



Citizens' Elections Program

CEP Documentation and Fixes Fact Sheet

Please see below for frequently asked questions on documenting qualifying contributions under the Citizens' Election Program. Many of the questions address issues that arise that could prevent the contribution from being used to qualify for a grant until the issues are corrected. We provide some simple options for correcting those problems and instructions for submitting the fixes as part of the initial grant application or as fixes if your committee is continued. Some of these instructions are set apart as "Treasurer Tips" so you can easily find them. We strongly encourage treasurers to review these tips while the campaign is raising so you know what to look out for as you receive contributions rather than waiting for your formal review.

Please note that when submitting fixes in which you followed up with the contributor electronically, you must do so by **email** where it is clear from the email or other related documentation who is the sender and recipient. Copies of text message exchanges will **not** suffice.

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RAISING QUALIFYING CONTRIBUTIONS AND ENSURING ADEQUATE DOCUMENTATION

I. IMPERMISSIBLE CONTRIBUTOR SOURCES AND AMOUNTS

Q I-1: Who cannot give a qualifying contribution?

A: Contributions must be from individual human beings. The following may **NOT** make them:

- Political or party committees;
- principals of state contractors;
- businesses, including trusts;
- minors under the age of 12;
- individuals who are not U. S. citizens or without permanent status (green card holders); and
- lobbyists during the legislative session
- the candidate to their own candidate committee

Q I-2: What should I do if I receive a contribution from a prohibited contributor?

If you receive a contribution from a non-qualifying source, you may refund it before you apply for a grant. You may also disgorge it at the time of your grant application as part of the buffer check written to the Citizens' Election Fund.

All contributions that are deposited into the candidate committee's bank account must be reported on the SEEC Form 30. Refunds from the account should be made only via check and must also be reported on the SEEC Form 30 with the expenditure code "REF".

Q I-3: What should I do with contributions received from sole proprietors?

A: A sole proprietorship is a business in which one human being owns all the assets, owes all the liabilities, and operates in his or her personal capacity. You may accept qualifying contributions from sole proprietors as they are treated the same as an individual.

Any other type of business is **NOT** permitted to make qualifying contributions, including LLCs. You may refund these contributions before applying for a grant or they will become part of the buffer.

Q I-4: May a high school student make a qualifying contribution?

Yes, minors between the ages of 12 and 17 may give up to \$30. However, minors may **not** give through a parent or guardian's personal check or credit card. The minor must be a signatory on the account or contribute his or her own cash.

Treasurer Tip: Periodically review the spreadsheets listing your credit card donations for indications of parents giving in the name of their minor children. One way to do this is to sort your spreadsheet by the last four digits of the contributor's credit card. If you come across any duplicates, take a closer look to see if this may be an instance of a parent giving in their name of their child (i.e. individual is under 18 and shares the same address).

If you find this has happened, refund the contributions. Such contributions not refunded become part of the buffer check.

Q I-5: What should I do with contributions received from a contributor who has checked off the box that they are a state contractor?

Principals of state contractors may not make a qualifying contribution in support of a CEP grant. As with other contributions from impermissible sources, this contribution becomes part of the buffer after the grant application or, if you see the issue before grant application, you may refund the contribution.

If you believe that the certification was made in error, contact the contributor and have them contact your elections officer. We will be happy to explain who is and who is not covered and help them fix their contribution certification if they are not a principal of a state contractor.

Q I-6: What if I received two \$200 contributions from the same person?

The total amount of contributions received from a single individual are considered during a grant application review. Before the grant application is filed, you may write a check to the individual refunding the amount over the qualifying limit or the entire contribution that is over the limit can become part of the buffer.

Q I-7: What if I reported the candidate's provision of personal funds as a contribution?

A candidate may not make a contribution to their own candidate committee. Any provision of funds by the candidate is considered personal funds and must be within the prescribed personal funds limit based on office sought. Please note that candidates cannot make loans to their committees and **personal funds cannot be refunded.**

If you have reported funds from a candidate as a contribution, amend the filing in which it was reported to remove the entry from Section B as a contribution and instead report it in Section E as personal funds. Please note that this amendment will not cause any other contribution to qualify without subsequent fixes, but it must be corrected in order to comply with the Program.

