



There are three different types of transfers. This document explains the reporting and documentation requirements for two types of transfers—those between your campaign committee and a political party (Type 1) and those between two committees for a candidate for the same election (Type 2a). For a description of the reporting and documentation requirements for the type of transfer between two committees supporting the same candidate in different elections (Type 2b)—please refer to the “[Transfers Guidance Document](#).”

### TYPE 1 TRANSFER

A transfer is an exchange of funds between political committees. Transfers of funds should be made by check or electronic funds transfer. A **Type 1** transfer is an exchange of money between your campaign and a constituted political party committee (i.e., a local or national political party). Your campaign can accept a transfer-in from or make a transfer-out to a constituted political party committee. Transfers-in are subject to your campaign’s applicable [contribution limits](#) and are not matchable with public funds.

If you are a Program participant, transfers-out made by your campaign will count against the [expenditure limit](#) in effect at the time of the transfer (i.e., out-year, primary, or general expenditure limit). In addition, transfers-out may result in a reduction in the amount of public funds you are eligible to receive. Transfers-out will be deemed to consist of matchable contributions, unless (1) you make the transfers from a segregated account set up and maintained in accordance with [Rule 5 – 01 \(n\) \(2\)](#)<sup>1</sup> (see [Segregated Bank Account](#) guidance document for more details), or (2) the total amount you transfer-out and contributions to other political committees is no more than:

- \$3,000 for City Council candidates
- \$5,000 for Borough President candidates
- \$10,000 for Mayor, Public Advocate, and Comptroller candidates

#### How will you report and document a Type 1 transfer?

You must report each Type 1 transfer and submit copies of bank records or other required documentation with the next disclosure statement due after the transfer takes place. Enter the transfer as either a “Committee Transfer In” or a “Committee Transfer Out” in C-SMART (for assistance, please see [C-SMART Help](#)).

*Note: Contributions to or from political action committees (PACs), including other candidates’ committees, are not transfers. Such transfers are considered contributions or expenditures respectively.*

### TYPE 2 TRANSFER

A **Type 2** transfer is an exchange of money between two committees supporting the same candidate. There are two sub-categories for this type of transfer: Type 2a and 2b. This document addresses Type 2a transfers. For information on Type 2b transfers, please refer to the [Transfers Guidance Document](#).

The transfer of money between two committees supporting the same candidate in the same election is a **Type 2a** transfer. If you are a Program participant, you are prohibited from making this type of transfer because you can only have **one** active committee for the current election cycle.

<sup>1</sup> See [Admin. Code 3 – 705 \(8\)](#) and [Rule 5 – 01 \(n\)](#)

For a Type 2a transfer (**non-participants only**) you must:

1. Disclose both committees to the CFB.
2. Enter the transfer-in as a “Committee Transfer In” by one committee, and
3. Enter the transfer-out as a “Committee Transfer Out” by the other committee.
4. Submit copies of bank records or other documentation that substantiates the transfer.

For assistance with entering Committee Transfers In or Committee Transfers Out, please refer to our [C-SMART Help content](#).

#### IMPORTANT POINTS TO REMEMBER:

- ★ Contributions to or from political action committees, including other candidate committees are not considered transfers
- ★ Program participants are prohibited from making a Type 2a transfer

#### WHERE TO FIND IT:

- ▶ Transfers: [Campaign Finance Act §3–702\(9\); §3–703\(14\)](#)
- ▶ Transfers: [CFB Rules 1–02; 1–07; 1–08\(o\); 3–03\(c\)\(2\); 4–01\(b\)\(8\)](#)
- ▶ Public Funds Reductions: [Campaign Finance Act §3–705\(8\)](#) & CFB Rule 5–01(n)