

disbursement and the amount of the disbursement. Finally, any credit card debt must be reported following the procedures outlined in the next section. 102.9(b)(2) and 104.9. (See examples on right.)

## 16. Reporting Debts Other Than Loans

### Schedule D: Continuous Reporting

Debts and obligations must be reported continuously until repaid. 104.3(d) and 104.11. Unpaid bills and written contracts or agreements to make expenditures are considered debts. 100.112. Debts and obligations (other than loans—see Section 17 for reporting loans, below) are reported on Lines 9 and 10 of the Summary Page and itemized on Schedule D according to the following rules:

- A debt of \$500 or less is reportable once it has been outstanding 60 days from the date incurred (the date of the transaction, not the date the bill is received). The debt is disclosed on the next regularly scheduled report.
- A debt exceeding \$500 must be reported in the report covering the date on which the debt was incurred. 104.3(d), 104.11 and 116.6(c).

The committee must use separate Schedule D forms for debts owed by the committee (Line 10) versus debts owed to the committee (Line 9). Paper filers must label each schedule accordingly by checking the appropri-

## CREDIT CARD TRANSACTIONS (SCHEDULE B)

SCHEDULE B (FEC Form 3) ITEMIZED DISBURSEMENTS		FOR LINE NUMBER: (check only one)	PAGE OF
Use separate schedule(s) for each category of the Detailed Summary Page		<input checked="" type="checkbox"/> 17 20a	<input type="checkbox"/> 18 20b <input type="checkbox"/> 19a 20c <input type="checkbox"/> 19b 21
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (In Full) <b>Doe for Congress Committee</b>			
Full Name (Last, First, Middle Initial) <b>A. Credit Card Company</b>		Date of Disbursement MM / DD / YYYY <b>02 / 28 / 2012</b>	
Mailing Address <b>12 Muche Ct.</b>		Amount of Each Disbursement This Period <b>1,300.00</b>	
City <b>Philadelphia</b> State <b>PA</b> Zip Code <b>00000</b>		Purpose of Disbursement <b>Credit Card Payment - see below</b> <input type="checkbox"/> 001 Category/Type	
Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President		Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼	
State: District:		Full Name (Last, First, Middle Initial)	
<b>B. Southeast Airlines</b>		Date of Disbursement MM / DD / YYYY <b>01 / 12 / 2012</b>	
Mailing Address <b>777 Jetstream Way</b>		Amount of Each Disbursement this Period <b>750.00</b>	
City <b>Dulles</b> State <b>VA</b> Zip Code <b>00000</b>		Purpose of Disbursement <b>Airline Tickets</b> <input type="checkbox"/> 002 Category/Type	
Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President		Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼	
State: District:		Full Name (Last, First, Middle Initial)	
<b>C.</b>		Date of Disbursement MM / DD / YYYY	
Mailing Address		Amount of Each Disbursement This Period	
City State Zip Code		Purpose of Disbursement	
Candidate Name		Category/Type	
Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President		Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼	
State: District:		SUBTOTAL of Disbursements This Page (optional) <b>1,300.00</b>	
		TOTAL This Period (last page this line number only) <b>1,300.00</b>	

FEC Schedule B (Form 3) (Revised 02/2003)

## CREDIT CARD TRANSACTIONS (SCHEDULE D)

SCHEDULE D (FEC Form 3) DEBTS AND OBLIGATIONS		(Use separate schedule(s) for each numbered line)	PAGE OF
Excluding Loans		FOR LINE NUMBER: (check only one)	<input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10
NAME OF COMMITTEE (In Full) <b>Doe for Congress Committee</b>			
A. Full Name (Last, First, Middle Initial) of Debtor or Creditor <b>Credit Card Company</b>		Nature of Debt (Purpose): <b>Credit card debt</b>	
Mailing Address <b>12 Muche Ct.</b>			
City <b>Philadelphia</b> State <b>PA</b> Zip Code <b>00000</b>			
Outstanding Balance Beginning This Period <b>1,200.00</b>			
Amount Incurred This Period <b>1,300.00</b>	Payment This Period <b>1,300.00</b>	Outstanding Balance at Close of This Period <b>1,200.00</b>	

ate box at the top of the form; electronic filing programs will label the Schedules for you.

