

Help Content: Partnership/LLC Attributions

HOW TO ADD A PARTNERSHIP/LLC ATTRIBUTION

CANDIDATE SERVICES TIP(S):

- ✓ *Effective January 1, 2008, contributions from partnerships and LLCs are prohibited. Before you use this module, consult with your CSU liaison. If you have accepted and deposited a prohibited partnership or LLC contribution after January 1, 2008, use this module to disclose any partner or member of the partnership or LLC to whom more than \$99 of the contribution is attributable if the contribution totals more than \$2,500. You must issue a refund for these prohibited contributions via certified/bank check.*
- ✓ *You also may use this function in C-SMART if you report to the New York State Board of Elections and not to the CFB and/or if you are using it in relation to partnership or LLC contributions totaling more than \$2,500 and made before January 1, 2008.*
- ✓ *The contribution(s) from the partnership or LLC must already be entered in C-SMART as Monetary Contributions before you can use the Partnership/LLC Attribution module.*

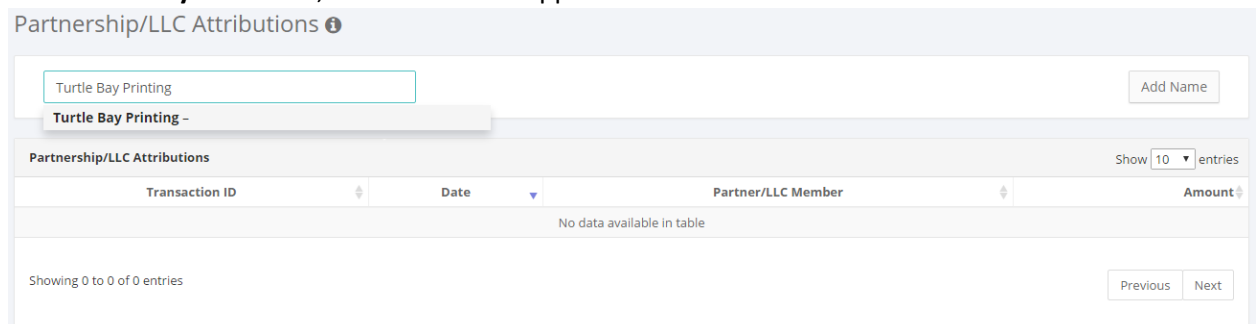
1. Go to Partnership/LLC Attributions.

Click **Transactions** and then **Partnership/LLC Attributions**.



2. Search for the partnership or LLC.

You are now on the **Partnership/LLC Attributions** screen, which will display all partnership and LLC attributions disclosed in C-SMART. Search for the partnership or LLC using the **Search by Last Name or Entity Name** bar, and click on the applicable name.



3. Click Add Attribution.

You are now on the **Partnership/LLC Attributions** page for the particular partnership or LLC you selected. This page will include the total amount contributed, the total amount attributed, and all attributions made for this particular partnership or LLC. Click **Add Attribution** to proceed.

Partnership/LLC Attributions [Back to Partnership/LLC Attributions](#)

Search by Last Name or Entity Name

Profile	Totals
<p>Name: Turtle Bay Printing</p> <p>Address: 223 Astoria Blvd. Flushing NY 11358</p> <p>Boro: Queens Limited Liability Company</p>	<p>Total Contributed: \$2,750.00 View</p> <p>Total Attributed: \$0.00</p> <p>Total Unattributed: \$2,750.00</p>

Partnership/LLC Attributions

Transaction ID	Date	Member	Amount
No records			

4. Enter the details of the LLC partner or member and click Save.

C-SMART will alert you if you leave out required information. Complete the fields as follows:

- **Member Name:** Select the partner/member from the drop-down list. If the name is not there, click [Add Name](#).
- **Date:** Enter the date of the attribution, which should be the same as the date of the contribution.
- **Amount:** Enter the amount of the contribution that you wish to attribute to this partner/member.
- **Notes:** Enter any additional notes related to this transaction.

Important: Information entered and saved in this field is intended for use by the campaign only and is not part of any data submitted to the Campaign Finance Board during any submission process.

Enter Details

***Member Name:** Blake, Alexandra [Add Name](#)

***Date:** 09/29/2016

***Amount:** \$100.00

Notes:
[For Campaign Use Only]

CANDIDATE SERVICES TIP(S):

- ✓ Upon clicking **Save**, if a warning message pops up, read it. It might notify you of a potential compliance issue that you need to address immediately.

5. The attribution has been successfully saved.

At this point, C-SMART will go to the partnership or LLC’s **Attributions** page. The Totals box and the list of attributions will be updated to reflect the attribution that you just entered.

Your Transaction has been successfully saved.

