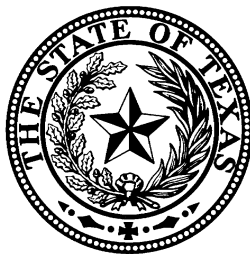


TEXAS ETHICS COMMISSION

POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS

FORM DAILY-C PAC – INSTRUCTION GUIDE
FOR GENERAL-PURPOSE COMMITTEES

To Report Contributions Accepted after January 1, 2024



Revised January 1, 2024

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711

www.ethics.state.tx.us

(512) 463-5800 • TDD (800) 735-2989

Promoting Public Confidence in Government

FORM DAILY-C PAC – INSTRUCTION GUIDE

TABLE OF CONTENTS

These instructions are for general-purpose committee campaign treasurers using the POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS (FORM DAILY-C PAC), for political contributions that are accepted on or after January 1, 2024. To report a contribution accepted before January 1, 2024, you must use the instructions applicable before that time, which are available at <https://www.ethics.state.tx.us/forms/PACindex.php>.

FORM DAILY-C PAC includes a Cover Sheet and Schedules A1, A2, B, C1, C2, C3, C4, D and T. All filers must submit the Cover Sheet, but only the schedules on which there is information to report need to be included.

GENERAL INSTRUCTIONS 1
 IMPORTANT UPDATES 1
 ELECTRONIC FILING..... 1
 FILLING OUT THE FORMS 1
 TEXAS ETHICS COMMISSION GUIDES 1
 PHOTOCOPIES OF FORMS..... 2
 FILING DATE..... 2
POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS3
 COMPLETING THE COVER SHEET 3
 SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS 5
 SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS 8
 SCHEDULE B: PLEDGED CONTRIBUTIONS 10
 SCHEDULE C1: MONETARY CONTRIBUTIONS FROM CORPORATION OR LABOR
 ORGANIZATION 12
 SCHEDULE C2: NON-MONETARY IN-KIND CONTRIBUTIONS FROM
 CORPORATION OR LABOR ORGANIZATION..... 14
 SCHEDULE C3: MONETARY SUPPORT FROM CORPORATION OR LABOR
 ORGANIZATION 16
 SCHEDULE C4: NON-MONETARY SUPPORT FROM CORPORATION OR LABOR
 ORGANIZATION 18
 SCHEDULE D: PLEDGED CONTRIBUTIONS FROM CORPORATION OR LABOR
 ORGANIZATION 20
 SCHEDULE T: IN-KIND CONTRIBUTION OR POLITICAL EXPENDITURE FOR
 TRAVEL OUTSIDE OF TEXAS..... 22

GENERAL INSTRUCTIONS

IMPORTANT UPDATES

As directed by section 571.064 of the Texas Government Code, the Commission is required to annually adjust certain reporting thresholds upward to the nearest multiple of \$10 in accordance with the percentage increase for the previous year in the Consumer Price Index for Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor.

These changes will be made effective January 1st of each calendar year; the affected numbers and corresponding new thresholds are located in 1 T.A.C. §18.31, which can be found here: <https://www.ethics.state.tx.us/rules/>. The higher itemization thresholds will be reflected on the paper forms and in these instructions, as applicable.

Verify that you are using the correct thresholds and forms that apply to your filing. For example, if you are filing a campaign finance report or lobby activities report that is due in January of 2021, you must use the forms and instructions that are applicable to the period ending December 31, 2020.

ELECTRONIC FILING

All persons filing campaign finance reports with the Commission are required to file those reports electronically unless the person is eligible to claim an exemption. Check the Commission's website at <http://www.ethics.state.tx.us> for more detailed information about electronic filing.

FILLING OUT THE FORMS

All reports filed on paper must be either handwritten in ink or typewritten. If you complete the report by hand, print everything other than your signature.

Always file the cover sheet of the campaign finance report form. You need to file only those schedules on which you have information to report.

