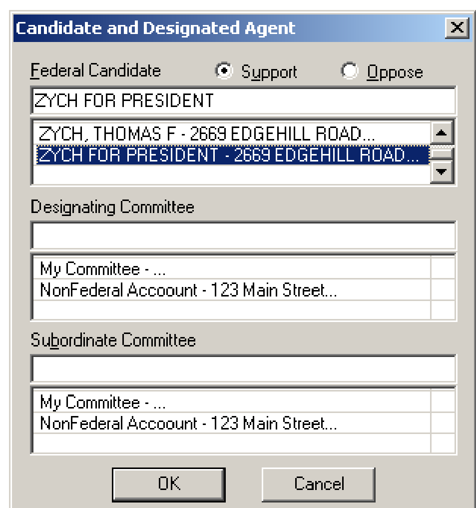
Direct Candidate Support for both Federal/Non-federal Candidates

If the disbursement is for a direct candidate support event the federal share must be reported as an in-kind contribution, independent expenditure, or a coordinated party expenditure (*party committees only*) on behalf of the federal candidate.

> Note: This reporting method will show the *federal portion only* of the disbursement on Schedule H4 as a memo entry and will disclose a corresponding entry for the federal share on Schedules B, E, or F (supporting lines 23, 24, or 25)

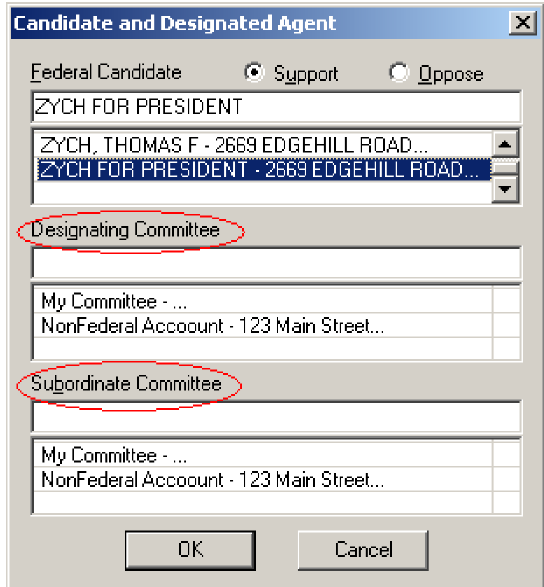


1. If you have not already created a Schedule H2 for this specific direct candidate support event, do so now (see page 27).
2. After entering the vendor name, date, description, total amount, and calculating the federal share as per the above instructions, from the "This expenditure is" box select *Schedule B (23)* to report the federal share as an in-kind contribution, *Independent (Sch E)* to report it as an independent expenditure, or *Coordinated (Sch F)* to report it as a coordinated party expenditure.
3. Select the appropriate election (primary, general, etc) from the Election drop down box and enter the year of the election in the year of election field.
4. Click on the candidate & designated agent box in the lower right-hand corner. A new dialog box will appear. If the disbursement is for an independent expenditure, check the appropriate box to indicate if the communication supported or opposed the candidate.



5. If the candidate name has already been entered into the system, select the name from the database list below the federal candidate field; if the candidate is not in the system, with the cursor in the candidate name field, hit the "Tab" key on the keyboard. The Individual/Organization Information dialog box will appear.

6. If the federal portion of the disbursement is a Coordinated Party Expenditure, select the designating and subordinate committees, if necessary. For In-Kind Contributions and Independent Expenditures, leave the designating and subordinate committee fields blank. Click OK in the Candidate and Designated Agent dialog box.



