



# CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

## INSTRUCTIONS FOR **SEEC FORM 22** INDEPENDENT EXPENDITURE STATEMENT (Individuals)

Revised September 2012

### For use by **INDIVIDUALS**

making, or obligating to make, an independent expenditure or expenditures in excess of \$1,000 that:

- promotes the success or defeat of any candidate's campaign for election or nomination at a primary or
- promotes the success or defeat of a referendum question

#### **SEEC MAILING ADDRESS:**

STATE ELECTIONS ENFORCEMENT COMMISSION  
CAMPAIGN FINANCE DISCLOSURE UNIT—3RD FLOOR  
20 TRINITY STREET  
HARTFORD, CONNECTICUT 06106-1628

#### **SEEC TELEPHONE NUMBER:**

MAIN NUMBER: 860-256-2940  
TOLL FREE WITHIN CT: 1-866-SEEC-INFO  
SEEC WEBSITE ADDRESS: [www.ct.gov/seec](http://www.ct.gov/seec)



## GENERAL INSTRUCTIONS

- Type or print clearly all information in black or blue pen. **Please do not use pencil.**
- SEEC staff is available to answer legal compliance questions and advise on how to complete this form (860-256-2940).
- If additional pages are needed to complete all information required in each section of the form, please reproduce the "Additional Page" for the appropriate section (found in back of the SEEC Form 22), and attach the page(s) to the section.
- This form is only for use by individuals making independent expenditures. Any entity (which includes organizations, corporations, cooperative associations, limited partnerships, professional associations, limited liability companies, or limited liability partnerships, whether organized in this or any other state) acting alone that makes or obligates to make independent expenditures in excess of \$1,000 in the aggregate from treasury funds should file **SEEC Form 26**. A committee that has done the same should file **SEEC Form 20**.

## WHO MUST FILE THIS FORM

This form is to be filed by an individual **acting alone** when such individual makes, or obligates to make, an independent expenditure or expenditures in excess of \$1,000 that: (1) promote the success or defeat of any candidate during a primary campaign or general election campaign; or (2) promote the success or defeat of a referendum question. An independent expenditure is one which is made without the consent, coordination, or consultation of a candidate or agent of the candidate, candidate committee, political committee or party committee. An individual makes or obligates to make an expenditure that triggers the filing of this form when that individual, acting alone, makes or obligates to make a purchase, payment, distribution, loan, advance, deposit or gift from their personal assets, that exceeds \$1,000 that promotes the success or defeat of any candidate during a primary campaign or general election campaign; or promotes the success or defeat of a referendum question.

**Please Note:** An individual acting alone may make or obligate to make an unlimited amount of independent expenditures but they **MUST** be reported when a single expenditure exceeds \$1,000 or expenditures in the aggregate exceed \$1,000.

## WHERE TO FILE THIS FORM

### **File with the State Elections Enforcement Commission ONLY:**

Statements filed by individuals making or obligating to make independent expenditures concerning candidates for Governor, Lieutenant Governor, Secretary of the State, State Treasurer, Comptroller, Attorney General, Judge of Probate, State Senator and State Representative or referenda questions proposing a constitutional question, a constitutional amendment or revision to the constitution shall be filed with the State Elections Enforcement Commission's Campaign Finance Disclosure Unit.

### **File with the Town Clerk ONLY:**

Statements filed by individuals making or obligating to make independent expenditures concerning candidates in a municipal election or primary, or candidates for the position of town committee member, and referenda questions to be voted upon by the electors of a single municipality shall be filed **ONLY** with the town clerk of the municipality in which the election, primary, or referendum is to be held. In the case of a referendum question appearing on the ballot of two or more municipalities but not the entire state, such as a regional school district referendum, the proper filing repository is the town clerk of each of the municipalities involved.

## WHEN TO FILE THIS FORM

### **Independent Expenditures for Candidates for General Assembly or Statewide Office:**

Any individual who makes or obligates to make independent expenditures in excess of \$1,000 to promote the success or defeat of candidate(s) for the office of Governor, Lieutenant Governor, State Treasurer, Secretary of the State, State Comptroller, Attorney General, State Senator, or State Representative must file this form by (1) checking the 48/24 Hour Independent Expenditure Statement box; and (2) filing it electronically with the SEEC: (a) within 48 hours of making independent expenditure(s) more than ninety days before a primary or election; or (b) within 24 hours of making independent expenditure(s) ninety days or less before a primary or election.

