

amount in its total of unitemized contributions (Line 11(a)(ii) on the Detailed Summary Page).

### General Election Contribution

During the following reporting period, but after the primary election, the same donor makes a \$185 contribution. This contribution must be itemized since the aggregate total of the donor's contributions for the election cycle (\$260) now exceeds the \$200 threshold for itemization. When itemizing the \$185 contribution on Schedule A, the committee checks "General" in the election designation box and reports the donor's aggregate election-cycle total as \$260, even though \$75 applies to the primary and \$185 to the general. (See example opposite.)

## 6. Reporting Contributions, Loans and Advances from Candidate

Contributions (including loans and advances) from the candidate must be reported by the campaign as follows:

### Contributions from Candidate

Personal funds contributed to the campaign are reported on Line 11(d) as contributions from the candidate. (See example below.)

### Expenditures by Candidate

Campaign expenditures made by the candidate from personal funds that are not to be reimbursed are reported as in-kind contributions from the candidate and reported like other in-kind contributions. See "Reporting In-Kind Contributions" later in this chapter for more information on reporting these expenditures by candidates. If, on the other hand, a personal expenditure by the candidate is intended to be reimbursed, it is treated as an advance from the candidate for reporting purposes. See Section 11 on reporting advances.

### Loans from Candidate's Personal Funds

The candidate may loan personal funds to the committee and may charge interest at a commercially reasonable rate, provided the committee reports the loan and the interest rate from the outset on Schedule C. The committee continues to report the loan until it is repaid. 116.11; AO 1986-45. See Section 17 of this chapter, "Reporting Loans."

### Bank Loans Obtained by Candidate for Campaign Related Purposes

If a candidate obtains a bank loan for campaign-related purposes, the committee must report the loan from the candidate as a receipt and repayment of the loan to the candidate as a disbursement 104.3(a)(3)(vii)(B) and (b)(2)(iii)(A) and 100.82(c). In addition, both the original loan and payments to reduce principal must be reported on Schedule

C each reporting period until the loan is repaid. Furthermore, a committee that obtains a loan from a bank must also file Schedule C-1 with the first report due after the new loan. 104.3(d). See also Section 17, "Reporting Loans."

### Contributions Intended to be Loans

Receipts that are intended as contributions (rather than loans) from the candidate may not later be converted into loans. For that reason, the campaign should initially report such transactions as loans to be repaid. AOs 2006-37 and 1997-21.

CONTRIBUTIONS FROM CANDIDATE'S PERSONAL FUNDS

<b>SCHEDULE A (FEC Form 3)</b>		Use separate schedule(s) for each category of the Detailed Summary Page		FOR LINE NUMBER: (check only one)		PAGE OF	
<b>ITEMIZED RECEIPTS</b>				<input type="checkbox"/> 11a <input type="checkbox"/> 11b <input type="checkbox"/> 11c <input checked="" type="checkbox"/> 11d		<input type="checkbox"/> 14 <input type="checkbox"/> 15	
<small>Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.</small>							
NAME OF COMMITTEE (in Full) <b>Doe for Congress Committee</b>							
Full Name (Last, First, Middle Initial) <b>Doe, Jane</b>				Date of Receipt MM / DD / YYYY <b>02 / 10 / 2012</b>			
Mailing Address <b>626 Pritham Ave.</b>				Amount of Each Receipt this Period <b>1,000.00</b>			
City <b>Springfield</b>		State <b>VA</b>		Zip Code <b>00000</b>			
FEC ID number of contributing federal political committee. <b>C</b>							
Name of Employer <b>U.S. House</b>		Occupation <b>U.S. Representative</b>					
Receipt For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼		Election Cycle-to-Date ▼		Amount of Each Receipt this Period <b>2,200.00</b>			

ascertain the current address of the creditor and to reach the creditor have been made by registered or certified letter and either in person or by phone. The committee must continue to report the debt until the Commission determines that the debt is unpayable. 116.9.