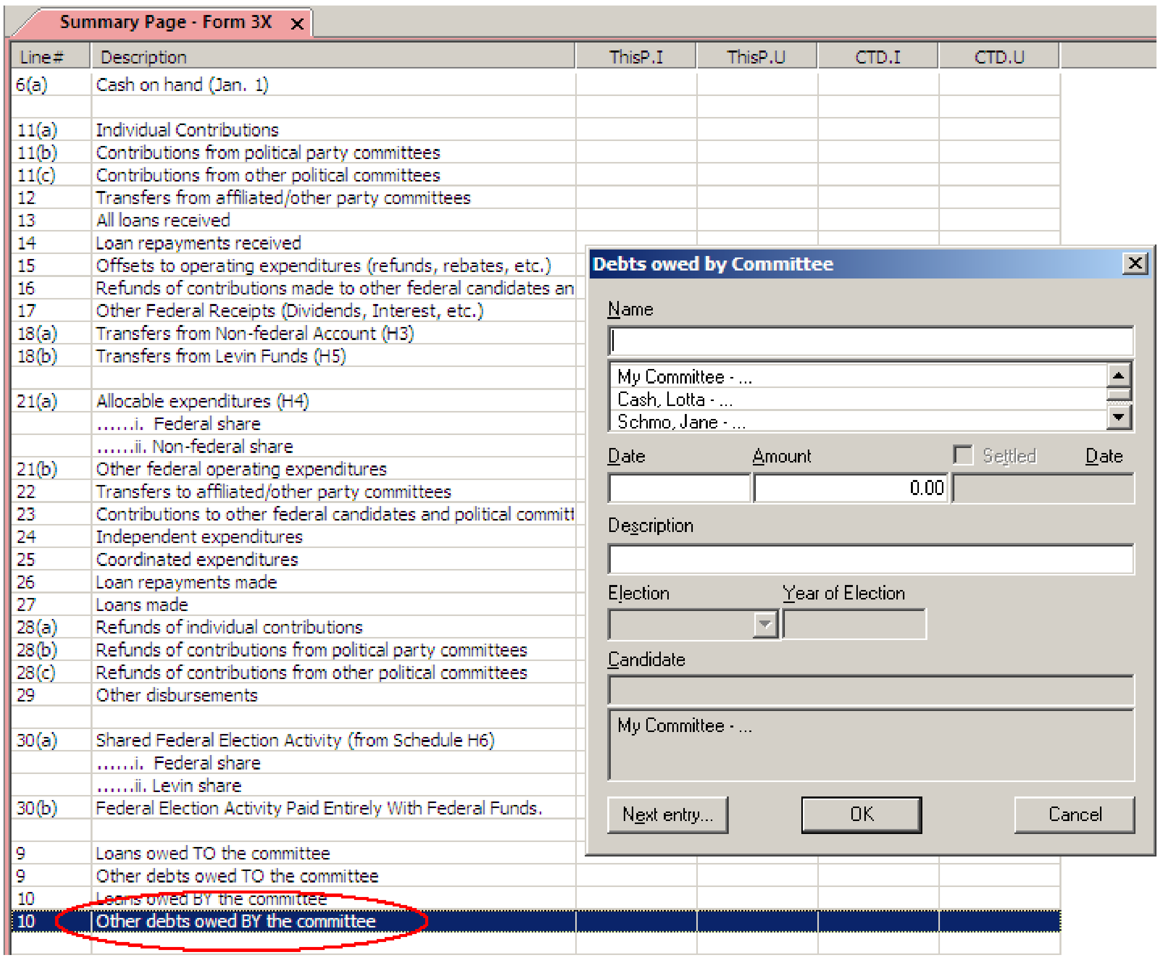
7. When all the information is correctly entered into the allocated expenditure box, click OK, or Next Entry to continue with additional allocated disbursements.

Debts and Loans

Schedule D:

Debts owed by the committee:

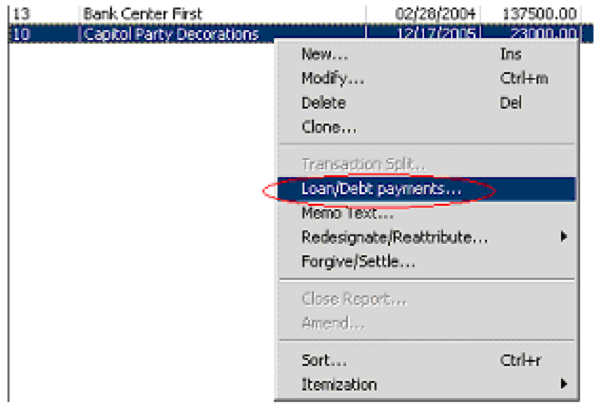
1. To add a new debt owed by the committee, double click on Line 10 of the Summary Page, other debts owed by the committee.



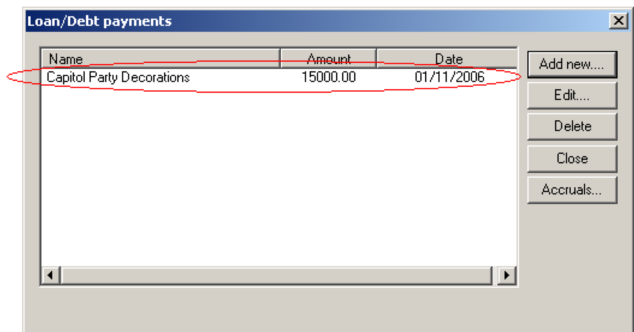
2. Then select the name field and enter in the vendor name. If the vendor has not been added to the system, press "Enter" or "Tab".
3. Then enter in the date, amount, and the purpose of the debt in each appropriate field.
4. Click OK.

Debt Repayments

1. To add debt repayments, go to the "Loans/Debts" view.
2. Right click on the debt to which you would like to make a payment and select "Loan/Debt payments."



3. In the "Loans/Debt payments" box, click on "Add new" and then select the type of disbursement, you would like to make.
4. Then the appropriate box will appear depending on what type of transaction this payment should be. At this point select the name of the vendor, date, amount and the purpose of disbursement. The vendor should already be in system after adding this debt so just select the vendor in the selection below.

