

## CONTRIBUTION DRAWN ON BUSINESS ACCOUNT

Template letter to address Invalid Matching Claims



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

SRC-2: Contribution Drawn on Business Account

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](mailto: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 \_\_\_\_\_ .

Please check ONE of the following to describe the nature of the account used to make your contribution:

- This account is solely used for personal purposes and contains strictly personal funds.
- This account is used for sole proprietorship and personal purposes and there are sufficient personal funds in the account to cover the contribution, and I will not deduct the contribution as a business expense.
- This account is a sole proprietorship account. (Note: If this is the case, your contribution is acceptable, but will not be matched with public funds.)
- This account is used by a corporation, limited liability company, limited liability partnership, partnership or other prohibited business category. (Note: If this is the case, the campaign cannot accept the contribution and will issue you a refund.)

I hereby affirm that the information above is true and correct.

\_\_\_\_\_  
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.