



New York City Campaign Finance Board

100 Church Street, 12th Floor, New York, NY 10007 • 212.409.1800

www.nycffb.info • CandidateServices@nycffb.info

REQUEST FOR DOCUMENTATION CAMPAIGN COMMUNICATIONS (INCLUDING CAMPAIGN LITERATURE)

Candidates are required to maintain copies of all campaign materials produced to communicate with voters that were used in a covered election and must submit copies of these communications to the CFB upon request.

INSTRUCTIONS

1. **Submit a completed Campaign Communications Disclosure Form (attached).**
2. Submit samples of all prepared printed communications (e.g., palm cards, posters, mailings, billboards). The Campaign must also include journal and newspaper ads. The Campaign may submit a copy if an original sample is not available.
3. Submit screen shot(s) for paid internet/social media ads and copies of scripts for all electronic or broadcast communications. **Do not submit video or audio clips.**
4. Ensure that all documentation for any related expenditure (contracts, invoices, broadcast records, proof of payment, etc.) is uploaded to the relevant Transaction ID and submitted for review.
5. Write the transaction ID on each piece of documentation. If there are multiple pages pertaining to the same transaction, write the transaction ID on each page.
6. For Campaign communications produced in-house, list "Produced In-house" as the vendor and include N/A for the Transaction ID and Amount columns. For identification purposes, please label each piece with the number that corresponds with the applicable row where it is listed on the disclosure form. If there are multiple pages pertaining to a single piece, write the applicable row number on each page.

APPLICABLE LAW

New York State Election Law [§14-106](#), New York City Campaign Finance Act [§§3-703\(1\)\(d\) and \(g\)](#), and Campaign Finance Board Rule [4-01\(c\)\(viii\)](#) require that a candidate and his or her principal committee or authorized committees maintain copies of all printed matter, a schedule of all radio or television time, and copies of all scripts used in a covered election, and submit copies to the CFB upon request. Board Rule [7-07\(a\)](#) states how certain transactions are treated as deductions from payments.



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CAMPAIGN COMMUNICATIONS DISCLOSURE FORM

Please provide vendors, voter communication types, transaction IDs, dates, and amounts for all campaign materials produced to communicate with voters. For each voter communication, the Campaign must provide supporting documentation as indicated on the previous page. Attach additional pages as needed.

The Campaign did not produce, purchase and/or disseminate any campaign communications.

	Vendor	Type (e.g., mailer, palm card, robocall, television broadcast)	Transaction ID	Date	Amount
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____
14	_____	_____	_____	_____	_____
15	_____	_____	_____	_____	_____
16	_____	_____	_____	_____	_____
17	_____	_____	_____	_____	_____
18	_____	_____	_____	_____	_____
19	_____	_____	_____	_____	_____
20	_____	_____	_____	_____	_____
21	_____	_____	_____	_____	_____
22	_____	_____	_____	_____	_____
23	_____	_____	_____	_____	_____
24	_____	_____	_____	_____	_____
25	_____	_____	_____	_____	_____