**Exception**

Regularly recurring administrative expenses such as rent, utilities and salaries are not considered to be debts until they are past due. 104.11(b).

**Debts Owed by the Committee**

The committee reports the total of outstanding debts (from Schedule D) plus the balance of loans owed by the committee (from Schedule C) on Line 10 of the Summary Page.

**Itemizing Debts Owed**

Schedule D is used to report:

- The outstanding amount owed on a debt or obligation;
- Payments made to reduce the debt;
- Complete name and address of creditor; and
- The nature and purpose of the debt.

The instructions for Schedule D (available online at <http://www.fec.gov/pdf/forms/fec-fm3i.pdf#page=18>) explain what additional information is required. Note that payments to reduce debts must also be reported under the appropriate category of disbursement on the Detailed Summary Page (for example, Line 17 for a payment on a bill for an operating expenditure). (See examples at right.)

**Settlement of Debts**

Special rules apply to debts that are forgiven or settled for less than their full amount. See Chapter 14 for more information.

**DEBTS OWED BY THE COMMITTEE (SCHEDULE B)**

<b>SCHEDULE B (FEC Form 3)</b>		Use separate schedule(s) for each category of the Detailed Summary Page		FOR LINE NUMBER: (check only one)		PAGE OF	
<b>ITEMIZED DISBURSEMENTS</b>				<input checked="" type="checkbox"/> 17		<input type="checkbox"/> 18	
				<input type="checkbox"/> 19a		<input type="checkbox"/> 19b	
				<input type="checkbox"/> 20a		<input type="checkbox"/> 20c	
				<input type="checkbox"/> 21			
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.							
NAME OF COMMITTEE (in Full) <b>Doe for Congress Committee</b>							
Full Name (Last, First, Middle Initial)							
<b>A. WCFS-FM</b>				Date of Disbursement			
Mailing Address <b>1290 Tower Street</b>				01 / 31 / 2012			
City <b>Winchester</b>		State <b>VA</b>		Zip Code <b>00000</b>		Amount of Each Disbursement this Period	
Purpose of Disbursement <b>Radio Advertisement</b>		Candidate Name <b>Jane Doe</b>		Category/Type <b>004</b>		2,500.00	
Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President		Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> Other (specify) ▼		General		<b>See Schedule D</b>	
State: _____		District: _____					

**DEBTS OWED BY THE COMMITTEE (SCHEDULE D)**

<b>SCHEDULE D (FEC Form 3)</b>		(Use separate schedule(s) for each numbered line)		PAGE OF	
<b>DEBTS AND OBLIGATIONS</b>				FOR LINE NUMBER: (check only one)	
<b>Excluding Loans</b>				<input type="checkbox"/> 9	
				<input checked="" type="checkbox"/> 10	
NAME OF COMMITTEE (in Full) <b>Doe for Congress Committee</b>					
<b>A. Full Name (Last, First, Middle Initial) of Debtor or Creditor</b>				Nature of Debt (Purpose):	
<b>WCFS-FM</b>				<b>Radio Advertisement;</b>	
Mailing Address <b>1290 Tower Street</b>				<b>See Schedule B, Line 17</b>	
City <b>Winchester</b>		State <b>VA</b>		Zip Code <b>00000</b>	
Outstanding Balance Beginning This Period 0.00					
Amount Incurred This Period 5,500.00		Payment This Period 2,500.00		Outstanding Balance at Close of This Period 3,000.00	

**Special Debt Reporting Problems**

**Debts of Unknown Amount**

If the exact amount of a debt is not known, the committee reports an estimated amount. The committee must either amend the report (and all subsequent reports) to indicate the correct amount, once a correct figure is known, or include the correct figure, along with an explanation of the change, in the report for the reporting period during which the amount is determined. 104.11(b).