**WHEN TO FILE THIS FORM** *continued*

This statement must be transmitted prior to 11:59 P.M. on the required filing date via email to [SEEC.eCris.Info@ct.gov](mailto:SEEC.eCris.Info@ct.gov) or faxed to SEEC's dedicated filing fax number, **860-622-4926**. Even if the required filing day falls on a Saturday, Sunday or legal holiday, the 48 or 24 hour deadline must be followed. The individual must verify that the fax or email was received by the SEEC by checking their filing status on eCRIS and it is strongly recommended that an original signed Independent Expenditure Report be mailed to the SEEC on the first business day that the post office is open immediately following the fax or email or delivered in person to the SEEC.

Once the \$1,000 aggregate threshold is reached, a 48/24 Hour Independent Expenditure Statement must be filed for each additional independent expenditure (regardless of the amount) made.

**Independent Expenditures for Municipal Candidates and Judge of Probate Candidates:**

An individual who makes or obligates to make independent expenditures in excess of \$1,000 to promote the success or defeat of a municipal or Judge of Probate candidate must file this form on the next regular filing date for candidate committees. For example, an independent expenditure made to promote the success or defeat of a municipal candidate on April 2nd would be reported in a SEEC Form 22 filed according to the statutory deadline for the July 10th quarterly statement due for candidate committees.

Once the \$1,000 aggregate threshold is reached, you must file a statement for each additional independent expenditure (regardless of the amount) made or obligated to be made on the next regular filing date for candidate committees. Filings should continue according to the filing schedule until all expenditures, actual or incurred, are disclosed which may mean that you must complete a filing after the election. Filing calendars for municipal and Judge of Probate candidates may be found on the Commission's website, [www.ct.gov/seec](http://www.ct.gov/seec).

If the independent expenditure is for a municipal candidate, then statements are considered timely filed if they are either postmarked by the United States Postal Service before midnight on or before the required filing deadline date or delivered by hand to the town clerk by 4:30 p.m. on or before the required filing deadline date. If the independent expenditure is for a Judge of Probate candidate, then statements are considered timely filed if they are received by the Commission's offices by 5:00 p.m. on or before the filing deadline date if delivered by the United States Postal Service, courier service, parcel service or hand delivery. If the filing deadline falls on a Saturday, Sunday or legal holiday, the filing is due on the next business day. **Please Note:** The SEEC's dedicated email address and fax number are NOT available for reporting independent expenditures for municipal or Judge of Probate candidates. Such reports may not be electronically filed.

**Independent Expenditures for Referenda:**

An individual who makes or obligates to make an independent expenditure in excess of \$1,000 in the aggregate to promote the success or defeat of a referendum question must file this form on the next regular filing date for durational (single election) political committees. For example, an independent expenditure made by an individual on September 10th concerning a referendum would be reported in a SEEC Form 22 according to the statutory deadline for the October 10th statement due for durational political committees. Once the \$1,000 aggregate threshold is reached, a statement must be filed for each additional independent expenditure (regardless of the amount) made or obligated to be made on the next regular filing date for durational political committees. Filings should continue according to the filing schedule until all expenditures, actual or incurred, are disclosed which may mean that you must complete a filing after the referendum. Filing calendars for durational political committees may be found on the Commission's website, [www.ct.gov/seec](http://www.ct.gov/seec).

If the independent expenditure is for a local referendum, then statements are considered timely filed if they are either postmarked by the United States Postal Service before midnight on or before the required filing deadline date or delivered by hand to the town clerk by 4:30 p.m. on or before the required filing deadline date. If the independent expenditure is for a statewide referendum (such as a constitutional amendment), then statements are considered timely filed if they are received by the Commission's offices by 5:00 p.m. on or before the filing deadline date if delivered by the United States Postal Service, courier service, parcel service or hand delivery. If the filing deadline falls on a Saturday, Sunday or legal holiday, the filing is due on the next business day. **Please Note:** The SEEC's dedicated email address and fax number are NOT available for reporting independent expenditures for referenda. Such reports may not be electronically filed.

