



CONTRIBUTOR IS NOT AN INDIVIDUAL

This letter may be used to address the following [invalid matching claim code\(s\)](#) found in your campaign's statement review:

[SRC-7: Contributor is Not an Individual](#)

Send this letter to a contributor to complete and return to your campaign:

- ✓ Insert all required information (i.e., contributor and contribution-specific information and campaign contact information).
- ✓ Send the letter by mail or email to the contributor and direct the contributor to return it to your campaign.

This letter can also be generated directly from C-SMART. For more information, see [C-SMART Help](#).

For more information on responding to invalid matching claims, refer to the [Invalid Matching Claims \(IMC\) Codes](#) guidance document and Chapter 5 of the [Campaign Finance Handbook](#). If you have any questions, contact Candidate Services at (212) 409-1800 or CandidateServices@nyccfb.info.

<p style="text-align: center;">Committee Use Only</p> <p>Transaction ID: _____</p>

Dear _____ and _____ ,

Thank you for your joint \$ _____ contribution to _____
on _____ .

The New York City Campaign Finance Board (CFB) matches contributions from individual New York City residents with [public funds](#). Reporting and/or documentation indicate that your contribution is from more than one person. Please clarify the intent of this contribution by selecting the applicable checkbox and providing the requested signature(s).

- This contribution should be divided equally between two individuals and each amount is eligible for match. Please sign your names below to affirm that you are both joint accountholders and authorize the contribution.
- This contribution amount was authorized by only one person. Please provide only your signature below to affirm that you are an accountholder and have authorized the full contribution amount.

I affirm that the account used to make this contribution is a joint account. I understand that State law requires that a contribution be in my name and be from my own funds. I hereby affirm that I was not, nor, to my knowledge, was anyone else, reimbursed in any manner for this contribution; that this contribution is not being made as a loan; and that this contribution is being made from my personal funds or my personal account, which has no corporate or business affiliation.

Contributor's Signature

Current Date

Contributor's Signature

Current Date

Please return this letter to the campaign as soon as possible by mail or email:

If you have any questions, please contact us at _____ or _____.

Thank you again for your support.