**Unpayable Debts**

If a debt cannot be paid because the creditor has gone out of business or cannot be located, the treasurer may write to the FEC to request permission to discontinue reporting the debt. The letter must demonstrate that the debt is at least two years old and that efforts to

ascertain the current address of the creditor and to reach the creditor have been made by registered or certified letter and either in person or by phone. The committee must continue to report the debt until the Commission determines that the debt is unpayable. 116.9.

### Disputed Debts

A disputed debt is a *bona fide* disagreement between the creditor and the committee as to the existence of a debt or the amount owed by the committee. 116.10. If the creditor provided something of value, notwithstanding the disputed amount, then the committee must disclose:

- The amount the committee admits it owes;
- The amount the creditor claims is owed; and
- Any amounts the committee has paid the creditor.

The committee may also note on the report that disclosure of a disputed debt is not an admission of liability or a waiver of any claims against the creditor. Once a disputed debt is resolved, the committee should report the correct amount on the next report, along with a statement explaining that the dispute was resolved.

### Debts Owed to the Committee

The committee must continuously report a debt owed to the committee on Schedule D if the debt exceeds \$500 or has been outstanding 60 days. 104.3(d) and 104.11. Payments received on the debt are also reported on Schedule D until the debt is retired. The debt repayments received must also be reported on the appropriate Line number of the Detailed Summary Page and itemized on Schedule A if necessary. On Line 9 of the Form 3 Summary Page, the committee enters the total of outstanding debts owed to it (from Schedule D), plus the balance of outstanding loans owed to it (from Schedule C). Paper filers must be sure to label the Schedule D as “debt owed to the committee” by checking the box for Line 9 at the top of Schedule D.

## 17. Reporting Loans

All loans received by a committee must be itemized and continuously reported until extinguished. 104.3(a)(4)(iv) and (d); 104.11. All repayments made on a loan must also be itemized. 104.3(b)(4)(iii). Procedures for reporting loans and loan repayments are explained below. See also “Reporting Contributions, Loans and Advances from Candidate” in Section 6 of this chapter.

### Schedule A: Initial Receipt of Loan

A committee must itemize the receipt of a loan, regardless of amount, on a separate Schedule A for the appropriate loan category (“made/guaranteed by the candidate” or “all other loans”). (See examples of Schedule A below.) 104.3(a)(4)(iv).

### BANK LOANS ENDORSED BY CANDIDATE

SCHEDULE A (FEC Form 3)		FOR LINE NUMBER: (check only one)		PAGE OF	
ITEMIZED RECEIPTS		<input type="checkbox"/> 11a	<input type="checkbox"/> 11b	<input type="checkbox"/> 11c	<input type="checkbox"/> 11d
Use separate schedule(s) for each category of the Detailed Summary Page		<input type="checkbox"/> 12	<input checked="" type="checkbox"/> 13a	<input type="checkbox"/> 13b	<input type="checkbox"/> 14
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.					
NAME OF COMMITTEE (In Full) <b>Doe for Congress Committee</b>					
Full Name (Last, First, Middle Initial) <b>A. National Trust Bank</b>			Date of Receipt MM / DD / YYYY <b>03 / 01 / 2012</b>		
Mailing Address <b>800 Lincoln Ave.</b>			City <b>Reston</b>		
State <b>VA</b>			Zip Code <b>00000</b>		
FEC ID number of contributing federal political committee. <b>C</b>			Amount of Each Receipt this Period <b>20,000.00</b>		
Name of Employer			Occupation		
Receipt For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼			Election Cycle-to-Date <b>20,000.00</b> <b>(guaranteed)</b>		

### Schedule B: Interest and Principal Payments

A committee must report interest paid on a loan as an operating expenditure, itemizing the payment on a Schedule B for operating expenditures once interest payments to one payee aggregate over \$200 in an election cycle.

Payments to reduce principal must be itemized, regardless of amount, on a Schedule B for the appropriate category of loan repayment (“made/guaranteed by the candidate” or “all other loans”). 104.3(b)(4)(iii). (See Schedule B example on page 104.)