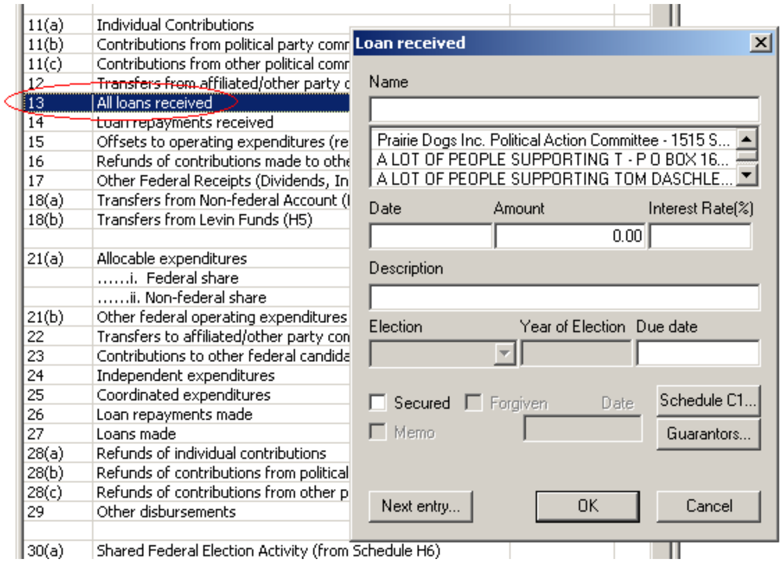


5. Click OK. Then the debt payment will be shown in the Loan/Debt payment dialog box. At this point click on Close.

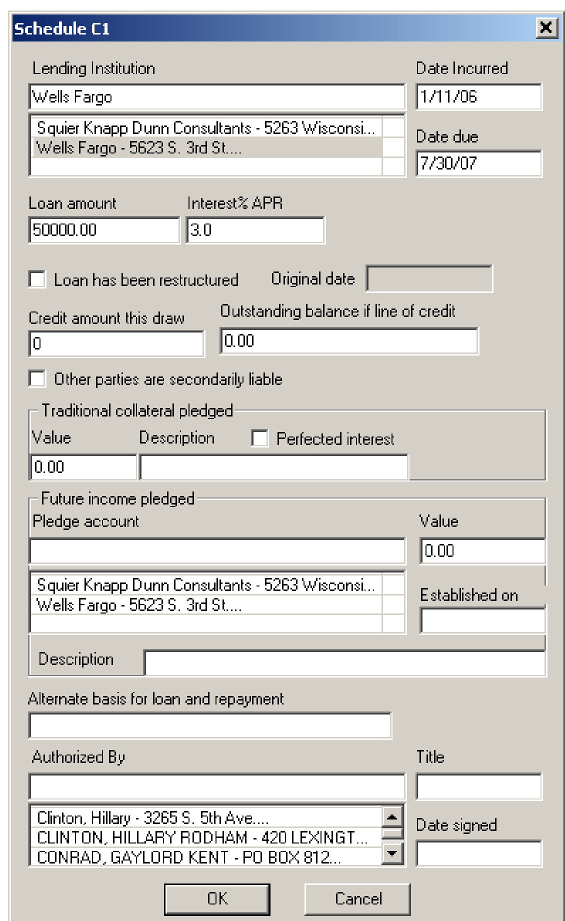
Schedule C & Schedule C-1

Loans Owed by the Committee:

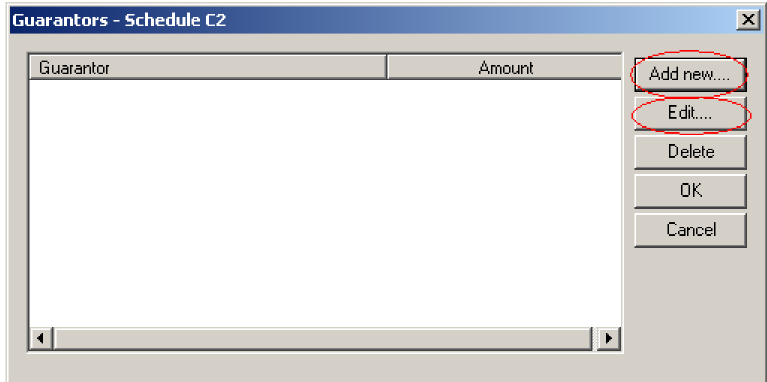
1. Go to the “Summary Page” view and double click on Line 13 of the Detailed Summary Page.



2. Type the name of the creditor in the name field. If that creditor has not been entered into the system, type the name and then press “Tab” or “Enter”.
3. Then type in the date the loan was incurred in the date field, the amount of the loan, and the interest rate. Also indicate if the loan was secured by checking the Secured box.
4. Then click on the Schedule C-1 button, and enter all information that is applicable to your loan. Note: you are also required to file a hard copy of Schedule C-1 with the signature of the representative from the lending institution and the treasurer’s signature, as well as a copy of the loan agreement.
5. After completing this section simply click OK.

