



## ADDRESS VERIFICATION

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

[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:

- ✓ 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 [CSUmail@nyccfb.info](mailto:CSUmail@nyccfb.info).

**Committee Use Only**

Transaction ID: \_\_\_\_\_

Dear \_\_\_\_\_ ,

Thank you for your \$\_\_\_\_\_ credit card contribution to \_\_\_\_\_  
on \_\_\_\_\_ .

Contributions made by credit card are reviewed by the credit card processor's Address Verification System (AVS) to help verify in real time that the residential address entered at the time of the contribution matches the billing address on file for the credit card account. The AVS was not able to confirm that the residential address you provided is the same as the billing address on file for your credit card.

The New York City Campaign Finance Board (CFB) matches contributions from individual New York City residents with [public funds](#). In order for your contribution to be eligible for match, please confirm the details of your credit card billing address by checking the applicable box.

- My credit card billing address does not differ from my residential address.
- 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 affirm that the information above is true and correct, that I am a New York City resident, and that the credit card used to make this contribution 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.