A special pre-election report that is exempt from the electronic filing requirement is not required to be on a form prescribed by the Commission; it may be on regular stationery.

You must keep an exact copy of each report filed and all records necessary to complete the report for at least two (2) years after the deadline for filing the report.

If you have questions, call our office at (512) 463-5800.

TEXAS ETHICS COMMISSION GUIDES

The Commission publishes a Campaign Finance Guide for each type of filer. These guides are designed to explain your responsibilities as a filer. The Commission encourages you to read the appropriate guide *before* you begin accepting political contributions or making or authorizing political expenditures.

PHOTOCOPIES OF FORMS

You may use photocopies of Commission forms. For example, if the space provided on Schedule A1 is insufficient, you may make copies of a blank Schedule A1 form and attach more pages as needed.

FILING DATE

A special pre-election report filed electronically must be received by the Commission no later than midnight of the first business day after the contribution is accepted or the direct campaign expenditure is made. A special pre-election report that is filed on paper must be received by the Commission no later than 5 p.m. of the first business day after the contribution is accepted or the direct campaign expenditure is made.

POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS

These instructions are for general-purpose committee campaign treasurers using the POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS (Form DAILY-C PAC). A complete report includes the Cover Sheet, and any of the following schedules on which there is information to report: A1, A2, B, C1, C2, C3, C4, D and T.

GENERAL INFORMATION

Use Form DAILY-C PAC to disclose accepting political contributions from a person that in the aggregate exceed \$7,350 during the reporting period beginning the ninth day before election day and ending at 12 noon on the day before election day.

Contributions disclosed on this report must be disclosed again on the committee's next required report.

Do not use Form DAILY-C PAC to disclose direct expenditures made during the reporting period. Use Form DAILY-E PAC.

DUTIES OF CAMPAIGN TREASURER

The committee's campaign treasurer is responsible for filing this form and keeping all necessary records. Failing to file a report on time or filing an incomplete report may subject the treasurer to criminal or civil penalties.

WHERE TO FILE

The campaign treasurer of the general-purpose committee must file this form with the Commission.

For more information, see the Campaign Finance Guide for Political Committees.

COMPLETING THE COVER SHEET

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. FILER ID:** The Commission assigned a filer identification number when the initial campaign treasurer appointment (Form GTA) was filed. The campaign treasurer should have received a letter acknowledging receipt of the campaign treasurer appointment and showing the committee's filer identification number. Enter this number wherever you see "Filer ID."
- 2. TOTAL PAGES FILED:** After you have completed the form, count the total number of pages of this form and any attached schedules. Enter that number where indicated on the top line of page 1 only. Each side of a two-sided form counts as one page.
- 3. COMMITTEE NAME:** Enter the committee's full name. Your entry here should be the same as on the committee's campaign treasurer appointment.

4. **CAMPAIGN TREASURER NAME:** Enter the full name of the committee’s campaign treasurer.
5. **CAMPAIGN TREASURER MAILING ADDRESS:** Enter the complete mailing address of the committee’s campaign treasurer.

SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS

These instructions are for general-purpose committee campaign treasurers using the POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS (Form DAILY-C PAC).

Use this schedule to disclose information about incoming monetary political contributions accepted from a person that in the aggregate exceed \$7,350 during the reporting period.

If your committee accepted other types of incoming funds (such as corporate or labor organization contributions or support, or loans) or non-monetary contributions (such as in-kind contributions or pledges), enter them on the applicable schedules associated with the categories. (Report pledges on Schedules B and D; report corporate or labor organization contributions or support on Schedules C1, C2, C3, and C4; report loans and guarantees of loans on Schedule E.)

Note: If the committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, the committee must provide written notice to the candidate or officeholder who benefits from the committee's activity. For additional information, see the *Campaign Finance Guide for Political Committees*.

