

CONTRIBUTION AFFIRMATION

Template letter to address Invalid Matching Claims



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

- 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:

- ✓ 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.

I, _____, affirm that I made a contribution to _____
on _____, in the amount of \$_____ by _____.

*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.