II. CASH CONTRIBUTIONS

Q II-1: What do I do if a contributor gives a cash contribution?

A: For all cash contributions, as well as contributions by money order, the contributor must complete a QC cert form, even if the amount is as low as \$5. These types of contributions cannot be higher than \$100. The contributor should check off the correct "Method of Contribution" box (Cash or Money Order) and must write in the contribution amount on his or her QC cert form. As with all certification forms, the contributor must sign and date their own QC cert form - no one can do it for them.

Q II-2: Is there a limit to a cash contribution?

A: Yes. If you receive more than \$100 in cash or money order from a single donor, you should refund the amount over \$100.

Q II-3: What if the donor forgot to sign the contributor certification form?

A: A cash contribution must have a signed QC cert form in order to qualify. If you are given an unsigned cert form, you need to obtain the donor's signature on the form. You may also return the contribution before you file the grant application or you may allow the contribution to become part of the buffer.

Treasurer Tip: Check over all contribution forms as you receive them to be sure they are properly filled out and that the contributor has signed. Be sure to ask your solicitors to do the same with all documentation that they receive! Get incomplete forms corrected right away.

Q II-4: What if the contributor did not provide the certification form with the cash donation?

A: A cash or money order donation must have a fully filled out QC cert form in order to qualify. You must contact the contributor and obtain the form for the amount of the donation made. If you do not obtain the QC cert form, you may return the donation before the grant application. After the grant application is made, the contribution becomes a part of the buffer.

Q II-5: What if the amount of the cash contribution listed on the QC cert form is not clear or blank?

A: One common problem is when the amount on the QC cert form is unclear or blank. This may be due to illegible handwriting or alterations made to the certification form.

Treasurer Tip: Train your solicitors to carefully review all contribution forms to make sure that they are complete and legible. If a contributor has crossed out or changed the amount they are giving, the solicitor should ask them to sign their name near the change as well as at the bottom of the form. For example, if a contributor fills out the form indicating that they will give \$5 but then realizes that they only have a ten-dollar bill, they do not have to fill out a whole new form, but they do need to sign their name near where they have changed the \$5 to \$10 on the original contribution form.

If the solicitor does not have the amount clarified at the time of the donation, the treasurer may still try to fix the contribution so that it will qualify by:

- Contacting the contributor and getting a new certification form that reflects the actual amount previously given in cash. The new certification form should be signed by the contributor and the contribution number should be written in the upper right corner. Submit both the old and the new QC cert forms with the application along with a note from the treasurer indicating that the second form is a "fix" for the first.
- The committee may also submit an email from the contributor to the committee explaining the alteration and stating the amount that was actually given. If an email is received, the contribution number should be typed in the subject line or handwritten in the upper right corner on a copy that is then submitted with the original QC cert form.

Depending on the contributor's information, the committee may also need to amend the appropriate SEEC Form 30 Section B entry to accurately report the amount given.

If the committee has trouble contacting the contributor, please contact your elections officer.

Q II-6: Do I have to photocopy a cash contribution?

A: **No, please do not photocopy cash.** But if the contribution is made by money order, you should make a photocopy of the money order **BEFORE** you deposit it into the committee checking account, and copy it onto the space provided on the bottom of the contributor's QC cert form. If cash is copied to the bottom of a QC cert form, please recopy it with a piece of white paper over the cash, but make sure the re-copy clearly shows the contributor's signature on the QC cert form.

III. CHECK CONTRIBUTIONS

Q III-1: What if the address on the personal check for the contribution differs from the address the contributor wrote on the QC cert form?

A: Always report in Section B of SEEC Form 30 **the residential address the contributor wrote on the QC cert form.**

Q III-2: What should I do with contributions received from a check listing a trust account?

A: Only personal checks may be accepted. Contributions must be from individual human beings or sole proprietorships, and not from the checking accounts of businesses (including trusts). An individual who wishes to contribute can either contribute \$100 in cash or use their personal credit card. You may **NOT** accept contributions from a business, including LLCs and trusts as these will not be considered qualifying contributions.