Partnership/LLC Attributions Back to Partnership/LLC Attributions

Search by Last Name or Entity Name Add Name

Profile		Totals	
Name:	Turtle Bay Printing	Total Contributed:	\$2,750.00 View
Address:	223 Astoria Blvd. Flushing NY 11358	Total Attributed:	\$100.00
Boro:	Queens Limited Liability Company	Total Unattributed:	\$2,650.00

Partnership/LLC Attributions Add Attribution

Transaction ID	Date	Member	Amount
1326	9/29/2016	Blake, Alexandra	\$100.00

CANDIDATE SERVICES TIP(S):

- ✓ Notice that the transaction now has a **Transaction ID**. Write this number on any corresponding documentation (copies of checks, contribution cards, explanations of how the contribution is attributed) for audit and recordkeeping purposes.

HOW TO EDIT A PARTNERSHIP/LLC ATTRIBUTION

1. Click the Transaction ID.

From the partnership or LLC’s **Attributions** page, click on the Transaction ID of the attribution you wish to modify.

Partnership/LLC Attributions Back to Partnership/LLC Attributions

Search by Last Name or Entity Name Add Name

Profile		Totals	
Name:	Turtle Bay Printing	Total Contributed:	\$2,750.00 View
Address:	223 Astoria Blvd. Flushing NY 11358	Total Attributed:	\$100.00
Boro:	Queens Limited Liability Company	Total Unattributed:	\$2,650.00

Partnership/LLC Attributions Add Attribution

Transaction ID	Date	Member	Amount
1326	9/29/2016	Blake, Alexandra	\$100.00

2. Click Edit.

Once you are on the page for the attribution you wish to modify, click **Edit**.

Partnership/LLC Attributions

Transaction ID: 1326 Statement: N/A

[Back to Turtle Bay Printing](#)

[+ Add](#) [✎ Edit](#) [🗑 Delete](#)

Profile	Totals
Name: Turtle Bay Printing Address: 223 Astoria Blvd. Flushing NY 11358 Boro: Queens Limited Liability Company	Total Contributed: \$2,750.00 View Total Attributed: \$100.00 Total Unattributed: \$2,650.00

Details

Member: Blake, Alexandra
Address: 317 East 91st Street 2A
New York NY 10128
Boro:
Date: 9/29/2016
Amount: \$100.00
Notes:

Entered By: Admin Date: 09/29/2016 04:24 PM Updated By: Admin Date: 09/29/2016 04:24 PM

3. Update and click Save.

Modify, add, or remove the applicable fields and then click **Save**.

Edit Details

***Member Name:** Blake, Alexandra

***Date:** 09/29/2007

***Amount:** \$ 100.00

Notes:
[For Campaign Use Only]

Entered By: Admin Date: 9/29/2016 Updated By: Admin Date: 9/29/2016

[Save](#) [Cancel](#)

4. The attribution has been successfully edited.

HOW TO DELETE A PARTNERSHIP/LLC ATTRIBUTION

1. Click the Transaction ID.

From the partnership or LLC's **Attributions** page, click on the Transaction ID of the attribution you wish to delete.

Partnership/LLC Attributions ⓘ [Back to Partnership/LLC Attributions](#)

Search by Last Name or Entity Name

Profile		Totals	
Name:	Turtle Bay Printing	Total Contributed:	\$2,750.00 View
Address:	223 Astoria Blvd. Flushing NY 11358	Total Attributed:	\$100.00
Boro:	Queens Limited Liability Company	Total Unattributed:	\$2,650.00

Partnership/LLC Attributions

Transaction ID	Date	Member	Amount
1326	9/29/2007	Blake, Alexandra	\$100.00 <input type="button" value="⚙"/>

2. Click Delete.

Once you are on the page for the attribution you wish to delete, click **Delete**.

Partnership/LLC Attributions [Back to Turtle Bay Printing](#)

Transaction ID: **1326** Statement: *N/A*

Profile		Totals	
Name:	Turtle Bay Printing	Total Contributed:	\$2,750.00 View
Address:	223 Astoria Blvd. Flushing NY 11358	Total Attributed:	\$100.00
Boro:	Queens Limited Liability Company	Total Unattributed:	\$2,650.00

Details

Member: Blake, Alexandra

Address: 317 East 91st Street 2A
New York NY 10128

Boro:

Date: 9/29/2007

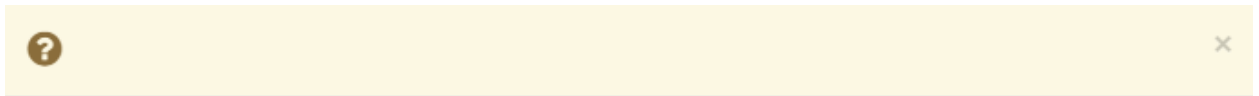
Amount: \$100.00

Notes:

Entered By: Admin Date: 09/29/2016 04:24 PM Updated By: Admin Date: 09/29/2016 04:35 PM

3. Click Yes.

Once you have reviewed the transaction and are positive that this was entered in error and did not occur, you can click the **Yes** button.



Are you sure you want to delete this transaction?



4. The attribution has been successfully deleted.

CANDIDATE SERVICES TIP(S):

- ✓ *In most cases, you should delete a transaction only if you are sure it was entered or saved in error and did not actually occur.*