



HillaryClinton.com

**GUIDELINES FOR RECEIVING CONTRIBUTIONS**

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These guidelines were prepared to ensure that you comply with the Federal Election Campaign Act of 1971, as amended, in the course of your volunteer activity on behalf of Hillary Clinton for President Exploratory Committee.

If you have any questions or would like to discuss any of these issues further, please contact Tali Stein at 703-469-2008 in the Finance Department.

The following information describes how contribution checks which you have solicited should be directed to the campaign.

**1. Donor Mails Directly to Campaign**

- a. Obtain a supply of contribution cards from the campaign.
- b. On the contribution card, write your name as the contact in the space provided.
- c. Provide each contributor you have solicited with a contribution card.
- d. Have each contributor complete the remaining information on the contributor card, attach it to their check and forward the contribution card and check directly to the campaign at the following address:

Hillary Clinton for President Exploratory Committee  
Attn: Tali Stein  
4420 N. Fairfax Drive  
Arlington, VA 22203

**2. Campaign Staff Person Collects Checks from Donors**

- a. Obtain a supply of contribution cards from the campaign.
- b. On the contribution card, write your name as the contact in the space provided.
- c. Contact a campaign staff member and request that she/he be at a specific location on a specific date to pick up checks.

4420 N. Fairfax Drive, Arlington, VA 22203 Tel (703) 469-2008 Fax (703) 962-8600

**Contributions to Hillary Clinton for President Exploratory Committee are not  
tax deductible for federal income tax purposes.**

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- d. Provide each contributor you have solicited with a contribution card and have them complete the remaining information and attach it to their check.
- e. Advise each contributor when the campaign staff member will be at the pre-arranged location to pick up their checks.

### **3. Conduit – Transmittal and Reporting Requirements**

- Anyone who receives contributions from other persons and forwards them to the campaign is considered a conduit.
- Individuals, political committees, partnerships, and LLCs may act as conduits.
- Corporations may not act as conduits. An individual acting as a representative of a corporation may not collect or receive contributions on behalf of a campaign.
- If a person receives a contribution as a conduit, she must take the following actions in order to comply with Federal law:
  - a. Forward the contribution to the campaign within ten (10) calendar days.
  - b. Forward a “conduit report” along with the contribution(s) to the campaign.
  - c. The conduit report must contain the following information for each contribution:
    - (1). The name and mailing address of the original contributor;
    - (2). The original contributor’s occupation and employer;
    - (3). The amount of the contribution;
    - (4). The date the contribution was received by the conduit;
    - (5). The name of the recipient campaign committee;
    - (6). The date the contribution was forwarded to the campaign committee;
    - (7). That the contribution was by check.
  - d. The conduit must also file the conduit report with the Federal Election Commission within thirty (30) calendar days of the date that she forwards the contributions to the campaign. The FEC conduit report should be sent to:

Attn: Conduit Report  
Federal Election Commission  
999 E Street, N.W.  
Washington, D.C. 20463

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