**LATE FILING PENALTY****Independent Expenditures for Candidates for General Assembly or Statewide Office:**

If the individual fails to report an independent expenditure which promotes a candidate for General Assembly or Statewide office, that was made or obligated to be made more than 90 days before the day of a primary or election as required by General Statutes § 9-612 (e) (2), such individual shall be subject to a civil penalty, imposed by the State Elections Enforcement Commission, of up to \$5,000. *See* General Statutes § 9-612 (e) (5). If the individual fails to report an independent expenditure that was made or obligated to be made 90 days or less before the day of a primary or election as required by General Statutes § 9-612 (e) (2), such individual shall be subject to a civil penalty, imposed by the State Elections Enforcement Commission, of up to \$10,000. *See* General Statutes § 9-612 (e) (5).

Furthermore, if any such failure is knowing and willful, the individual responsible for the failure shall also be fined up to \$5,000 or imprisoned for not more than five years, or both. *See* General Statutes § 9-612 (e) (5).

**Independent Expenditures for Municipal Candidates, Judge of Probate Candidates or Referenda:**

If the individual fails to report an independent expenditure which promotes a municipal candidate, judge of probate candidate or position in a referenda, such individual shall be subject to a civil penalty, imposed by the State Elections Enforcement Commission, of up to \$2,000. *See* General Statutes § 9-7b. Furthermore, if any such failure is knowing and willful, the individual responsible for the failure shall also be fined up to \$5,000 or imprisoned for not more than five years, or both. *See* General Statutes § 9-623 (a).

**RECORD KEEPING**

The individual must keep internal records to substantiate each entry on the statement. Records should be maintained for four years from the date of the statement.

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### COMPLETING THE COVER PAGE

1. **Name of Individual:** Provide full name of the individual making the independent expenditure(s).
2. **Election/Referendum Date:** Provide the date of the election or referendum for which the individual is making the independent expenditure(s).
3. **Address of Individual:** Provide the complete residential address of the individual.
4. **Type of Report:** Check the appropriate box to indicate what type of report is being filed. Remember, the 48/24 Hour Independent Expenditure Statement and amendments thereto are the **ONLY** type of reports applicable to independent expenditure statements filed by individuals promoting the success or defeat of statewide or General Assembly candidates.

By contrast, the 48/24 Hour Independent Expenditure Statement is **NOT** applicable to independent expenditures involving candidates for Judge of Probate or municipal office or referenda. Any or all of the other regular election cycle report types, as well as amendments to previously filed reports, may be applicable to independent expenditure statements filed by individuals promoting the success or defeat of candidates for Judge of Probate or municipal office or referenda.

5. **Period Covered:** If this is the first report filed, the Beginning Date should be the date that the individual made or incurred his or her first expenditure.

**If required to file 48/24 Hour Independent Expenditure Statements:**

Subsequent 48/24 Hour Independent Expenditure Statements must be filed for every additional independent expenditure made or incurred after filing the first statement. The Beginning Date of further 48/24 Hour Independent Expenditure Statements must be the first day not included in the last filed Independent Expenditure Statement and the Ending Date must be the day on which the subsequent independent expenditure was made or incurred.

**If required to file according to the schedule for political or candidate committees:**

For subsequent filings reporting independent expenditures for municipal candidates or referenda, the Beginning Date must be the first day not included on the last filed Independent Expenditure Statement and the Ending Date would be the usual ending date for the appropriate regular report.

For a complete listing of the periods covered by each regular report, see the Commission's website [www.ct.gov/seec](http://www.ct.gov/seec) for the municipal candidate/durational political committee filing calendar. For an original filing (i.e. not an amendment), the Beginning Date must not overlap dates with those covered in a previously filed report. For an amendment, the beginning and ending dates should be the same as the dates specified in the original filed report being amended.

6. **Certification:** This form must be signed by the individual making the independent expenditure(s). This certification statement must be complete and accurate. Penalties can be imposed for missing or inaccurate information.

### COMPLETING THE SUMMARY

**COLUMN A this Period** is the total for each section for the period covered as designated on Line 5.

**COLUMN B Aggregate** refers to the **total** amount expended by the individual since his or her initial independent expenditure.

**Line 7 — 9:** Enter the total of each section as per the directions on the bottom of each corresponding page of the statement.