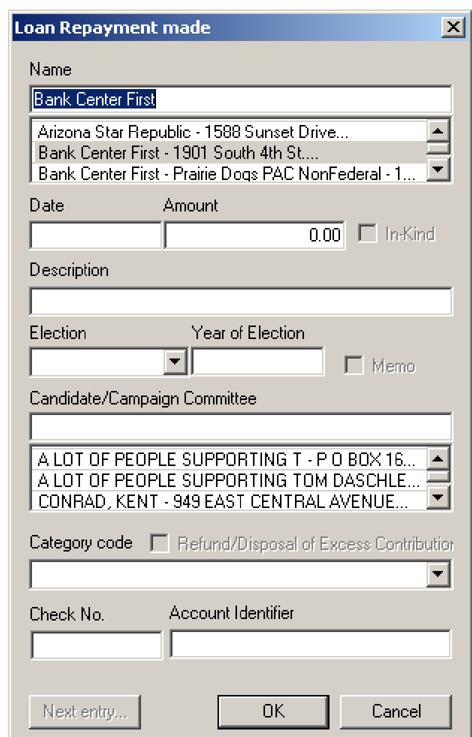


6. You are now returned to the Loans Received box. Click on “Guarantors” button to launch that box.



7. Select the “Add new” button to enter guarantor information, or select “Edit” if the guarantor has already been added.
8. Once the information has been added with the amount, click OK. Then click OK again to save any changes.
9. The Loans received box will now reappear. At this point click OK and you will return to the Summary Page. Schedule A supporting Line 13 and Schedule C supporting Line 10 will be automatically created now and the loan amount will be reflected on the Summary Page.

Loan Repayments Made



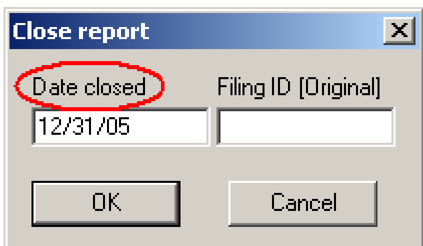
1. Go to the “Loans/Debts” view.
2. Select the loan for which repayment is being made, and right click on that entry, then select “Loan/Debt payments.”
3. The Loan/Debt payments dialog box then appears. Click on “Add New.”
4. The loan repayment dialog box then appears. If the creditor has already been entered then select that name. Then type in the name, date, and amount. Select OK.
5. When you return to the Loan/Debt payments box, select Close. Schedule B supporting Line 26 and Schedule C supporting Line 10 will both be created and the amounts reflected on the Summary Page.

Closing/Uploading/Amending

Closing a Report

1. Go to the "Reports" view.
2. Right click the report you want to close.
3. Select "Close Report" from the drop down menu.

4. In the "Close Report" dialog box, enter today's date in the "Date closed" field and click OK. Note: a Filing ID is only required when filing amendments and should be left blank for new reports.

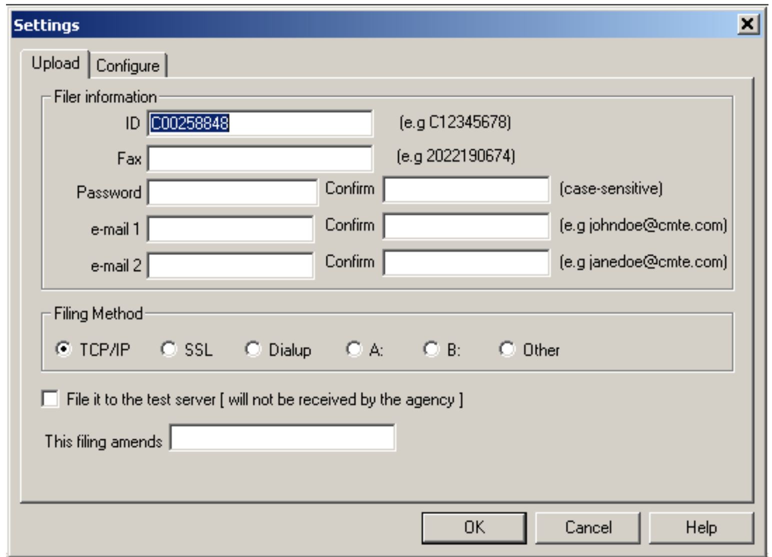


Uploading a Report

1. Follow the directions above for closing a report.
2. When a report is closed, the letters should change to pink/purple.
3. Choose "Upload" from the "File" menu or the Upload icon. Note: you can also run a Limits Check from the "File" menu before choosing to upload. This check will make sure all contributions (receipts and disbursements) fall within the limitations.
4. The upload process will automatically run the validation program at this point to detect any errors.
5. The validation program will notify the user if serious errors are found that will prevent the report from being accepted by the Commission's validation program. Note: for more information on Validation Errors, please see page 42.

6. If no errors are found or the user indicates that they wish to file the report with warnings, the upload settings screen will appear.

7. Enter your password (see page 1), 9-digit committee ID number, and fax OR email address. You must confirm your password and email address by entering it a second time, otherwise the report will not be uploaded. If you have an internet connection choose TCP/IP as the Filing Method and then click OK. Note: the "This filing amends" field should not be filled in for new reports.