Itemization: You must enter contributions that exceed \$7,350 from one person during the reporting period. If the committee accepted two or more contributions from the same person, the total of which exceeds \$7,350, enter each contribution separately.

Contributions disclosed on this report must be disclosed again on the committee's next required report.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE A1:** After you have completed Schedule A1, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter the committee's full name.
- 3. FILER ID:** See Instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** Enter the date the committee *accepted* the contribution.

Accepting a contribution is different from **receiving** a contribution. The committee accepts a contribution when the determination is made to accept it rather than reject it. This may or may not be the same day that the committee receives the contribution.

Failure to make a determination about acceptance or refusal: If you fail to make a determination to accept or refuse a contribution by the end of the reporting period, the contribution is considered to have been accepted.

Returning refused contributions: If you receive a political contribution but do not accept it, you must return the contribution not later than the 30th day after the end of the reporting period in which the contribution was received. If you fail to do so, the contribution is considered to have been accepted.

- 5. FULL NAME OF CONTRIBUTOR:** Enter the full name of the contributor. If the contributor is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the contributor is an entity, enter the full name of the entity.

“Out-of-State PAC” box: For Daily Reports, you are not required to disclose this information for a contributor that is an out-of-state political committee, however, you will be required to do so when that same contribution is disclosed again on the next required report. For this reason, you may choose to enter the information now. Otherwise, you may leave this section blank.

Check the box only if the contributor is an out-of-state political committee. If the contributor is an out-of-state political committee from which the committee accepted more than \$1,080 in the reporting period, (including pledges or loans from sources other than financial institutions that have been in business for more than a year) you may include one of the following with your report:

- a copy of the out-of-state PAC’s statement of organization filed as required by law with the Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or
- a written statement, certified by an officer of the out-of-state PAC, listing the full name and address of each person who contributed more than \$220 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If the contributor is an out-of-state political committee from which the committee accepted \$1,080 or less (including pledges) during the reporting period, you may include one of the following with your report:

- a copy of the out-of-state political committee’s statement of organization filed as required by law with the FEC and certified by an officer of the out-of-state committee.
- a document listing the committee’s name, address and phone number; the name of the person appointing the committee’s campaign treasurer; and the name, address and phone number of the committee’s campaign treasurer.

“ID #” Line (Electronic Filing Only): If you are filing your report electronically, you may enter in this field the out-of-state committee's FEC identification number. If you do not have an FEC # for the out-of-state PAC or are not filing electronically with the Commission, you may provide other documentation as explained above.

Note: See the *Campaign Finance Guide for Political Committees* for detailed information on accepting and reporting contributions from out-of-state political committees.

- 6. CONTRIBUTOR ADDRESS:** Enter the complete address of the contributor.

- 7. AMOUNT OF CONTRIBUTION:** Enter the exact amount of the contribution.

8. **PRINCIPAL OCCUPATION/JOB TITLE:** For Daily Reports, you are not required to disclose a contributor’s principal occupation. However, you will be required to do so when that same contribution is disclosed again on the next required report. For this reason, you may choose to disclose this information now.

9. **EMPLOYER (*Optional*):** General-purpose committees are not required to disclose contributors’ employers, but you may do so in this section.

SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS

These instructions are for general-purpose committee campaign treasurers using the POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS (Form DAILY-C PAC).

Use this schedule to disclose information about incoming non-monetary (in-kind) political contributions accepted from a person that in the aggregate exceed \$7,350 during the reporting period. You are not required to include contributions of an individual's personal services or travel if the individual receives no compensation from any source for the services.

If your committee accepted other types of incoming funds (such as corporate or labor organization contributions or support, loans, or pledges), enter them on the applicable schedules associated with the categories. (Report pledges on Schedules B and D; report corporate or labor organization contributions or support on Schedules C1, C2, C3, and C4; report loans and guarantees of loans on Schedule E.)

Note: If the committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, the committee must provide written notice to the candidate or officeholder who benefits from the committee's activity. For additional information, see the Campaign Finance Guide for Political Committees.

