



## CONTRIBUTION AFFIRMATION

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

[DOC-5: Illegible Backup Documentation](#)

[DOC-6: Contributor Name Missing or Unclear on Backup Documentation](#)

[DOC-7: Instrument Code Missing or Unclear on Contribution Card](#)

[DOC-8: Contribution Amount is Missing or Unclear on Backup Documentation](#)

[DOC-9: Contribution Date Missing or Unclear on Backup Documentation](#)

[DOC-10: Required CFB Affirmation Statement Missing or Incorrect](#)

[DOC-11: Not Properly Signed or Affirmation Not Required Online](#)

[DOC-12: Contribution Not Payable to Principal Committee or Campaign](#)

[DOC-16: Contribution Card Printed Without a Required Element](#)

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 contribution to \_\_\_\_\_ .

The New York City Campaign Finance Board (CFB) matches contributions from individual New York City residents with public funds at a [\\$6-to-\\$1 rate](#). In order for your contribution to be eligible for match, please confirm the details below.

Committee Name: \_\_\_\_\_

Contributor Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Contribution Type: \_\_\_\_\_

I understand that State law requires that a contribution be in my name and be from my own funds. I hereby affirm that I was not, nor, to my knowledge, was anyone else, reimbursed in any manner for this contribution; that this contribution is not being made as a loan; and that this contribution is being made from my personal funds or my personal account, which has no corporate or business affiliation.

\_\_\_\_\_  
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.