8. Make a Backup of your "Date File" (*.dcf).

Amending a Report

Creating an Amendment:

1. Go to the "Reports" view.
2. Right click the report to be amended and then click on Amend (you may change the name of the treasurer at this point since the Report Information box will appear).
3. Click the OK Button on the Report Information box.
    - Note: reports filed on paper can not be amended electronically
    - The report will now have an A1, A2, etc. in front of it. A1 is for the first amendment; A2 is for the second amendment. Any subsequent amendments will have "A" and the appropriate corresponding number of the amendment. If the user has filed any reports with coverage dates following the amendment, FECfile will automatically generate amendments for those reports. For instance, if the April Monthly report is amended in November, FECfile will also generate amendments for the May Monthly through November Monthly reports.
    - Note: these reports will automatically be generated, but <u>not</u> uploaded. Also, these additional amendments need not be uploaded <u>unless</u> there is a change in any of the dollar figures (most commonly, year-to-date or cash-on-hand totals).

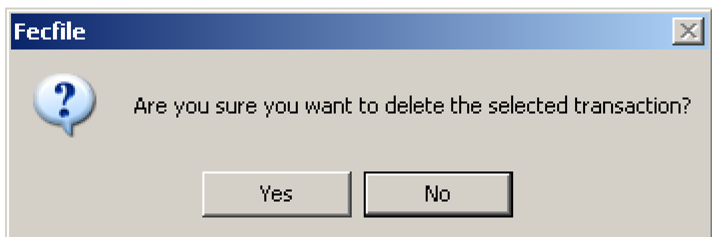
Modifying Transactions for the Amendment:

1. Using your different views, locate the transaction you wish to modify.
2. Double click on the transaction.
3. Make the desired changes to the transaction and select OK.
4. FECfile will ask if you are sure you want to modify, select yes.

Adding New Transactions for the Amendment:

1. This is handled the same as for a new report; go to the "Summary Page" view and double click on the appropriate line for that transaction.

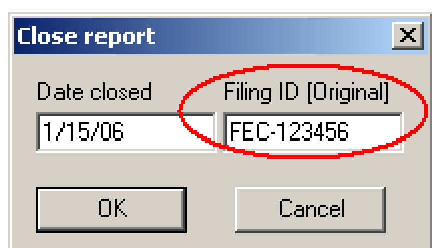
Deleting Transactions From an Amended Report:

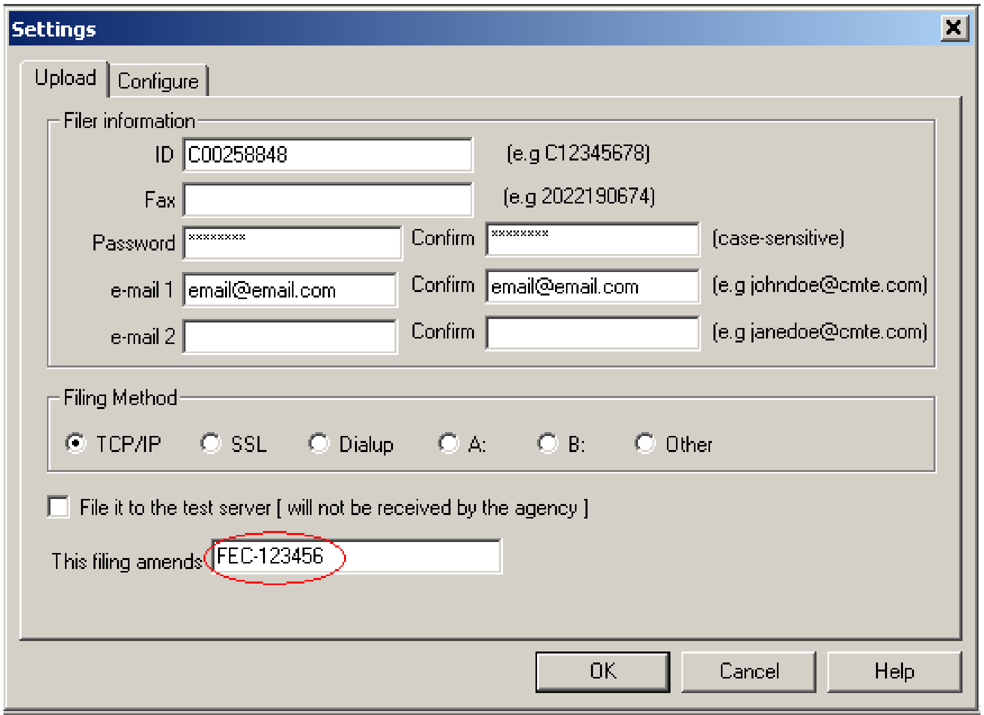


1. Using your different views, locate the transaction you wish to delete.
2. Right click on the transaction and select "Delete."
3. FECfile will ask if you are sure you want to delete the selected transaction, select yes.

Filing an Amended Report:

1. An amended report is filed like a new report (close the report, and then choose "Upload" from the File menu).
2. When filing an amendment, the original filing ID and the filing ID of the most previous version of the report filed of the report is required; FECfile will automatically fill out these fields (circled in red at right and below) for you and it is suggested that you not alter them.