Itemization: You must enter contributions that exceed \$7,350 from one person during the reporting period. If the committee accepted two or more contributions from the same person, the total of which exceeds \$7,350, enter each contribution separately.

Contributions disclosed on this report must be disclosed again on the committee's next required report.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE A2:** After you have completed Schedule A2, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter the committee's full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. TOTAL OF UNITEMIZED IN-KIND POLITICAL CONTRIBUTIONS:** Do not complete this section. All contributions that meet the thresholds for daily reporting must be itemized.
- 5. DATE:** See instructions for Schedule A1, section 4.
- 6. FULL NAME OF CONTRIBUTOR:** See instructions for Schedule A1, section 5.
- 7. CONTRIBUTOR ADDRESS:** Enter the complete address of the contributor.
- 8. AMOUNT OF CONTRIBUTION:** Enter the fair market value of an in-kind contribution.

- 9. IN-KIND CONTRIBUTION DESCRIPTION:** Enter a description of the contribution. The description should be sufficiently detailed to allow a person reviewing the committee’s report to understand what was contributed.

“Travel Outside of Texas” box: Check the box to indicate that the in-kind contribution was for out-of-state travel. The description of an in-kind contribution for travel outside of Texas must include detailed information. Report this information on Schedule T.

- 10. PRINCIPAL OCCUPATION/JOB TITLE:** For Daily Reports, you are not required to disclose a contributor’s principal occupation. However, you will be required to do so when that same contribution is disclosed again on the next required report. For this reason, you may choose to disclose this information now.

- 11. EMPLOYER (*Optional*):** General-purpose committees are not required to disclose contributors’ employers, but you may do so in this section.

SCHEDULE B: PLEDGED CONTRIBUTIONS

These instructions are for general-purpose committee campaign treasurers using the POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS (Form DAILY-C PAC).

Use this schedule to disclose information about pledged political contributions accepted from a person that in the aggregate exceed \$7,350 during the reporting period. You are not required to include pledges of an individual's personal services or travel if the individual receives no compensation from any source for the services.

Do not enter on this schedule information on contributions actually received. (Report contributions actually received on Schedules A1, A2, C1, and C2, as applicable.) A political committee that supports or opposes measures *exclusively* and direct campaign expenditure only committees may accept pledged contributions from corporations and labor organizations, and must report such pledged contributions on Schedule D.

Itemization: You must enter pledges that exceed \$7,350 from one person during the reporting period. If the committee accepted two or more pledges from the same person, the total of which exceeds \$7,350, enter each pledge separately.

Contributions disclosed on this report must be disclosed again on the committee's next required report.

You must also disclose the receipt of the pledged contribution on Schedule A1 (used for monetary contributions) or A2 (used for non-monetary (in-kind) contributions), as applicable, in the reporting period in which you actually receive the pledged money or thing of value. If the pledge is accepted and received in the same reporting period, it is no longer a pledge disclosed here; it becomes a contribution disclosed on the applicable contributions schedule.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE B:** After you have completed Schedule B, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter the committee's full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. TOTAL OF UNITEMIZED PLEDGES:** Do not complete this section. All pledges that meet the thresholds for daily reporting must be itemized.
- 5. DATE:** Enter the date your committee accepted the pledge, regardless of when the pledge is actually received. You accept a pledge when you decide to accept it rather than reject it. Note that your committee must accept a pledge before you are required to report it.

Pledge accepted and received in different reporting periods: If your committee *accepts* a pledge in one reporting period and then *receives* the pledged money or other thing of value in a later reporting period, you will disclose the pledge on this schedule in the reporting period in which you accepted the pledge. You will also disclose the receipt of the pledged money or other thing of value on the

appropriate incoming funds schedule (such as monetary or non-monetary contributions, or loans) in the reporting period in which you received the pledge.

