

48-Hour Notice [CRO-2220]

Form Description

Political committees required to file a 48-Hour Notice should use this form to file their report. ALL contributions of \$1,000 or more received between the period end date for the First Quarter Plus report and the primary election, or between the period end date for the Third Quarter Plus report and the general election, shall be reported within 48 hours of receiving the contribution.

When a disclosure report is amended, fill out this form completely and check "Yes" at the top of the page.

Line-by-Line Instructions

LINE 1. Committee Information

- a. Provide the complete name of the political committee filing the 48-Hour Notice.
- b. Provide the complete mailing address of the political committee.
- c. List the ID Number of the committee
- d. List the date for which the 48-hour notice is sent.
- e. Provide the telephone of the political committee including the area code.

LINE 2. Contribution Information- List each contribution of \$1,000 or more.

- a. Provide the complete name, mailing address and phone number of the contributor. The two checkboxes ("Add" and "Remove") are only used in amendments.
- b. Specify the type of entity making the contribution. Check the box associated with the type. If the entity is not an individual, political party, political committee or not-for-profit organization, check the other source box and specify the type of the source. 1) If the contributor is some other political committee, specify the type of committee by checking federal, state or county. If the committee is a county committee or a municipality, then specify the name of the county or municipality. 2) If the contributor is an individual, provide the contributor's job title or profession. 3) If the contributor is an individual, provide the contributor's employer's name or specific field of business

activity. 4) If the contributor is a not-for-profit organization, specify its federal ID number.

- c. List the form of payment of the contribution (cash, check, draft, money order, credit card or debit card). Please note that contributions of more than \$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, a photocopy of the payment method should be maintained by the treasurer.
- d. List the date of the contribution.
- e. List the code that corresponds to the account for the committee. Remember to leave all account numbers off of the statements in order to preserve confidentiality. Use the codes provided on the **Certification of Financial Account Information** (CRO 3500) form. The committee must assign each bank account a different code.
- f. List the amount of the contribution.
- g. List the sum to date total for this contributor for the election. This is their total contribution to the committee from the start of the election.

LINE 3. List the total contributions on the current page.

LINE 4. List the total sum of all CRO-2220 pages. Calculate this by adding Line 4 of all CRO-2220 pages.

CERTIFICATION– The treasurer or candidate of the committee must certify the report by signing and dating this form.