Treasurer Tip: For all check contributions, review the name on the account listed in the upper left corner. If you see the words LLC, Trust, or any other indication of a business, these are not permissible. If you have not yet applied for a grant, refund the contribution and request the contribution be written from a personal checking account.

Q III-3: What if the address on the personal check or QC cert form is only a post office box address?

A: If the QC cert form lists a P.O. box address, you must obtain the contributor's residential address. For contributors who provide a P.O. box for their address, contact them to obtain their residential address and then write a note in the margin of the QC cert form indicating the residential address, how you received the information (i.e. "5/5/22 phone call to contributor"), and initialing it. If you only have a check copy and the contributor did not provide a QC cert form, you can either ask the contributor to complete and sign a QC cert form with their residential address or ask them by email for their residential address. If by email, include a copy of the email verification behind the check copy in your documentation package, writing the contribution ID number in the upper right corner of the copy.

Q III-4: Sally and Joe have a joint checking account. Joe gave me a \$100 contribution check signed only by him and each of them provided a signed QC cert form for a \$50 contribution. I reported \$50 from Joe and \$50 from Sally. Will the SEEC staff note this as a problem?

A: While campaign finance law generally attributes the contribution to the **signer** of the check, the treasurer can accept a \$50 contribution from Joe and another \$50 contribution from Sally, even though only Joe signed the \$100 check, since they have a joint checking account and both completed cert forms. With joint checking accounts, the treasurer needs to obtain separate QC cert forms from each contributor if both people on the account wish to contribute. If a check being used to make contributions from multiple people does not appear to be from a joint checking account, contact your elections officer.

IV. ONLINE CONTRIBUTIONS

Q IV-1: How should I document qualifying contributions made by credit card online?

A: If you plan to raise contributions through an online contribution site, please contact your appointed elections officer as soon as possible so that your interface and generated back-up documentation can be reviewed and approved **BEFORE** the site is activated. In order to have your website reviewed and approved, you will need to submit:

- (1) A link to and screenshots of the online contribution interface (which should have the same language and fields as our sample online contribution interface available on our website);
- (2) A sample transaction receipt (a contemporaneous email sent from the merchant account provider immediately to the contributor after the contributor makes the contribution and which includes all of the information provided by the contributor on the online interface);
- (3) The settlement report issued by the merchant account provider that will detail all of the inputted contributor information; and
- (4) An initial MAP letter (a letter from your merchant account provider, webmaster, or treasurer detailing how the site has been set up, including indication whether the site has been configured so that contributors are required to complete the certifications in order to make the contribution).

Please see pages 96-100 of the [CEP Guide](#) and Parts 1 and 2 of the Raising Qualifying Contribution Online Section of the [CEP Online Presentation](#) for more information on setting up an online contribution site.

When it comes time to submit your grant application, you will need to provide transaction receipts of each online contribution (with the contribution ID number marked in the upper right corner) and a second letter from your merchant account provider, webmaster, or treasurer indicating whether any changes have been made to the interface after it was approved (called the "Grant Application Letter"). Your merchant account provider must also submit your completed spreadsheet directly to SEEC.

Please take a look at SEEC's [sample online contribution site and back-up documentation](#) and contact your assigned elections officer (public.finance@ct.gov or 860-256-2985) with any questions.

Q IV-2: Are there problems unique to credit card donations that I should watch out for?

A: Yes, parts 1 and 2 of the Raising Qualifying Contribution Online Section of the [CEP Online Presentation](#) review problems we often see and we encourage you to review them.

One common mistake we see is caused by changing technology. Some merchant account providers have begun accepting payments from sources that do not have the information necessary to qualify them. **At this time, online contributions can only be made by having the contributor input their personal credit card information directly into your site.** They cannot use Paypal, Apple Pay, or Venmo to make their contribution. They also may not make an online contribution by inputting their checking account information. If your merchant account provider defaults to having these options turned on, be sure to turn them off. If any contributions were received through one of these methods, contact your elections officer to go over how you can cure the contribution.