**SEEC FORM 22**  
**Independent Expenditure Statement**  
**(INDIVIDUALS)**  
 Revised September 2012



Official Use Only

- Original  
 Amendment

**COVER PAGE**

<b>1. NAME OF INDIVIDUAL</b>	<b>2. ELECTION/REFERENDUM DATE</b>

<b>3. ADDRESS OF INDIVIDUAL</b>			
Street Address	City	State	Zip Code

<b>4. TYPE OF REPORT</b> <i>(Check One Box)</i>			
<input type="checkbox"/> January 10	<input type="checkbox"/> 7th day preceding primary	<input type="checkbox"/> 7th day preceding referendum	<input type="checkbox"/> 48/24 hour Independent Expenditure Statement for Primary
<input type="checkbox"/> April 10	<input type="checkbox"/> 30 days following primary		<input type="checkbox"/> 48/24 hour Independent Expenditure Statement for Election
<input type="checkbox"/> July 10	<input type="checkbox"/> 7th day preceding election		<input type="checkbox"/> 48/24 hour Independent Expenditure Statement for Special Election
<input type="checkbox"/> October 10	<input type="checkbox"/> 7th day preceding special election	<input type="checkbox"/> 45 days following referendum	<input type="checkbox"/> Amendment to (Type of Report)
	<input type="checkbox"/> 90 days following special election		

<b>5. PERIOD COVERED</b>	
Beginning Date	Ending Date
_____	_____
through	

<b>6. CERTIFICATION</b>		
<p>I hereby certify and state, under penalties of false statement, that all of the information set forth on this <b>Independent Expenditure Statement</b> is a true, accurate and complete itemization of expenditures made or incurred by me, for the period covered, to promote the success or defeat of any candidate's campaign for election or nomination at a primary or to promote the success or defeat of any referendum; and that these expenditures were made by me from my personal funds, or my personal credit card, independent of any other individual, entity, candidate, committee or their agent, and was made without the consent, coordination, or consultation of, a candidate or agent of the candidate, candidate committee, political committee or party committee; and that I have not been reimbursed nor do I expect to be reimbursed for these expenditures from any such source; and that I understand that my acceptance of any such reimbursement at any time in the future would constitute a serious and punishable violation of the Connecticut campaign finance laws.</p>		
SIGNATURE	PRINT NAME OF SIGNER	DATE (mm/dd/yyyy)

<b>SUMMARY</b>		
	COLUMN A This Period	COLUMN B Aggregate
7. Expenditures Paid by Individual (Section A - Page 2)		
8. Expenditures Incurred by Individual This Period but Not Paid (Section B - Page 3)		
9. Total Outstanding Expenditures Incurred by Individual still Unpaid (Section B - Page 3)		

**PENALTY FOR FALSE STATEMENT IS PUNISHABLE BY FINE NOT TO EXCEED \$1,000, OR IMPRISONMENT FOR NOT MORE THAN ONE YEAR, OR BOTH.**

**Detailed instructions for the SEEC Form 22 are available on the Commission website at [www.ct.gov/seec](http://www.ct.gov/seec) or at the Commission's offices.**

## INSTRUCTIONS

**Please Note:** At the top of every page that follows, report the **Name of Individual** and the **Type of Report** in the appropriate boxes.

**Name of Individual:** Provide the complete name of the individual making the independent expenditure(s).

**Type of Report:** Enter what type of report is being filed as indicated on the Cover Page (page 1) Line 4, such as "July 10."

## SECTION A. INDEPENDENT EXPENDITURES PAID BY INDIVIDUAL

**Name of Payee, Street Address, City, State, and Zip Code:** Enter the name and address of the vendor the individual paid directly.

**Amount:** Record the amount of the expenditure.

**Date of Payment:** Record the date that the expenditure was paid by the individual.

**Purpose of Expenditure:** Note the purpose of the expenditure using the *Expenditure Code Addendum* attached (page 6).

**Description:** Provide a brief description of the expenditure. Certain expenditure codes **require** a description as set forth in the *Expenditure Code Addendum* attached (page 6).

**Associated with Referendum?:** Indicate if the independent expenditure is being made in association with a Referendum by checking **Yes** or **No**.

**Name of Candidate, Office Sought, Supported or Opposed:** If this is an independent expenditure benefiting a candidate committee, enter the first candidate's name and office sought for whom the independent expenditure was made. Check the appropriate box, **Supported** or **Opposed**, to indicate whether the candidate was supported or opposed by the expenditure.

