**[Committee Name]**

**[Committee Address]**

**[Date]**

Dear SEEC Campaign Disclosure and Audit Unit,

The **[name of committee]** campaign has set up a website where a contributor may make online contributions using a personal credit or debit card. I understand that the information provided in this letter will be used to determine whether contributions made through the website qualify the candidate committee to receive funds under the Citizens’ Election Program. The information provided in this letter must therefore be accurate and I understand that, if any of this information changes, the SEEC must be notified with updated information and the date of when the changes were put into place. I am the **[specify Webmaster/Merchant Account Processor, or Treasurer (who has confirmed with the Webmaster or Merchant Account Processer how the online contribution interface and backup documentation works)]** with the **[name of the committee]**.

***Please check Yes or No as appropriate*:**

**SEPARATE ACCOUNT**

**Yes No** The merchant account processor we are using keeps our contributions in a separate, unique (not shared or pooled) merchant account for the campaign.

**REQUIRED CERTIFICATIONS**

**Yes No** I have reviewed the screenshots attached to this letter and certify that they are true and accurate representations of all contribution pages of our campaign website. If I have not attached screenshots, the online contribution interface may be found at the following url, **[provide campaign’s contribution url]**, and I certify I will notify the SEEC if any changes have been or are made to the online contribution interface since the date of this letter. These screenshots (or url) show the information we collect from each contributor. These screenshots (or url) show the certifications, as reviewed by SEEC staff, that a contributor must complete in order to make the contribution, which includes disclosure of lobbyist status, statements that the contributor is not a principal of a state contractor or prospective state contractor and that the credit or debit card being used is paid for by the contributor’s own personal funds via the contributor’s personal credit or debit card (hereinafter, the “required certifications”).

**Yes No** I have reviewed the back-up documentation (transaction receipts) attached to this letter and certify that these documents are true and accurate representations of the type of documentation that will be provided to the treasurer by the merchant account processor.

***Please check ONE of the following descriptions in each section to accurately reflect how the website functions*:**

**CERTIFICATIONS**

The contributor cannot proceed with making his or her contribution unless the required certifications are checked off or made; or

The contributor can proceed with making his or her contribution regardless of whether the required certifications are made. The treasurer is provided with a transaction receipt from the merchant account processor regarding the contribution made and the required certifications as provided by the contributor, and as reflected in the attached back-up documentation; or

The contributor can proceed with making his or her contribution regardless of whether the required certifications are made. The treasurer is NOT provided with a transaction receipt from the merchant account processor regarding the contribution made and the required certifications as provided by the contributor. ***Note: if this is the case, the online contribution interface will not be able to qualify.***

**BILLING ADDRESS**

The backup documentation demonstrates that the online contribution interface collects the contributor’s billing address of the credit card being used to make the contribution. The treasurer is provided with a transaction receipt or settlement report from the merchant account processor reflecting the contributor’s billing address which will be submitted to SEEC as part of the campaign’s backup documentation. The committee will need to address discrepancies between the residential address and billing, via a written statement, before qualification can be granted; or

The attached screenshots demonstrate that the website does NOT ask the contributor for the billing address (if different from the residential address provided by the contributor) of the credit card being used to make the contribution; however, the merchant account processor verifies the credit card information with the contributor’s bank and the transaction will not be completed if the residential address provided by the contributor does not match the billing address on file with the contributor’s bank for that particular credit card; or

The attached screenshots demonstrate that the website asks for the zip code associated with the credit card being used to make the contribution, but does NOT ask the contributor for the billing address (if different from the residential address provided by the contributor) of the credit card being used to make the contribution.  The merchant account processor uses an Address Verification System (“AVS”) to verify the credit card information with the contributor’s bank and the transaction will be completed even if the residential address provided by the contributor does not match the billing address on file with the contributor’s bank for that particular credit card.  If the AVS code indicates that there is not an address match, the committee will need to follow up with the contributor to verify, via a written statement, to address the discrepancy between the claimed residential address and the billing address, before qualification can be granted; or

The attached screenshots demonstrate that the website does NOT ask the contributor for the billing address (if different from the residential address provided by the contributor) of the credit card being used to make the contribution. The merchant account processor does NOT verify the credit card information with the contributor’s bank and the transaction will be completed even if the residential address provided by the contributor does not match the billing address on file with the contributor’s bank for that particular credit card. ***Note: if this is the case, the online contribution interface will not be able to qualify.***

**DEFINITIONS**

 The attached screenshots include the definitions that the contributor has the opportunity to review when making an online contribution through the campaign website; or

 The required definitions are provided to the contributor by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Please check Yes or No as appropriate*:**

 **Yes No** The contribution web page(s) captured by these screenshots are what our campaign website has looked like since we began accepting online contributions. I will notify Commission staff and provide updated screenshots if any changes are made to our contribution web page(s), and will provide a letter at the time of grant application to confirm that there have been no changes, or, if there have been changes, to detail the information changed and the date the change(s) went into effect.

Sincerely,

**[Signature]**

**[name and title of individual signing]**