3. If for some reason the filing ID is altered or deleted, you can find this information on the FEC's Electronic Reports Retrieval website (http://www.fec.gov/finance/disclosure/efile_search.shtml). Type in your committee ID number and click "Search" to find your committee's electronic filings.

Secrets to FECfile

Don’t Make These Common E - Filing Mistakes!

Passwords

- Not getting a password.
- Waiting until the last minute to get a password.
- Forgetting your password.
- If you forget to get a password or put it off until the last minute, it may not be possible to get one on a filing deadline day.
- If you forget your password, we can't look it up for you. It is encrypted and you must have the Treasurer request a new one.

Attempting a first filing on the filing deadline day

- Any problem, be it technical or a matter of non-familiarity with the software, can be difficult to deal with during the rush of a deadline day.
- Always file as early as possible, especially the first time you file electronically.

No receipt, no Filing

- After you upload your report electronically, a receipt will be sent to you via email or fax. If you do not get the receipt, you must assume that you have not successfully filed. Call the Electronic Filing Office (202-694-1642 Option #3) if more than a few minutes pass with no receipt.
- The receipt is proof of filing. Print it out and keep it.

Validate early and often

- Don't wait until the last minute to validate your filing. Validation will find problems that you might not have noticed.
- If you validate on a regular basis, you will run much less risk of finding a long list of problems to resolve before uploading is possible.

Diskette Filing

- If you file your report on diskette:
  - Use a 3.5" floppy or CD. No other methods are accepted.
  - Don't forget to include a printed out and signed Summary Page.
  - Only one report per diskette.

Back up your Data File!

- The file that contains all of your reports, the "Data File" (*.dcf), should be backed up to tape or floppy disk regularly.
- It is very difficult and time consuming to recreate your file should you lose your data.

Common Validation Errors and How to Fix Them

Warning vs. Fail Messages

There are two different types of validation errors: **warning messages** and **fail messages**. **Warning messages** point out possible incorrect/missing information in the report so the user can correct the errors (if necessary) before uploading the report. They do not prevent you from uploading a report. **Fail messages** point out more serious problems with the report and prevent you from uploading it until the errors are corrected.

Reading and Understanding a Validation Error

Each warning or fail message contains basic information that allows the user to pinpoint which transaction is causing the error. It also gives a brief description of the error. For example:

> Form{Item}: SA11A1 {Johnson, Jane}
> Field Name: #012 Employer
> Warning Conditionally Required field is Empty

The **Form {Item}** field identifies where the transaction causing the error is on the report. In the example above, the transaction is on Schedule A, Line 11(a)(i) and is specifically identified as "Johnson, Jane." **Field Name** identifies the aspect of the transaction – in this case the employer field – that is causing the error. The last line identifies what type of message this is (**Warning**) and why the specific transaction/field caused the error (**empty**).

In order to correct this error, the user should find the specific transaction and edit it to disclose Jane Johnson's employer.

Common Warning Messages

Below are a list of common warning messages that committees encounter and the steps that need to be taken in order to correct the errors.

Conditionally Required field is Empty

- This indicates the user has failed to enter data in a particular field.
- Correct this error by locating the transaction(s) and filling out the empty field(s).

__{date}__ is outside range of 1960-2099

- This indicates that the date range entered falls outside the maximum range (either before 1960 or after 2099 and is most like the result of a typographical error.
- Correct this by locating the transaction(s) and ensuring that the date(s) supplied are accurate.

Election Code invalid: ___ {description}

- This indicates that the user has failed to provide a complete election designation (Primary, General, Special, or Runoff and Year are required) towards which a contribution was made.
- Correct this error by locating the transaction and selecting an election designation. Please note that if you do not select a complete election designation, the contribution will automatically count against the candidate's next election.

Election Code missing: ___ {description}

- This indicates that the user has failed to provide an election designation entirely (primary, general, special, or runoff and Year are required) towards which a contribution was made. This differs from the previous warning message in that both fields are empty.
- Correct this error by locating the transaction and selecting a complete election designation by filling out both the election and year fields.

Street Address is Missing

- This indicates that the street address for a particular entry is missing.
- Correct this error by locating the transaction and filling in a complete address.

Single-line Address NOT in 1st delimited field

- This indicates that the user has entered a one-line address in the SECOND address field.

- Correct this error by locating the transaction and moving the address from the optional second line box to the require first line box.

__ not a valid 2-character USPS State Code

- This indicates that the user has failed to enter in a correct two digit state code.
- Since FECfile has a drop down menu for state codes, this shouldn't be an issue.

Zip Code is Invalid or Missing / Zip = _________

- This indicates the user has failed to provide the state zip code or has entered in too many or too few numbers.
- Correct this error by locating the transaction and editing the state and/or zip code fields as necessary.

Invalid Area Code/Phone Number: ___________

- This indicates the user has entered a phone number with too many or two few numbers.
- This error will only occur on form types that require a phone number (ie, Statements of Organization).

Entity Type [___] is not an acceptable value

- This indicates that the user has entered a name that is too long to completely appear on public record.
- Correct this error by locating the field and shortening the name.