**Independent Expenditure on behalf of more than one Candidate?:** If applicable, check the appropriate **Yes** or **No** box. If **Yes**, complete the Section A Addendum to indicate the name and office sought for each additional candidate for whom the independent expenditure was made. Check the appropriate box, **Supported** or **Opposed**, to indicate whether the candidate was supported or opposed by the expenditure.

**Brief Summary of Referendum Question, Support or Opposed:** If applicable, provide a brief summary of the referendum question. Check the appropriate box, **Supported** or **Opposed**, to indicate whether the independent expenditure supported or opposed the referendum question.

**SUBTOTAL Section A – This Page:** Add together each independent expenditure paid by individual reported on page 2 in Section A and record the total.

**TOTAL of additional Section A Pages:** Total and record the amount of all additional Section A pages (*if applicable*).

**TOTAL OF ALL INDEPENDENT EXPENDITURES PAID BY INDIVIDUAL:** Add together all of the amounts reported in all Section A pages of this filing. Record the amount on this line and on **Line 7** of the Cover Page (page 1).

# INDEPENDENT EXPENDITURES

NAME OF INDIVIDUAL				TYPE OF REPORT			
<b>A. Independent Expenditures Paid by Individual</b>							
Name of Payee						<b>Amount</b>	
Street Address				City		State	Zip Code
Date of Expenditure	Purpose of Expenditure <i>(by code)</i>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<i>If yes, complete Section A. Addendum</i>
Name of Payee						<b>Amount</b>	
Street Address				City		State	Zip Code
Date of Expenditure	Purpose of Expenditure <i>(by code)</i>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<i>If yes, complete Section A. Addendum</i>
Name of Payee						<b>Amount</b>	
Street Address				City		State	Zip Code
Date of Expenditure	Purpose of Expenditure <i>(by code)</i>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<i>If yes, complete Section A. Addendum</i>
<b>SUBTOTAL Section A - This Page</b>							
<b>TOTAL of additional Section A Pages</b>							
<b>TOTAL OF ALL INDEPENDENT EXPENDITURES PAID BY INDIVIDUAL</b>							
<i>(Enter total on Line 7 of Cover Page)</i>							

**SECTION B. INDEPENDENT EXPENDITURES INCURRED BY INDIVIDUAL THIS PERIOD BUT NOT PAID**

In Section B, separately report each expenditure incurred but not paid as of the close of the reporting period covered by this statement. When uncertain of the exact amount of the expenditure, the individual should make a good faith estimate of the amount incurred.

**Name of Creditor, Street Address, City, State, and Zip Code:** Enter the creditor's name and address.

**Amount Incurred:** Record the amount of the expenditure incurred (*estimate or actual*).

**Date Incurred:** Record the date that the expenditure was incurred by the individual.

**Purpose of Expenditure:** Note the purpose of the expenditure using the *Expenditure Code Addendum* attached (page 6).

**Description:** Provide a brief description of the expenditure. Certain expenditure codes **require** a description as set forth in the *Expenditure Code Addendum* attached (page 6).

**Associated with Referendum?:** Indicate if the independent expenditure is being made in association with a Referendum by checking **Yes** or **No**.

**Name of Candidate, Office Sought, Supported or Opposed:** If this is an independent expenditure benefiting a candidate committee, enter the first candidate's name and office sought for whom the independent expenditure was made. Check the appropriate box, **Supported** or **Opposed**, to indicate whether the candidate was supported or opposed by the expenditure.

**Independent Expenditure on behalf of more than one Candidate?:** If applicable, check the appropriate **Yes** or **No** box. If **Yes**, complete the Section A Addendum to indicate the name and office sought for each additional candidate for whom the independent expenditure was made. Check the appropriate box, **Supported** or **Opposed**, to indicate whether the candidate was supported or opposed by the expenditure.

**Brief Summary of Referendum Question, Support or Opposed:** If applicable, provide a brief summary of the referendum question. Check the appropriate box, **Supported** or **Opposed**, to indicate whether the independent expenditure supported or opposed the referendum question.

**SUBTOTAL Section B – This Page:** Add together each expenditure incurred but not paid by the individual reported on page 3 in Section B and record the total.

**TOTAL of additional Section B Pages:** Total and record the amount of all additional Section B pages (*if applicable*).

