

COMMITTEE'S SPECIAL REPORT

INSTRUCTIONS

**READ ALL INSTRUCTIONS CAREFULLY AND REMOVE INSTRUCTION PAGE BEFORE FILING.
TYPE OR PRINT LEGIBLY IN BLACK INK.**

GENERAL INFORMATION

This form is filed during the 20 day period immediately preceding an election to report (1) all receipts from a single source in excess of \$1,000 by committees supporting/opposing major office candidates, in excess of \$500 by committees supporting/opposing district office candidates, or in excess of \$250 by committees supporting/opposing any other office candidates, or (2) any payments exceeding \$200 to any person who endorses candidates and who is required to file campaign finance disclosure reports.

*All committees who have had any such transactions within the 20 days immediately preceding an election are required to report any such transactions on this form **within 48 hours of the time the transactions occurred.***

FORM 203 INSTRUCTIONS

1. Enter the complete name and address of the political committee. Acronyms should not be used. An acronym may be specified in parenthesis following the complete name.
2. Enter the complete name and address of the committee chairperson.
3. Specify the date of the election here. Indicate whether this report is for the primary or general election by placing a check on the appropriate line.
4.
 - a. Enter the name of the person who is preparing this report.
 - b. Enter a daytime telephone number where this person may be contacted during business hours.
5. Complete certification by including the signatures of the committee's chairperson and treasurer with their respective telephone numbers in the appropriate spaces.

SCHEDULE A: CONTRIBUTIONS RECEIVED (Including In-Kind Contributions)

COMMITTEES SUPPORTING MAJOR OFFICE CANDIDATES: The required information must be reported for all contributions and in-kind contributions exceeding \$1,000 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the committee participates in the general election.

COMMITTEES SUPPORTING DISTRICT OFFICE CANDIDATES: The required information must be reported for all contributions and in-kind contributions exceeding \$500 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the committee participates in the general election.

COMMITTEES SUPPORTING ANY OTHER OFFICE CANDIDATES: The required information must be reported for all contributions and in-kind contributions exceeding \$250 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the committee participates in the general election.

COMMITTEE'S SPECIAL REPORT
INSTRUCTIONS (continued)

SCHEDULE A: CONTRIBUTIONS RECEIVED (continued)

Column 1: Enter the name and address of the contributor and a description of in-kind contribution(s).

Column 2: Contributions this Reporting Period

- c. Enter the date(s) of contribution(s).
- d. Enter the amount(s) of contribution(s).

Column 3: Enter the valuation of in-kind contribution(s).

SCHEDULE B: LOANS RECEIVED

COMMITTEES SUPPORTING MAJOR OFFICE CANDIDATES: The required information must be reported for all loans of more than \$1,000 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the committee participates in the general election.

COMMITTEES SUPPORTING DISTRICT OFFICE CANDIDATES: The required information must be reported for all loans of more than \$500 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the committee participates in the general election.

COMMITTEES SUPPORTING ANY OTHER OFFICE CANDIDATES: The required information must be reported for all loans of more than \$250 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the committee participates in the general election.

1. Enter the name and address of the lender.
2.
 - a. Enter the date of the loan.
 - b. Enter the interest rate.
 - c. Enter the amount borrowed.
 - d. Enter the balance due.
3. Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor whose liability is less than the entire amount.

SCHEDULE C: EXPENDITURES TO THOSE WHO MAKE ENDORSEMENTS

Use this schedule to report campaign expenditures in excess of \$200 during the last 20 days before the primary or general election, if the committee participates in the general election, made to any person or organization that makes endorsements of candidates **and** who is required to file campaign finance disclosure reports.

Column 1: Enter the name and address of recipient.

Column 2: Enter the date of receipt.

Column 3: Enter the amount of receipt and a brief description if in-kind.

COMMITTEE'S SPECIAL REPORT

(filed by committees that support or oppose one or more candidates and/or propositions and that are not candidate committees)

This form is filed during the 20 day period immediately preceding an election to report (1) all receipts from a single source in excess of \$1,000 by committees supporting/opposing major office candidates; in excess of \$500 by committees supporting/opposing district office candidates; or, in excess of \$250 by committees supporting/opposing any other office candidates, and/or (2) any payments exceeding \$200 to any person who endorses candidates and who is required to file campaign finance disclosure reports.

All committees who have had any such transactions within the 20 days immediately preceding an election are required to report any such transaction on this form within 48 hours of the time the transaction occurred.

Mail to: **CAMPAIGN FINANCE, Post Office Box 4368, Baton Rouge, LA 70821**

1. Full Name and Address of Political Committee

OFFICE USE ONLY

2. Name and address of Committee Chairperson

3. Date of Election _____

Primary _____ General _____ (Check one)

4. a. Name of Person Preparing Report

b. Daytime Telephone

5. WE HEREBY CERTIFY that the information contained in this report and the attached schedules is true and correct to the best of our knowledge, information and belief, and that no expenditures have been made nor contributions received that are required to be disclosed, have not been reported herein, and that no information required to be reported by the Louisiana Campaign Finance Disclosure Act has been deliberately omitted.

This _____ day of _____, _____.

Signature of Committee Chairperson

Daytime Telephone Number

Signature of Treasurer, if any

Daytime Telephone Number

SCHEDULE B: LOANS RECEIVED

COMMITTEES SUPPORTING MAJOR OFFICE CANDIDATES: The following information must be reported for all loans of more than \$1,000 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the committee participates in the general election.

COMMITTEES SUPPORTING DISTRICT OFFICE CANDIDATES: The following information must be reported for all loans of more than \$500 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the committee participates in the general election.

COMMITTEES SUPPORTING ANY OTHER OFFICE CANDIDATES: The following information must be reported for all loans of more than \$250 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the committee participates in the general election.

1. Name and address of lender	2. a. Date _____ b. Interest rate _____%(a.p.r.) c. Amount borrowed. \$ _____ d. Balance due. \$ _____
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3. Endorsers/Guarantors (Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Additionally, state the amount of liability for any endorser or guarantor whose liability is less than the entire amount borrowed.)

1. Name and address of lender	2. a. Date _____ b. Interest rate _____%(a.p.r.) c. Amount borrowed. \$ _____ d. Balance due. \$ _____
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3. Endorsers/Guarantors (Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Additionally, state the amount of liability for any endorser or guarantor whose liability is less than the entire amount borrowed.)

1. Name and address of lender	2. a. Date _____ b. Interest rate _____%(a.p.r.) c. Amount borrowed. \$ _____ d. Balance due. \$ _____
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3. Endorsers/Guarantors (Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Additionally, state the amount of liability for any endorser or guarantor whose liability is less than the entire amount borrowed.)

