

Refunds and Reimbursements TO the Committee [CRO-1240]

Form Description

If the committee has received a refund or been reimbursed for a previous expenditure, list those receipts on this form. Be certain that **only refunds or reimbursements TO the committee are disclosed on this form.**

When a disclosure report is amended only include changed information and check "Yes" at the top of the page.

Line-by-Line Instructions

LINE 1. Provide the complete name of the committee or fund this report covers.

LINE 2. Provide the ID number of the committee or fund.

LINE 3. List each contributor's information separately. Multiple refunds made by this contributor may be listed on the appropriate lines. If this is an amendment, use Line 3 to add or remove a contribution.

- a. Provide the contributor's complete name, mailing address and phone number.
- b. Provide the individual's job title or profession.
- c. Provide the employer's name or specific field of business activity. Please refer to the NAICS classification code for specific field category/codes. This classification code can be found on the SBOE website www.sboe.state.nc.us
- d. Check the type of committee that describes the contributor.
- e. Check the level at which the committee is registered. If applicable, provide the name of the county or municipality.
- f. Provide the purpose of the refund or reimbursement.
- g. This space is for any additional information that is necessary for the report.
- h. List the original date of the expenditure to which this refund is based.
- i. List the amount of the original expenditure on which this refund is based.
- j. List the contributor's election sum-to-date. This is their total contribution to the committee

from the start of the election. The refund or reimbursement should subtract from the previous total.

- k. List the account code that corresponds to the account to which the contribution applies. Remember to leave all account numbers off of the report to preserve confidentiality. Use the codes provided on the **Certification of Financial Account Information (CRO-3500)** form. Each committee is responsible for establishing their own account code.
- l. List the form of payment of the refund or reimbursement (cash, check, draft, money order, credit card, debit card or in-kind). Please note that contributions of over \$50 can only be made by check, draft or money order. No business/corporate credit cards may be used. If the contribution is other than cash, the treasurer should maintain a photocopy of the payment method.
- m. If the contribution is an in-kind contribution, provide a description of the item given to the committee.
- n. List the date of the refund or reimbursement to the committee.
- o. List the amount of the refund or reimbursement.

LINE 4. List the total sum of all refunds and reimbursements to the committee on the current page.

LINE 5. List the total sum of all CRO-1240 pages. Calculate this by adding Line 4 of all CRO-1240 pages.