Pledge received in same reporting period as accepted: If your committee receives a pledge in the same reporting period in which it was accepted, then you will not report the pledge on this schedule. You will only disclose the contribution on the appropriate incoming funds schedule (such as monetary or non-monetary contributions, or loans). The date of the contribution will be the date your committee accepted the pledged contribution, regardless of when the pledged contribution was actually received.

Pledge accepted but never received: You will disclose the pledge on this schedule in the reporting period in which you accepted the pledge. If your committee never actually receives the pledge, it is not necessary to correct your report to delete the pledge.

Example: In June a supporter promises that he will give Juan Garcia \$1,000 in the last week before the November election. Juan accepts his promise. Juan must disclose the pledge on his July 15 report covering the period in which he accepted the pledge. (Note: When he receives the \$1,000, he will disclose it as a monetary contribution on Schedule A1 of the report covering the period in which he received the money. Also, if he never receives the \$1,000, he does not correct/amend his report to delete the entry for the pledge.)

6. FULL NAME OF PLEDGOR: Enter the full name of the person who made the pledge.

“Out-of-State PAC” box: See instructions for Schedule A1, section 5.

7. PLEDGOR ADDRESS: Enter the complete address of the person who made the pledge.

8. AMOUNT OF PLEDGE: Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

9. IN-KIND DESCRIPTION: If the pledge was for goods or services or any other thing of value, enter a description of the pledged goods or services or other thing of value. The description should be sufficiently detailed to allow a person reviewing the committee’s report to understand what was pledged.

“Travel Outside of Texas” box: Check the box to indicate that the in-kind contribution was for out-of-state travel. The description of an in-kind contribution for travel outside of Texas must include detailed information. Report this information on Schedule T.

10. PRINCIPAL OCCUPATION/JOB TITLE: For Daily Reports, you are not required to disclose a pledgor’s principal occupation. However, you will be required to do so when that same pledge is disclosed again on the next required report. For this reason, you may choose to disclose this information now.

11. EMPLOYER (Optional): General-purpose committees are not required to disclose pledgors’ employers, but you may do so in this section.

SCHEDULE C1: MONETARY CONTRIBUTIONS FROM CORPORATION OR LABOR ORGANIZATION

This schedule is only for general-purpose committee that accepts a political contribution from a corporation or labor organization. A political committee may accept a political contribution from a corporation or labor organization only if certain requirements are met. For additional information regarding the permissibility of a political committee accepting a political contribution from a corporation or labor organization, see the Commission's Campaign Finance Guide for Political Committees.

Use this schedule to disclose information about incoming monetary political contributions accepted during the reporting period from corporations and labor organizations that in the aggregate exceed \$7,350.

Do not enter on this schedule information on non-monetary (in-kind) contributions, pledges, loans or guarantees of loans from corporations or labor organizations. (Report non-monetary (in-kind) contributions on Schedule C2; report corporate pledges on Schedule D; report loans and guarantees of loans on Schedule E.)

Definition of Corporation: "Corporation" includes any of the following business associations:

- (1) corporations that are organized under the Texas Business Corporation Act, the Texas For-Profit Corporation Law, the Texas Non-Profit Corporation Act, the Texas Nonprofit Corporation Law, federal law, or law of another state or nation; or
- (2) the following associations, whether incorporated or not: banks, trust companies, savings and loan associations or companies, insurance companies, reciprocal or interinsurance exchanges, railroad companies, cemetery companies, government-regulated cooperatives, stock companies, and abstract and title insurance companies.

Itemization: You must enter monetary contributions from a corporation or labor organization that exceed \$7,350 during the reporting period. If the committee accepted two or more contributions from the same corporation or labor organization, the total of which exceeds \$7,350, enter each contribution separately.

Contributions disclosed on this report must be disclosed again on the committee's next required report.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE C1:** After you have completed Schedule C1, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter the committee's full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** See instructions for Schedule A1, section 4.