### Disputed Debts

A disputed debt is a *bona fide* disagreement between the creditor and the committee as to the existence of a debt or the amount owed by the committee. 116.10. If the creditor provided something of value, notwithstanding the disputed amount, then the committee must disclose:

- The amount the committee admits it owes;
- The amount the creditor claims is owed; and
- Any amounts the committee has paid the creditor.

The committee may also note on the report that disclosure of a disputed debt is not an admission of liability or a waiver of any claims against the creditor. Once a disputed debt is resolved, the committee should report the correct amount on the next report, along with a statement explaining that the dispute was resolved.

### Debts Owed to the Committee

The committee must continuously report a debt owed to the committee on Schedule D if the debt exceeds \$500 or has been outstanding 60 days. 104.3(d) and 104.11. Payments received on the debt are also reported on Schedule D until the debt is retired. The debt repayments received must also be reported on the appropriate Line number of the Detailed Summary Page and itemized on Schedule A if necessary. On Line 9 of the Form 3 Summary Page, the committee enters the total of outstanding debts owed to it (from Schedule D), plus the balance of outstanding loans owed to it (from Schedule C). Paper filers must be sure to label the Schedule D as “debt owed to the committee” by checking the box for Line 9 at the top of Schedule D.

## 17. Reporting Loans

All loans received by a committee must be itemized and continuously reported until extinguished. 104.3(a)(4)(iv) and (d); 104.11. All repayments made on a loan must also be itemized. 104.3(b)(4)(iii). Procedures for reporting loans and loan repayments are explained below. See also “Reporting Contributions, Loans and Advances from Candidate” in Section 6 of this chapter.

### Schedule A: Initial Receipt of Loan

A committee must itemize the receipt of a loan, regardless of amount, on a separate Schedule A for the appropriate loan category (“made/guaranteed by the candidate” or “all other loans”). (See examples of Schedule A below.) 104.3(a)(4)(iv).

### BANK LOANS ENDORSED BY CANDIDATE

SCHEDULE A (FEC Form 3)		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one)	PAGE	OF
ITEMIZED RECEIPTS			<input type="checkbox"/> 11a <input type="checkbox"/> 11b <input type="checkbox"/> 11c <input type="checkbox"/> 11d <input type="checkbox"/> 12 <input checked="" type="checkbox"/> 13a <input type="checkbox"/> 13b <input type="checkbox"/> 14 <input type="checkbox"/> 15		
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.					
NAME OF COMMITTEE (In Full) <b>Doe for Congress Committee</b>					
Full Name (Last, First, Middle Initial) <b>A. National Trust Bank</b>			Date of Receipt MM / DD / YYYY <b>03 / 01 / 2012</b>		
Mailing Address <b>800 Lincoln Ave.</b>			City <b>Reston</b>		
State <b>VA</b>			Zip Code <b>00000</b>		
FEC ID number of contributing federal political committee. <b>C</b>			Amount of Each Receipt this Period <b>20,000.00</b>		
Name of Employer			Occupation		
Receipt For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼			Election Cycle-to-Date <b>20,000.00</b> <b>(guaranteed)</b>		

### Schedule B: Interest and Principal Payments

A committee must report interest paid on a loan as an operating expenditure, itemizing the payment on a Schedule B for operating expenditures once interest payments to one payee aggregate over \$200 in an election cycle.

Payments to reduce principal must be itemized, regardless of amount, on a Schedule B for the appropriate category of loan repayment (“made/guaranteed by the candidate” or “all other loans”). 104.3(b)(4)(iii). (See Schedule B example on page 104.)

## LOAN PAYMENT

<b>SCHEDULE B (FEC Form 3) ITEMIZED DISBURSEMENTS</b>		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one) <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input checked="" type="checkbox"/> 19a <input type="checkbox"/> 19b <input type="checkbox"/> 20a <input type="checkbox"/> 20b <input type="checkbox"/> 21
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (In Full) <b>Doe for Congress Committee</b>			
Full Name (Last, First, Middle Initial) <b>A. National Trust Bank</b>		Date of Disbursement MM / DD / YYYY <b>03 / 30 / 2012</b>	
Mailing Address <b>800 Lincoln Avenue</b>		Amount of Each Disbursement this Period <b>271.18</b>	
City State Zip Code <b>Reston VA 00000</b>		Purpose of Disbursement <b>Loan Principal payment</b>	
Candidate Name <b>Loan Principal payment</b>		Category/Type <b>009</b>	
Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President		Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	
State: _____ District: _____			