**TOTAL OF ALL INDEPENDENT EXPENDITURES INCURRED BY INDIVIDUAL DURING THIS PERIOD BUT NOT PAID:** Add together all of the amounts reported in all Section B pages of this filing. Record the amount on this line and on **Line 8** of the Cover Page (page 1).

**Previously Reported Independent Expenditures Unpaid and Still Outstanding:** Record the amount of previously reported independent expenditures that remain unpaid at the close of this reporting period.

**TOTAL OF ALL INDEPENDENT EXPENDITURES INCURRED BUT NOT PAID:** Add the total of expenditures incurred by the individual but not paid during this period (Section B of current filing) to the previously reported unpaid expenditures that remain unpaid. Record the total on this line and on **Line 9** of the Cover Page (page 1).

# INDEPENDENT EXPENDITURES

NAME OF INDIVIDUAL				TYPE OF REPORT			
<b>B. Independent Expenditures Incurred by Individual this Period but Not Paid</b>							
Name of Creditor						<b>Amount Incurred</b>	
Street Address				City		State	Zip Code
Date Incurred	Purpose of Expenditure <small>(by code)</small>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed If yes, complete Section B. Addendum	
Name of Creditor						<b>Amount Incurred</b>	
Street Address				City		State	Zip Code
Date Incurred	Purpose of Expenditure <small>(by code)</small>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed If yes, complete Section B. Addendum	
Name of Creditor						<b>Amount Incurred</b>	
Street Address				City		State	Zip Code
Date Incurred	Purpose of Expenditure <small>(by code)</small>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed If yes, complete Section B. Addendum	
Name of Creditor						<b>Amount Incurred</b>	
Street Address				City		State	Zip Code
Date Incurred	Purpose of Expenditure <small>(by code)</small>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed If yes, complete Section B. Addendum	
<b>SUBTOTAL Section B - This Page</b>							
<b>TOTAL of additional Section B Pages</b>							
<b>TOTAL OF ALL INDEPENDENT EXPENDITURES INCURRED BY INDIVIDUAL DURING THIS PERIOD BUT NOT PAID</b>						<i>Enter total on Line 8 of Cover Page</i>	
<b>Previous Reported Independent Expenditures Unpaid and Still Outstanding</b>							
<b>TOTAL OF ALL INDEPENDENT EXPENDITURES INCURRED BUT NOT PAID</b>						<i>Enter total on Line 9 of Cover Page</i>	

**CODED PURPOSES FOR EXPENDITURES  
(For use with Sections A and B of the SEEC Form 22)**

(Note: Asterisk \* adjacent to the left of an Expenditure Code indicates that **Description Field** is **Mandatory**)

**Warning:** *The existence of a particular expenditure code does not mean that such expenditure is lawful.  
To determine lawfulness, treasurers must read these instructions and Chapters 155 and 157 of the Campaign Finance Laws.*

**Advertising:** Each expenditure code beginning with "A-" is to be used to identify the delivery method for paid advertising. Include the costs for *both* the **development and the delivery** of the message. A payment to a professional consultant to develop a message should be coded to the main advertising delivery method below. If a single advertising message is developed for several of the delivery mechanisms listed below, use **A-OTH** for the cost of developing the message and then use the applicable code for the payments associated with the several delivery methods used.

**A-DM:** expenditure to **advertise** through **direct mail**.

**A-MAG:** expenditure to **advertise** through a **magazine**.

**A-NEWS:** expenditure to **advertise** through a **newspaper**.

**A-ATM:** expenditure to advertise using an **automated telephone/fax message**, or an **automated telemarketing message**.

**A-PH-BNK:** expenditure for the use of **phone banks**, where people are speaking as distinguished from pre-recorded messages (*above*) and polls and surveys (*below*).

**A-RAD:** expenditure to **advertise** on **radio**.

**A-SIGN:** expenditure for the cost of preparing, printing, producing or distributing lawn or billboard **signs** visible from any street or highway.

**A-TV:** expenditure to **advertise** on **television**.

**A-WEB:** expenditure to advertise on the **World Wide Web**. This includes Webcasting (sending audio and/or video live over the Internet), or any other form of advertising on the web. *See WEB for other related expenditures.*

**A-OTH:** expenditure for any **other advertising**, not listed above, like the cost of (a) posters, stickers, streamers, banners, *etc.* for distribution on or in buildings or vehicles (i.e. cars, buses, boats, aircraft, *etc.*); (b) campaign paraphernalia, such as pins, hats, potholders, tee shirts and other campaign giveaway items; (c) audio messages and the cost of transmitting them by speakers from vehicles or buildings; (d) ads placed in ad books, in schools or civic organizations' pamphlets or bulletins; or (e) ads placed in ad books for fundraising events held by a committee.