5. **CORPORATION/LABOR ORGANIZATION NAME:** Enter the full name of the corporation or labor organization that made the contribution.
6. **CORPORATION/LABOR ORGANIZATION ADDRESS:** Enter the complete address of the corporation or labor organization that made the contribution.
7. **AMOUNT OF CONTRIBUTION:** Enter the exact amount of the contribution.

SCHEDULE C2: NON-MONETARY IN-KIND CONTRIBUTIONS FROM CORPORATION OR LABOR ORGANIZATION

This schedule is only for general-purpose committee that accepts a political contribution from a corporation or labor organization. A political committee may accept a political contribution from a corporation or labor organization only if certain requirements are met. For additional information regarding the permissibility of a political committee accepting a political contribution from a corporation or labor organization, see the Commission's Campaign Finance Guide for Political Committees.

Use this schedule to disclose information about non-monetary (in-kind) political contributions accepted during the reporting period from corporations and labor organizations that in the aggregate exceed \$7,350.

Do not enter on this schedule information on monetary contributions, pledges, loans or guarantees of loans from corporations or labor organizations. (Report monetary contributions from corporations or labor organizations on Schedule C1; report corporate pledges on Schedule D; report loans and guarantees of loans on Schedule E.)

Definition of Corporation: See instructions for Schedule C1.

Itemization: You must enter non-monetary contributions from a corporation or labor organization that exceed \$7,350 during the reporting period. If the committee accepted two or more contributions from the same corporation or labor organization, the total of which exceeds \$7,350, enter each contribution separately.

Contributions disclosed on this report must be disclosed again on the committee's next required report.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE C2:** After you have completed Schedule C2, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter the committee's full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** See instructions for Schedule A1, section 4.
- 5. CORPORATION/LABOR ORGANIZATION NAME:** Enter the name of the corporation or labor organization that made the expenditure.
- 6. CORPORATION/LABOR ORGANIZATION ADDRESS:** Enter the complete address of the corporation or labor organization that made the contribution.
- 7. AMOUNT OF CONTRIBUTION:** Enter the fair market value of the non-monetary (in-kind) contribution.

- 8. IN-KIND CONTRIBUTION DESCRIPTION:** Enter a description of the contribution. The description should be sufficiently detailed to allow a person reviewing the committee’s report to understand what was contributed.

“Check if travel outside of Texas” box: Check this box if the expenditure was for travel outside of Texas. The description of a political expenditure for travel outside of Texas must include detailed information. Report this information on Schedule T.

SCHEDULE C3: MONETARY SUPPORT FROM CORPORATION OR LABOR ORGANIZATION

This schedule is for general-purpose committees using the POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS (Form DAILY-C PAC).

Use this schedule to disclose information about monetary support that in the aggregate exceeds \$7,350 accepted from a single corporation or labor organization during the reporting period to: 1) finance the establishment or administration of a general-purpose committee; or 2) solicit contributions to a general-purpose committee from the employees, stockholders, or members of the corporation or labor organization and their families.

Do not enter on this schedule information on non-monetary support, or loans or guarantees of loans from corporations or labor organizations. (Report non-monetary support on Schedule C4; report loans and guarantees of loans on Schedule E.)

Definition of Corporation: See instructions for Schedule C1.

Itemization: You must enter monetary support from a corporation or labor organization that exceeds \$7,350 during the reporting period.

Support disclosed on this report must be disclosed again on the committee's next required report.

Note: The campaign treasurer of a political committee that accepts a political contribution from a corporation or labor organization for a purpose other than to establish or administer the committee or to finance the solicitation of political contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families, uses Schedules C1, C2, and D to report contributions from corporations and labor organizations.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE C3:** After you have completed Schedule C3, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter the committee's full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** Enter the date of the monetary payment made by the corporation or labor organization in support of your committee.