Q IV-3: Are there problems unique to addresses for credit card donations that I should watch out for?

One common problem the presentation explains is when there is an indication from the merchant account provider in the back-up documentation that the address given by the contributor as a residential address did not match the address on file with the contributor's credit card company. When this occurs, you can contact the contributor using the sample email below. Provide a copy of the response email containing the explanation with the contribution ID number either in the subject line of that email or written in the upper right-hand corner of the printout of the email.

Dear [insert contributor name],

There was an indication from the credit card processor that the address you provided as your residential address does not match the billing address associated with the credit card. In order to qualify your contribution, we therefore need additional information.

- 1. Please provide your residential address*
- 2. Please provide the billing address for the credit card that you used to make the contribution.*
- 3. If the addresses are not the same, please provide an explanation why the billing address associated with the credit card is not your home address.*
- 4. Please affirm that the credit card used to make the contribution is strictly your own personal credit card, has no business affiliation and is in no part paid by a business.*
- 5. Please affirm that the credit card is paid by you, out of your own personal funds.*

Please be sure to read the contributor's response before submitting to the SEEC. If the contributor has verified the original addresses provided, then simply provide the copy of the response to the SEEC. If the contributor provides a different residential address, that does not match the original contribution, you must amend the SEEC Form 30 and provide the copy of the response to the SEEC. It is important to note that the back-up documentation must match the SEEC Form 30 entry.

PREPARING YOUR DOCUMENTATION AND PROPER REPORTING

V. ASSIGNING AND DOCUMENTING CONTRIBUTION ID NUMBERS

Q V-1: What is a contribution ID number?

A: Each contribution must have a unique sequential identifying number to tie the information reported for that contribution on the SEEC Form 30 to the documentation provided. The copy of each document relating to a contribution must be marked with the **identifying number (“contribution ID number”) unique to that contribution.**

- The contribution ID number on the documentation must match the contribution ID number assigned in Section B of SEEC Form 30 itemizing that contribution.
- eCRIS will assign a contribution ID number to each inputted contribution. So once you input the contribution into eCRIS, write the contribution ID number assigned by eCRIS on **all** documentation related to that contribution.
- Because the contribution ID number is unique to each **contribution** (not contributor or document), if you receive a personal check and a QC cert form for a single contribution, you would **mark the same ID number on all documentation related to that contribution.** If you provide **scanned** copies of QC documentation, make sure that each document has the contribution ID number assigned by eCRIS written in the upper corner before scanning and then name the scanned image with the unique contribution ID number(s) contained in the document. This applies to every contributor certification form (for contributions made via cash or check) and transactional receipt (for credit card donations) as well as every document fixing a transaction.

Q V-2: How do I assign contribution ID numbers via eCRIS?

A: When you enter a contribution in Section B of SEEC Form 30, and save the record, **eCRIS will automatically assign a contribution ID number** in a box next to the name of the contributor at the bottom of the page once you save the entry. Again, be sure to write the eCRIS assigned contribution ID number on **all** documents related to that contribution, such as the copy of the contribution check and the copy of the QC cert form.

VI. REPORTING NAMES AND ADDRESSES

Q VI-1: If a contributor uses their initials when filling out the certification card, may I report their initials or must I obtain their full name?

A: Contributors must provide their full names. In the event you receive a contribution form from someone who has put initials (J. Smith instead of James Smith), contact the contributor and ask them to provide a new, properly filled-out certification form reflecting their full name. You may also obtain an email from the contributor stating their full first name and last name and include a copy of that email with the contribution ID number written in the upper right corner behind their original certification form.

If you have already reported their name on the SEEC Form 30 with initials, amend the filing to reflect their correct full name.

Q VI-2: I think that the name on the transactional receipt or QC cert form is wrong. Can I just put the name I think is correct on the SEEC Form 30?

A: No, in order to qualify a contribution, the contributor's name must match on both their back-up documentation and on the SEEC Form 30.

Treasurer Tip: Before submitting for a grant application, be sure to compare all contributors' names reported in your financial disclosure filings against their respective contributor cert forms.