**OFFICE:** expenditure for **office supplies** such as paper, pens, printer cartridges, *etc.*

**POLLS:** expenditure associated with **conducting polls and surveys**. This category is to be distinguished from phone banks (**A-PH-BNK**) because the information is not simply delivered to the public but opinion is carefully sought and collected from the public in some manner to produce a poll or survey result or report.

**POST:** expenditure for **postage**, such as stamps, bulk mail permits, post office boxes and envelopes, United Parcel Service, Federal Express, *etc.*

**PRNT:** expenditure associated with the costs of **printing**, photocopying or reproducing literature, stationery, invitations and the like.

**WEB:** expenditure for accessing and having a presence on the **WEB**. This includes payments to develop or maintain: (a) a website and homepage; (b) an internet provider; (c) a domain name on the internet; and/or (d) similar costs relating to use of the internet. This is not to be used for costs related to advertising on the web. *See A-WEB* above.

**\*MISC:** expenditure for **miscellaneous** items that are not listed above. The text box of the **Description Field**, which is mandatory in this situation, must explain in narrative form, with sufficient clarity, the purpose of this expenditure.

If additional pages are needed to complete all information required in each section of the form, please reproduce the "Additional Page" for the appropriate section, and attach the page(s) to the section.

For Sections A and B, reproduce the "Addendum Page" for the appropriate section if a transaction is associated with or benefiting more than one candidate.

NAME OF INDIVIDUAL						TYPE OF REPORT	
<b>A. Independent Expenditures Paid by Individual</b>							
Name of Payee						<b>Amount</b>	
Street Address				City		State	Zip Code
Date of Expenditure	Purpose of Expenditure <i>(by code)</i>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
Name of Payee						<b>Amount</b>	
Street Address				City		State	Zip Code
Date of Expenditure	Purpose of Expenditure <i>(by code)</i>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
Name of Payee						<b>Amount</b>	
Street Address				City		State	Zip Code
Date of Expenditure	Purpose of Expenditure <i>(by code)</i>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
Name of Payee						<b>Amount</b>	
Street Address				City		State	Zip Code
Date of Expenditure	Purpose of Expenditure <i>(by code)</i>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
Name of Payee						<b>Amount</b>	
Street Address				City		State	Zip Code
Date of Expenditure	Purpose of Expenditure <i>(by code)</i>	Description				Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>				Office Sought		<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
Brief Summary of Referendum Question						<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section A. Addendum</i>
<b>SUBTOTAL Section A - This Page</b>							

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NAME OF INDIVIDUAL				TYPE OF REPORT	
<b>B. Independent Expenditures Incurred by Individual this Period but Not Paid</b>					
Name of Creditor				<b>Amount Incurred</b>	
Street Address			City	State	Zip Code
Date Incurred	Purpose of Expenditure <i>(by code)</i>	Description		Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>			Office Sought	<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Summary of Referendum Question				<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section B. Addendum</i>
Name of Creditor				<b>Amount Incurred</b>	
Street Address			City	State	Zip Code
Date Incurred	Purpose of Expenditure <i>(by code)</i>	Description		Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>			Office Sought	<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Summary of Referendum Question				<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section B. Addendum</i>
Name of Creditor				<b>Amount Incurred</b>	
Street Address			City	State	Zip Code
Date Incurred	Purpose of Expenditure <i>(by code)</i>	Description		Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>			Office Sought	<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Summary of Referendum Question				<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section B. Addendum</i>
Name of Creditor				<b>Amount Incurred</b>	
Street Address			City	State	Zip Code
Date Incurred	Purpose of Expenditure <i>(by code)</i>	Description		Associated with Referendum? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Candidate <i>(if applicable)</i>			Office Sought	<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	Independent Expenditure on behalf of more than one candidate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Brief Summary of Referendum Question				<input type="checkbox"/> Supported <input type="checkbox"/> Opposed	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, complete Section B. Addendum</i>
<b>SUBTOTAL Section B - This Page</b>					

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