Delimited Name should not exceed 38 letters & spaces

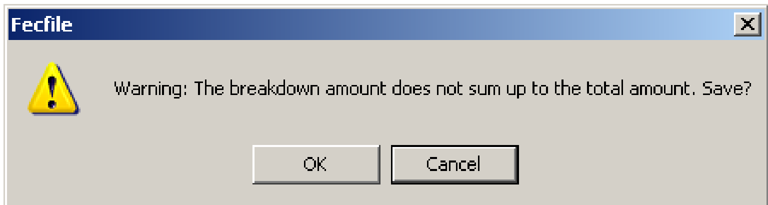
- This indicates that the name field has exceeded the maximum number of characters allowed (NOTE: 38 characters is the maximum, including caret delimiters (Smith^John^Mr.^Jr.)).
- To correct this error, locate the transaction (usually on 11(a)(i)) and shorten the name to 38 characters. (NOTE: the FEC requires disclosure of a first and last name).

Name has Too Many Parts (Over 3 Delimiters Found)

- This indicates that more than the allowable number of name delimiters (3) have been used. (NOTE: Correct example (Smith^John^Mr.^Jr.), incorrect (Smith^John ^N^Mr.^Jr.)).
- Correct this error by locating the transaction and shortening the name so that it only uses three carets. (NOTE: the FEC requires disclosure of a first and last name).

Some H3 Transfer $ Aggregates not equal Dollar Total

- This indicates that there are math discrepancies within Schedule H3 – the total amount transferred from the Non-Federal account does not equal the amounts listed in the breakdown of the transfer.
- When you entered this transaction for the first time, FECfile will have warned you:



- To correct this error, take a look at Schedule H3 in the print view to make sure the totals are correct. When you find the discrepancy, locate the transaction and correct the totals.

H5 Transfer Total not equal sum of Dollar Breakdowns

- This indicates that there are math discrepancies within Schedule H5 – the total amount transferred from the Levin account does not equal the amounts listed in the breakdown for each type of allocable federal election activity.
- When you entered this transaction for the first time, FECfile will have warned you (see above).
- To correct this error, take a look at Schedule H5 in the print view to make sure the totals are correct. When you find the discrepancy, locate the transaction and correct the totals.

Common Fail Messages

Below are a list of common fail messages that committees encounter and the steps that need to be taken in order to correct the errors. Please remember that all fail messages must be corrected before you can upload your report.

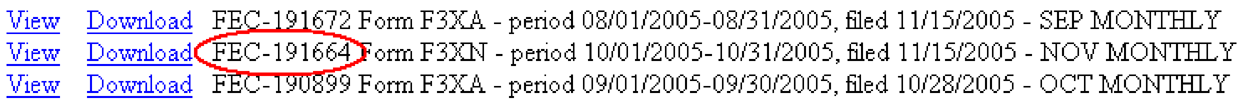
Filing must be in the current FEC format

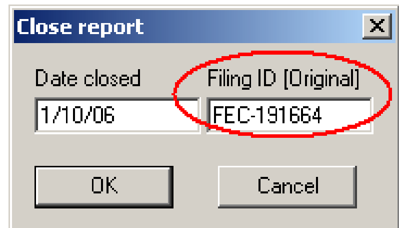
- This indicates that you are using an outdated version of FECfile.
- FECfile users will need to download the latest version of the software from the FEC's website (http://www.fec.gov/elecfil/updatelist.html).

Amended filing must have an ID of the "Original"

- This indicates that the user is trying to submit and amendment absent the original report ID number. The original report ID number must be used. If you are properly amending existing reports in the committee file, the original filing ID should appear automatically.

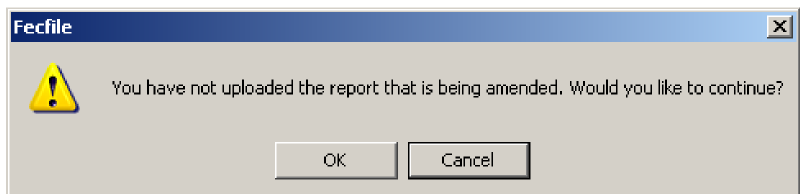
- If the user cannot locate his receipt for the original report, the ID number can be located on the FEC's Electronic Filing Report Retreival website (see below) (http://www.fec.gov/finance/disclosure/efile_search.shtml).



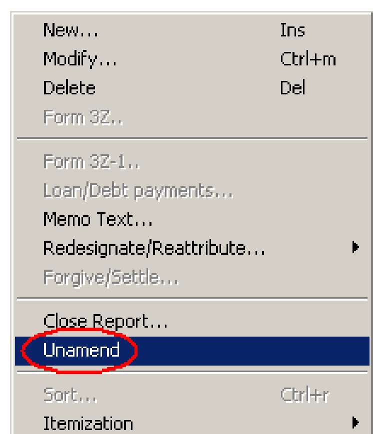


- Once you have located the original filing ID (F3XN), you will need to open, and then re-close your report so you can enter the filing ID (see right).
- NOTE: If this original report ID number is entered incorrectly, system errors will occur on upload.

