

FOR INSTRUCTIONS, SEE BACK OF FORM

**COMMITTEE NAME** (Must be same as on Statement of Organization)

|   |                          |
|---|--------------------------|
| SCHEDULE<br><b>E</b><br>(Rev. 06/97)                        | IN-KIND<br>CONTRIBUTIONS |
| <input type="checkbox"/> CHECK THIS BOX IF<br>AMENDING FORM |                          |

| DATE RECEIVED<br>(MM/DD/YR)                  | NAME AND ADDRESS<br>OF CONTRIBUTOR | RELATIONSHIP<br>TO CANDIDATE<br>* (if applicable) | DESCRIPTION<br>OF IN KIND<br>CONTRIBUTION | ESTIMATED<br>FAIR MARKET<br>VALUE | √ IF FOR<br>FUND-RAISER<br>CONTRIBUTION |
|--|------------------------------------|---|---|-----------------------------------|---|
|  |                                    |   |   | \$                                |   |
|  |                                    |   |   |                                   |   |
|  |                                    |   |   |                                   |   |
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|  |                                    |   |   |                                   |   |
| <b>SUB-TOTAL</b>                             |                                    |   |   | \$                                |   |
| <b>TOTAL (if last page of this schedule)</b> |                                    |   |   | \$                                |   |

\*Disclosure law requires candidates to disclose the relationship of any relative making an in kind contribution to the committee. Relationship must be shown to the third degree of consanguinity (blood relatives) and affinity (relatives by marriage). (See Page 2 of forms packet.) If surname of contributor is the same as candidate, but there is no familial relationship, enter "not applicable" in the relationship column.

## SCHEDULE E

### IN-KIND CONTRIBUTIONS

An in kind contribution is described as goods or services which are donated to a committee for which the committee would normally have to pay. This definition includes the forgiveness of a debt by an individual to whom the committee has owed money. It also includes the payment of a committee bill by an individual.

The itemization level of in kind contributions is the same as for monetary contributions. See the back of Schedule A for details about your level.

**With the exception of ballot issue and franchise committees**, committees **CANNOT ACCEPT in kind** contributions from corporate entities, just as they **CANNOT ACCEPT monetary** contributions from such organizations. (Many small businesses are incorporated, so be sure to check with your donors to avoid an illegal contribution by a contributor who is not aware of the prohibition.)

Example: You CANNOT accept a donation of meat for a chili supper from a grocery store that is incorporated.

You CAN accept the meat from the owner of an incorporated store if the OWNER pays for it personally.

You CAN accept the meat from a sole proprietorship or a partnership.

1. List the name of the committee at the top of each Schedule page. If you are amending the form, check the box to indicate this in the top right-hand corner.
2. List the date (month, day, year) when the in kind contribution was received.
3. If itemization is required, list the name and address of the in kind contributor, including street address or box, city, state and zip. **CANDIDATE COMMITTEES ONLY** must also disclose the relationship of contributors to the candidate, if any.
4. Describe the contribution (i.e., "Payment of bill owed XYZ Printing Company", "Donation of hams for fund-raiser" etc.).
5. If itemization is required, list the actual or estimated fair market value of the in kind contribution.
6. If the item donated was for resale at an auction or fund-raiser, please check the fund-raiser box.
7. Subtotal and total the Schedule pages appropriately.
8. Number the pages (i.e., page 1 of 3, page 2 of 3, page 3 of 3, etc.) as applicable.

**NOTE:** List only in kind contributions **RECEIVED** on Schedule E. DON'T list in kind contributions your committee **GIVES** to other committees. In kind contributions given to other committees are reflected on Schedule B (if you have purchased something that is donated to another committee). You also will have notified the recipient committee of the value of your donated goods or services. In some isolated cases, you may be donating something you already have on hand (such as a mailing list). In these instances, be sure to provide the recipient committee with a letter which identifies the in kind contribution and its value so the committee can properly report it.

**CANDIDATE COMMITTEES NOTE:** Your committee may NOT contribute to other candidates' committees or PACs.