Payments Made by Credit Card: There is a special reporting rule for payments made by credit card. For reports due 30 days and 8 days before an election (pre-election reports) and for runoff reports, the date of a payment made by credit card is the date the credit card is used. For other reports, the date of a payment made by credit card is *either* the date of the charge *or* the date the credit card statement is received. A filer can never go wrong by disclosing the date of the payment as the date of the charge.

5. **CORPORATION/LABOR ORGANIZATION NAME:** Enter the name of the corporation or labor organization that made the expenditure.

6. **AMOUNT:** Enter the amount of the payment made by the corporation or labor organization in support of your committee.

SCHEDULE C4: NON-MONETARY SUPPORT FROM CORPORATION OR LABOR ORGANIZATION

This schedule is for general-purpose committees using the POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS (Form DAILY-C PAC).

Use this schedule to disclose information about non-monetary support that in the aggregate exceeds \$7,350 accepted from a single corporation or labor organization during the reporting period to: 1) finance the establishment or administration of a general-purpose committee; or 2) solicit contributions to a general-purpose committee from the employees, stockholders, or members of the corporation or labor organization and their families.

Do not enter on this schedule information on monetary support, or loans or guarantees of loans from corporations or labor organizations. (Report monetary support on Schedule C3, loans and guarantees of loans on Schedule E.)

Examples of non-monetary support include:

- (1) The use of corporate or labor organization office space,
- (2) The use of a corporate or labor organization mailing list, or
- (3) The use of any other corporate or labor organization asset.

Definition of Corporation: See instructions for Schedule C1.

Itemization: You must enter non-monetary support from a corporation or labor organization that exceeds \$7,350 during the reporting period.

Support disclosed on this report must be disclosed again on the committee's next required report.

Note: The campaign treasurer of a political committee that accepts a political contribution from a corporation or labor organization for a purpose other than to establish or administer the committee or to finance the solicitation of political contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families, uses Schedules C1, C2, and D to report contributions from corporations and labor organizations.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE C4:** After you have completed Schedule C4, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter the committee's full name.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. DATE:** Enter the date the corporation or labor organization provided non-monetary support to your committee.

The payment date is the date the corporation or labor organization incurs the obligation to make a payment. The payment date is not necessarily the date goods or services are received. It is the date on which the obligation to make a payment is incurred, as long as the amount of the payment is “readily determinable.” Generally, the amount of a payment is known (and therefore readily determinable) when the obligation is incurred, but in some cases the amount is not known until the receipt of a bill.

5. **CORPORATION/LABOR ORGANIZATION NAME:** Enter the name of the corporation or labor organization that made the expenditure.
6. **AMOUNT:** Enter the fair-market value of the non-monetary support provided to your committee by a corporation or labor organization.

SCHEDULE D: PLEDGED CONTRIBUTIONS FROM CORPORATION OR LABOR ORGANIZATION

This schedule is only for a general-purpose committee that accepts a political contribution from a corporation or labor organization for a purpose other than to establish or administer the committee or to finance the solicitation of political contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families.

For additional information regarding the permissibility of a political committee accepting a political contribution from a corporation or labor organization, see the Commission's Campaign Finance Guide for Political Committees.

Use this schedule to disclose information about pledges accepted during the reporting period from corporations and labor organizations that in the aggregate exceed \$7,350. You are not required to include pledges of an individual's personal services or travel if the individual receives no compensation from any source for the services.

Do not enter on this schedule information on contributions actually received, loans, or guarantees of loans from corporations or labor organizations. (Report corporate or labor organization contributions actually received on Schedules C1 and C2, and report loans and guarantees of loans on Schedule E.)

Definition of Corporation: See instructions for Schedule C1.

Itemization: You must enter pledges from a corporation or labor organization that exceed \$7,350 during the reporting period. If the committee accepted two or more pledges from the same corporation or labor organization, the total of which exceeds \$7,350, enter each pledge separately.

Pledges disclosed on this report must be disclosed again on the committee's next required report.