If there is a reason the names differ, for example, because you determined a full or correct name, obtain a new QC cert form from the contributor that reflects the correct name or an email confirming it, and include a copy behind the initial QC cert form.

Q VI-3: What if the contributor left their address blank or gave me only part of an address or a post office box on the certification form or transactional receipt?

A: In order to qualify a contribution, SEEC must have the contributor's full residential address. Please contact the contributor to obtain their residential street address. You can then write the address on a copy of the certification form with your signature and a note about how and when you obtained the information. If the contributor emails you their residential street address, submit a copy of the email behind the certification form with the contribution ID number in the upper right corner.

Be sure that the SEEC Form 30 reflects the proper address.

Q VI-4: Someone filled out the online contribution form or QC cert form as being from "Mary and Bob Jones." May I just report the contribution as from "Mary and Bob Jones" on the SEEC Form 30?

A: **A contribution can only come from one person.** In order to qualify this contribution, both Mary and Bob should provide separately signed, properly filled out certification forms stating the amount that he or she is personally contributing. If both contributions are below \$50, you may also provide separate emails from Mary and Bob in which they state that the credit card is joint and is paid from their personal funds. The email should also state the amount of the contribution that should be attributed to the contributor writing the email. The SEEC Form 30 should properly reflect the contributor and the amount given by that person with one entry per each contributor.

If you can tell who actually made the payment, you may also attribute the whole contribution to that person on your SEEC Form 30. For example, if the check for \$100 was signed by Mary and she signed the QC form or if the back-up documentation gives Mary as the credit card holder and you get an email from Mary confirming that the information reflected in the transactional receipt applies to her, you may report Mary as the contributor on your SEEC Form 30.

Q VI-5: What address do I report on the SEEC Form 30 for an individual donor?

Generally speaking, the treasurer should report the residential address of a donor as provided by the donor on the contributor certification form or the transactional receipt for a credit card donation.

Sometimes, however, the treasurer has had to contact a donor to fix a contribution so that it can qualify. This would happen, for example, if the contributor provided a post office box or only partially filled in the street information on their initial contribution certification form or if a follow-up question to a credit card donor resulted in new information regarding the accurate residential address for the donor at the time of the donation. (See Question 3 above.)

Treasurer Tip: Any time the actual residential address provided for the contributor does not match the original QC form or transactional receipt, do two things: First, provide documentation of the new address. This may be an email from the donor or you may contact the contributor to determine the proper address and write it on the original certification form or transactional receipt. Be sure to sign the change and put the contribution identification number in the upper corner and submit the fix documentation with the original certification. Second, make sure that the SEEC Form 30 reflects the correct address. If you reported a wrong or incomplete address before, you will need to amend the SEEC Form 30.

It is important to note that the back-up documentation must match the SEEC Form 30 entry.

Q VI-6: What address do I report in Section B of SEEC Form 30 if the sole proprietor lives in my district, but his shop is located in another district?

A: Report in Section B the sole proprietor's **residential** address, NOT the location of the sole proprietorship shop or office.

Q VI-7: I just uploaded my credit card contributions into Section B of SEEC Form 30. What address do I report if the address is incomplete?

A: Please contact the contributor to obtain their residential street address. The contributor may provide an email stating their residential street address. You may also contact the contributor to determine the residential street address and write the address on a copy of the certification form with your initials and a note about how and when you obtained the information. Then please amend the appropriate SEEC Form 30 Section B entry to report the proper residential address.

Q VI-8: What if my contributor is a police officer and does not want to give her residential address?

The officer can give her work address or the address of the town hall where she lives. If the officer wants to be counted as in-district, she should put the address of the town hall in which she lives.

A contributor may provide an alternate address to their residential address if the contributor is admitted into the Address Confidentiality Program pursuant to General Statutes § 54-240 (a) or is an individual with protected address status articulated in General Statutes § 1-217. Generally speaking, this includes judges, law enforcement officers, certain attorneys, inspectors and social workers employed by the criminal justice system; firefighters; and certain employees of the Department of Correction, the Department of Children and Families, the Board of Pardons and Paroles, the judicial branch, the Department of Mental Health and Addiction Services or the Commission on Human Rights and Opportunities.