Amended filing must have an "Amendment Number"



- This means that either the amendment indicator is missing or incorrect. Each amendment is numbered beginning with "1". If the same report is amended again the amended number will be "2" and so on.

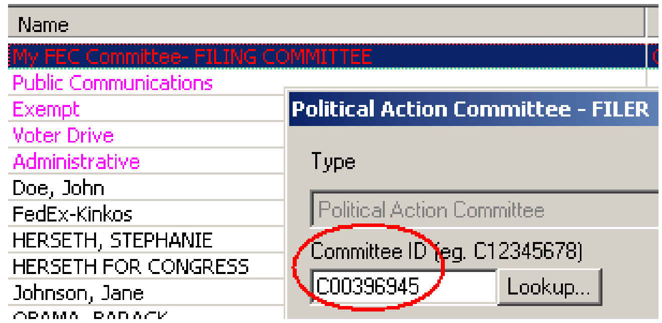


- This error most likely occurred because you did not properly create an amendment or amended a report before it was filed.
- Don't amend a report that you have not uploaded. FEC file will warn you with this message – don't click OK (see right).
- In the "Reports" view, right click on the report you are trying to file. If the report is closed, unclose it. Right click again and select "unamend" (see right).
- Repeat this process until your report is at the correct numbered amendment.

Validation Terminated! – Over 32,000 Problems Found!

- This indicates that 32,000+ errors have been found, which limit (32,000) is the threshold for acceptance by the system; the first 32,000 errors will be listed in accordance with their severity.
- Hopefully you will never receive this error. If you do, it's time to call your analyst and start over – or hire a professional to take over your reporting.

ID# __________ NOT Correct FEC ID# Format



- This indicates that the committee ID number used is not in the correct format.
- To correct this error, you will need to edit your committee's information. To do this, go to the "Individuals/ Organizations" view and locate your committee. Double-click on your committee entry (it should be in red). Make sure that committee ID number is correct. It might help to use the FEC Lookup feature.
- NOTE: (correct example: C00123456) - The "C" must be capitalized.

{field} exceeds maximum length of ___

- This indicates the user has exceeds the maximum number of characters allowed in a particular field.
- This shouldn't be a problem in FECfile because it will automatically limit the number of characters you can input.

{field) is Required, but field is Empty

- This indicates that information is required to be entered in a particular field, but has not been.
- Locate the transaction and fill in the field.

Extraneous data follows last field

- This usually indicates a technical problem, generally involving invalid characters.
- You should call the Electronic Filing Office if you receive this error (202-694-1307).
- NOTE: Only characters between ASCII 22 and ASCII 126 are acceptable. The ASCII 32 - 126 used to be the only characters allowed, however, the foreign language alphabet and punctuation characters are also allowed. Specifically ASCII characters: 32 - 168 are allowed (excluding 127 and the series 157 through 159). Also, 173 is allowed.

Invalid double-quote surround text field – OR - Embedded double-quotes (") not allowed

- This indicates that there are a set quotes around a text field where there shouldn't be.
- Locate the transaction/field and take out the quotes.

- NOTE: Quotes are used as part of the data delimiter. Since the introduction of a level-8 message that says "Embedded double-quotes (") not allowed", this message only applies to the very last field of a CSV string and only in the instance where a begin-quoted text is not terminated with an end-quote (falling within the maximum length of that last field.)
- ADDITIONAL NOTE: Any field can have begin/end quotes (they are necessary for text that has embedded commas). However, any field that has surrounding quotes may not also contain double quotes anywhere within the text. Validator is only trapping "embedded quotes" within "text fields" which have surrounding begin-quotes and end-quotes. For example [,""",] is a case of an embedded double-quote, but [,",] is not.

Body of text exceeds maximum of 20,000 characters (F99 filings)

- F99 (Miscellaneous text document) filings are limited to 20,000 characters in length.
- To correct this, either shorten your Form 99 filing or file more than one.

Leading Blanks {e.g. " TEXT"} not allowed

- This indicates that there are blanks prior to data; this is not allowed.
- Locate the transaction/field and delete the spaces that precede the first word in the file.

Bad Date - _________ not YYYYMMDD format

- This indicates the user has entered a date in the incorrect format.
- Locate the transaction and re-enter the date trying this format: MM/DD/YYYY.

_________ is not a Real Date

- This indicates that the user has entered an invalid date.
- Locate the transaction and enter a valid date.

Invalid Amount format: _____________ – OR – Non-numeric data in Numeric Field

- This indicates that the user has entered values other than numbers and decimals.
- Locate the transaction and enter only numbers and one decimal point. FECfile will warn you if you before you make this error with this message:

- NOTE: Dollar signs and commas are not permitted.

____ is an Invalid Year (CCYY) Format

- This indicates the user has entered the year in the incorrect format.
- Locate the transaction and make sure the year referenced in the date field is in a four-digit format.

District "__" is not 2-digit Numeric format

- This indicates the user failed to enter the congressional district as two digits.
- Locate the transaction, and make sure the congressional district field has two digits (ex: 04, 11). Using the FEC Lookup feature might make things easier.