

ADDRESS VERIFICATION

Template letter to address Invalid Matching Claims



This letter may be used to address the following [Invalid Matching Claim Code\(s\)](#):

SRC-9: Address Verification (AVS) Failed or AVS Not Performed

SRC-11: Reported Address Not Billing Address on Credit Card Document

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

- ✓ Review the letter and confirm it addresses the [Invalid Matching Claim Code\(s\)](#) cited in your campaign's Statement Review.
- ✓ 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.

If you have any questions, contact the Candidate Services Unit at (212) 409-1800 or CSUmail@nyccfb.info.

Committee Use Only
Transaction ID: _____

Dear _____ :

I want to take this opportunity to thank you for your contribution to _____.

The New York City Campaign Finance Board (CFB) matches contributions received from individual New York City residents with public funds. In cooperation with the requirements of the CFB, please confirm the information below regarding your contribution made on _____ in the amount of \$ _____ by credit card.

Your contribution was made by credit card, but the credit card processor's Address Verification System was unable to confirm that the residential address you provided matched the billing address on file with your credit card.

Please check **ONE** of the following. My credit card billing address differs because:

- My card is billed to my work address.
- I recently moved.
- My card is billed to a P.O. Box or mail drop.
- Other (explain): _____

I hereby affirm that the information above is true and correct. Although my billing address is different than my home address, I am a New York City resident and the card is paid from my personal funds.

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.