VII. REPORTING EMPLOYER INFORMATION

Q VII-1: If I receive a contribution from someone who has not filled out the Name of Employer field, may I accept it?

A: SEEC cannot qualify contributions from individuals who have contributed more than \$50 to the campaign unless they have provided their employer name on their QC cert form or online contribution submission.

You may (1) ask the contributor to fill out a new QC cert form listing the name of their employer; (2) write in the contributor's name of business, indication of how you obtained the information (i.e. "5/5/22 phone call to contributor"), and sign the change on the QC cert form / online contribution transaction receipt; or (3) get email verification of their employer name and submit a copy of the email, with the contribution ID number written in the upper right-hand corner, behind the QC cert form / online contribution transaction receipt submitted in your package.

Once you have obtained the information from the contributor, you need to make sure that it appears on the SEEC Form 30. If you have already reported the contribution before you received the fix, you will need to amend the SEEC Form 30 to reflect the required employer and occupation information.

Q VII-2: What should I do if I receive a contribution from an individual who only writes "self-employed" or "self" under Name of Employer?

A: To clarify the name of a contributor's employer, you may ask a self-employed contributor to provide the name of the business to which their clients make payments. For example, if the contributor is a carpenter and his customers write check payments to Joe's Carpentry, this would be the name of the employer that should be provided on his QC cert form.

Write in the contributor's name of business, indication of how you obtained the information (i.e. "5/5/22 phone call to contributor"), and sign the change on the QC cert form / online contribution transaction receipt, or get email verification of their business name and submit a copy of the email, with the contribution ID number written in the upper right-hand corner, behind the QC cert form / online contribution transaction receipt submitted in your package.

Once you have obtained the information from the contributor, you need to make sure that it appears on the SEEC Form 30 as well. If you have already reported the contribution before you received the fix, you will need to amend the SEEC Form 30 to reflect the required employer and occupation information.

Q VII-3: Can I accept qualifying contributions from those who put retired, unemployed, student, or homemaker as their name of employer and principal occupation?

A: Yes. Contributors should indicate these designations on the QC cert form. If the employer and occupation sections of the form have been left blank, however, that may create issues. Contact the contributor to determine their employer status and occupation. And make a correction to the contributor's QC cert form or transactional receipt with the updated information.

VIII. MAKING CORRECTIONS TO QUALIFYING CONTRIBUTOR CERTIFICATION FORMS

Q VIII-1: Can I make a correction on a contributor's QC cert form?

A: Generally, if you obtain additional information after a contribution has been made, you can write a treasurer's note in the margin of the QC cert form or get an email from the contributor that verifies the missing or unclear information. If you receive an email, place a copy of it behind the original QC cert form in your pre-application or grant application documentation, writing the relevant contribution ID number in the upper right-hand corner of the email. If you do not get an email but write a note on the QC cert form based on information you obtained verbally from the contributor, make sure that you initial and date your notes and indicate how you obtained the information (i.e. "5/5/22 phone call to contributor"). **Do NOT cross out or mark over any of the contributor's original writing on the QC cert form.**

For example, if John G. Smith and his son, John G. Smith, who live at the same address, each give contributions, it would be wise for the treasurer to write a note on both QC cert forms or get an email from one of the contributors saying that this is a father and son with the same name living at the same address. Other examples of when a treasurer may need to provide clarifying information is when the contributor gives a P.O. box for a residential address or says "self-employed" for employer rather than providing the name under which they do business.

Note that there are some things in a QC cert form that a treasurer may **not** change by handwritten note, specifically, the answers to the questions regarding state contractor and lobbyist status, contribution amount, and method of contribution. Changes to this information will require the treasurer to obtain a new QC cert form or email verification from the contributor. Also, a treasurer may **never** sign a certification form on behalf of a contributor.

Q VIII-2: What should I do if I can't read the copy of the transactional receipt or the handwriting on the QC Form is too messy to make out what it says?

A: In order for the treasurer to report a contribution and for SEEC staff to qualify it, a legible, clear copy of the certification forms, transactional receipts, and/or checks are required. All parts need to be readable. If the copy you have made is unreadable, you will be asked for a new one.