You must also disclose the receipt of the pledged corporate or labor organization contribution on Schedule C1 (used for monetary corporate or labor organization contributions) or C2 (used for non-monetary (in-kind) corporate or labor organization contributions), as applicable, in the reporting period in which you actually receive the pledged money or thing of value. If the pledge is accepted and received in the same reporting period, it is no longer a pledge disclosed here; it becomes a contribution disclosed on the applicable contributions schedule.

Example: In June a corporate supporter promises to give a committee \$1,000 in the last week before the November election. The committee accepts the corporation's promise. The committee must disclose the pledge on its July 15 report covering the period in which the committee accepted the pledge. Note: When the committee receives the \$1,000, the committee will disclose it as a monetary corporate contribution on Schedule C1 of the report covering the period in which the committee received the money. Also, if the committee never receives the \$1,000, the committee does not correct/amend its report to delete the entry for the pledge.)

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE D:** After you have completed Schedule D, count the total number of pages. Each side of a two-sided form counts as one page.
2. **FILER NAME:** Enter the committee’s full name.
3. **FILER ID:** See instructions for Cover Sheet, page 1, section 1.
4. **DATE:** See instruction for Schedule B, section 5.
5. **CORPORATION/LABOR ORGANIZATION NAME:** Enter the full name of the corporation or labor organization that made the pledge.
6. **CORPORATION/LABOR ORGANIZATION ADDRESS:** Enter the complete address of the corporation or labor organization that made the pledge.
7. **AMOUNT OF CONTRIBUTION:** Enter the exact amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.
8. **IN-KIND CONTRIBUTION DESCRIPTION:** See instruction for Schedule B, section 9.

SCHEDULE T: IN-KIND CONTRIBUTION OR POLITICAL EXPENDITURE FOR TRAVEL OUTSIDE OF TEXAS

This schedule is for general-purpose committees using the POLITICAL COMMITTEE DAILY PRE-ELECTION REPORT OF CONTRIBUTIONS (Form DAILY-C PAC).

Use this schedule to disclose information about contributions accepted or expenditures made during the reporting period that were used for travel outside of Texas. In addition to completing this schedule, you must also report the actual contribution or expenditure on the appropriate schedule or form. The law requires detailed information regarding in-kind contributions or political expenditures for travel outside of Texas.

For Daily Reports, you are not required to disclose Schedule T information. However, you will be required to do so when that same contribution is disclosed again on the next required report. For this reason, you may choose to disclose Schedule T information now.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE T:** After you have completed Schedule T, count the total number of pages. Each side of a two-sided form counts as one page.
- 2. FILER NAME:** Enter the full name of the candidate, committee, or party on whose report you are including this schedule.
- 3. FILER ID:** See instructions for Cover Sheet, page 1, section 1.
- 4. NAME OF CONTRIBUTOR / CORPORATION OR LABOR ORGANIZATION / PLEDGOR / PAYEE:** Enter the full name of the contributor / corporation or labor organization / pledgor / payee as it appears on the schedule or form on which you reported the actual contribution or expenditure.
- 5. CONTRIBUTION / EXPENDITURE REPORTED ON:** Check the appropriate box for the schedule or form on which you reported the actual contribution or expenditure.
- 6. DATES OF TRAVEL:** Enter the dates on which the travel occurred.
- 7. NAME OF PERSON(S) TRAVELING:** Enter the full name of the person or persons traveling on whose behalf the travel was accepted or on whose behalf the expenditure was made.
- 8. DEPARTURE CITY OR NAME OF DEPARTURE LOCATION:** Enter the name of the departure city or the name of each departure location.
- 9. DESTINATION CITY OR NAME OF DESTINATION LOCATION:** Enter the name of the destination city or the name of each destination location.
- 10. MEANS OF TRANSPORTATION:** Enter the method of travel (i.e. airplane, bus, boat, car, etc.)

- 11. PURPOSE OF TRAVEL:** Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.