sible lending institution must also file Schedule C-I with the first report due after a new loan or line of credit has been established. 104.3(d)(1). A new Schedule C-I must also be filed with the next report if the terms of the loan or line of credit are restructured. Additionally, in the case of a committee that has obtained a line of credit, a new Schedule C-I must be filed with the next report whenever the committee draws on the line of credit. 104.3(d)(1) and (3). (See example of Schedule C-I on

## Schedule C: Continuous Reporting

In addition, both the original loan and payments to reduce principal must be reported on Schedule C each reporting period (see examples) until the loan is repaid.

page 106.) For loans derived from a candidate loan, the reporting on Schedule C-I is simplified. See the next section for more information.

### Committee Has No Other Debts or Obligations

If the committee has no other debts, the Schedule C balance of the total amount owed on loans is entered on Line 10 of the Form 3 Summary Page (“Debts and Obligations Owed by the Committee”).

### Committee Has Other Debts or Obligations (Reported on Schedule D)

If the committee has other debts or obligations that are reported on Schedule D, the total amount owed on loans is entered on Line 3 at the bottom of Schedule C and is carried over to the last page of Schedule D along with the other debts and obligations. The total from Schedule D is then entered on Line 10 of the Form 3 Summary Page reflecting all outstanding debts or obligations.

### Schedule C-1: Additional Information for Loans from Lending Institutions

A committee that obtains a loan from a bank or other permis-

## LOANS FROM CANDIDATE’S PERSONAL FUNDS (SCHEDULE A)

<b>SCHEDULE A (FEC Form 3) ITEMIZED RECEIPTS</b>		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one) <input type="checkbox"/> 11a <input checked="" type="checkbox"/> 11b <input type="checkbox"/> 11c <input type="checkbox"/> 11d <input type="checkbox"/> 11e <input type="checkbox"/> 12 <input type="checkbox"/> 13a <input type="checkbox"/> 13b <input type="checkbox"/> 14 <input type="checkbox"/> 15
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (In Full) <b>Doe for Congress Committee</b>			
Full Name (Last, First, Middle Initial) <b>A. Doe, Jane (personal funds)</b>		Date of Receipt MM / DD / YYYY <b>02 / 10 / 2012</b>	
Mailing Address <b>626 Pritham Ave.</b>		Amount of Each Receipt this Period <b>1,000.00</b>	
City State Zip Code <b>Springfield VA 00000</b>		FEC ID number of contributing federal political committee. <b>C</b>	
Name of Employer <b>U.S. House</b>		Occupation <b>U.S. Representative</b>	
Receipt For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		Election Cycle-to-Date <b>2,200.00</b>	
		<b>Personal funds</b>	

## LOANS FROM CANDIDATE’S PERSONAL FUNDS (SCHEDULE C)

<b>SCHEDULE C (FEC Form 3) LOANS</b>		Use separate schedule(s) for each category of the Detailed Summary Page	PAGE OF FOR LINE NUMBER: (check only one) <input checked="" type="checkbox"/> 13a <input type="checkbox"/> 13b
NAME OF COMMITTEE (In Full) <b>Doe for Congress Committee</b>			
LOAN SOURCE Full Name (Last, First, Middle Initial) <b>Jane Doe - personal funds</b>		Election: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	
Mailing Address <b>626 Pritham Ave.</b>			
City State ZIP Code <b>Springfield VA 00000</b>			
Original Amount of Loan <b>1,000.00</b>	Cumulative Payment To Date <b>0.00</b>	Balance Outstanding at Close of This Period <b>1,000.00</b>	
TERMS Date Incurred MM / DD / YYYY <b>03 / 23 / 2012</b>		Date Due MM / DD / YYYY <b>none</b>	Interest Rate <b>none</b> % (apr)
		Secured: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	