If the problem is that the original document is unreadable, contact the contributor to get a new form or, if only a portion is illegible, ask them to send you an email with the information needed.

APPLYING FOR A GRANT

IX. SUBMITTING QUALIFYING CONTRIBUTION DOCUMENTATION TO SEEC FOR GRANT APPLICATION

Q IX-1: If I get 50 contributions made by personal check, I know that I have to make a copy of each before depositing them into the campaign account. Can't I just submit those copies to SEEC with my grant application?

A: Campaign finance laws require the treasurer to keep all campaign records, including copies of checks, for four years after the date of the committee's last filing. Make sure you keep all originals (including original signed QC cert forms) and a complete set of copies (QC cert form with copy of check at the bottom) for the campaign. **Make an additional copy of all qualifying contribution documentation** for use when applying for a grant. The copies that you submit to SEEC must each be marked with a contribution ID number, as described earlier.

Please make sure that all QC cert forms are legible and that the copies of checks or money orders are complete copies and are not blocking signatures or any other contributor information. If a form is not legible because of the contributor's handwriting rather than how it was copied, please have them fill out a new, readable QC Cert Form or send an email to the contributor asking them to clarify what they wrote and include a copy of their response behind the initial certification form in your package.

Q IX-2: Why can't I copy all the personal checks together, separate from the copies of the QC Cert Forms?

A: SEEC strongly recommends that you copy the personal check related to the contribution onto the space provided at the bottom of the QC cert form for that contribution.

- If checks are copied separately, you may miss marking the correct contribution ID number on the separated QC cert form and check.
- The more organized, legible, and complete your documentation submission is, the quicker a grant reviewer can work on it, and your likelihood of a timely review increases!
- If it is absolutely necessary that you submit copies of the checks separately, each check **must** be identified with the applicable contribution ID number.

Q IX-3: Can I scan my qualifying contribution documentation and submit scanned copies via a USB flash drive with my grant application?

A: Absolutely. Make sure that each scanned image is marked with the applicable contribution ID number in the upper right-hand corner, arranged sequentially by contribution ID number, and that the flash drive is labeled with the committee name, treasurer's name, and phone number. On the flash drive, you can save the documentation in batches – please label each file accordingly (i.e. Contributions 001-100, Contributions 101-200, etc.). When dropping off the flash drive, please be sure to place it inside an envelope labeled with the committee's name, treasurer's name, and phone number, along with any other paper documentation you are submitting inside the envelope as well.

Q IX-4: Can I email my scanned documentation?

A: As a general rule, no. If you have attachments with a large quantity of data, SEEC may not be able to receive it all due to the size, or due to security features in the State network. Additionally, since other portions of the grant application package cannot be filed electronically (such as Form CEP 10, 12, and 15, and the “buffer” check written to Citizens’ Election Fund for excess qualifying contributions), it is better to include your scanned documentation on a flash drive delivered at the time of application. Committees should contact their elections officer when they are ready to submit to set up an appointment to review documentation and ensure that a complete package is submitted. This process helps committees to qualify more quickly.

Q IX-5: If I plan to submit a paper copy of my qualifying contribution documentation, any tips on the best way to provide it?

A: Yes – please provide it in an envelope, labeled on the outside with the committee name, treasurer’s name, and phone number. Do **NOT** staple, paper clip, or scotch tape your documentation or provide it in a vinyl cover or sleeve or in a binder. Also avoid hole punching any of your documentation. Make sure your documentation is sequentially ordered by contribution ID number and that each piece of paper included in the submission is marked with a contribution ID number in its upper right-hand corner.

X. PREPARING TO APPLY FOR YOUR GRANT

Q X-1: I think I am ready to apply for a grant. What should I do next?

A: Make an appointment with your elections officer! He or she will walk you through all of your next steps. We also encourage you to begin reviewing the [Grant Application Review Checklist](#) to make sure you have all things in order when it comes time for your appointment.

If you have additional questions, please contact Commission staff at public.finance@ct.gov or 860-256-2985.

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