

Loan Proceeds [CRO-1410]

Form Description

All loans received by the committee during the reporting period will be itemized on this form. Loans received during a prior reporting period that have not been satisfied will be listed on the **Outstanding Loans** (CRO-1430) form until they have been satisfied in full. **Only** loans received during the **present** reporting period will be listed on this form. Therefore, a loan will only be disclosed one time on the **Loan Proceeds** (CRO-1410) form. A **Loan Proceeds Statement** (CRO-6100) form **MUST** accompany each entry on this form.

When a disclosure report is amended only include changed information and check "Yes" at the top of the page.

Line-by-Line Instructions

- LINE 1. Provide the complete name of the committee or fund this report covers.
- LINE 2. Provide the ID number of the committee or fund.
- LINE 3. List each lender's information separately. If this is an amendment, use Line 3 to add or remove a loan proceed.
- Provide the lender's complete name, mailing address and phone number.
 - If the loan is from an individual (as opposed to being from a political committee), list the contributor's job title or profession.
 - If the loan is from an individual (as opposed to being from a political committee), list the contributor's employer's name or specific field of business activity.
 - This space is for any additional information that is necessary for the report.
 - List the beginning date of the loan.
 - List the ending date of the loan, if one is set.
 - List the interest rate of the loan.
 - List the security pledged.
 - List the account code that corresponds to the account to which the loan proceed applies. Remember to leave all account numbers off of the report in order to preserve confidentiality. Use only the account codes provided on the **Certification of Financial Account Information** (CRO-3500) form. Each committee is responsible for establishing their own code.
 - List the form of payment of the loan (cash, check, draft, money order, credit card, or debit card). Please note that contributions of over \$50 can only be made by check, draft, or money order. Credit card contributions are allowed only if the contributor includes a signed written statement declaring the contribution was charged to a credit card account to be paid with the personal funds of the contributor. No business/corporate credit cards may be used. If the contribution is other than cash, a photocopy of the payment method should be maintained by the treasurer.
 - List the amount of the loan.
 - Provide the full name of the lending institution from which the loan comes.
 - Provide the loan number the lending institution assigns the loan.
- LINE 4. Provide the information for the Endorsers/ Makers (The people who guarantee the loan.)
- Provide the Endorsers/Makers complete name, mailing address and phone number.
 - List the Endorsers/Maker's job title or profession.
 - Provide the Endorsers/Maker's employer's name or specific field of business activity. Please refer to the NAICS classification code for specific field category/codes. This classification code can be found in Appendix C of the *Campaign Reporting Manual*.
 - Provide the percentage of the loan that is guaranteed by this individual.
 - Provide the amount of the loan that is guaranteed by this individual.
- LINE 5. List the total sum of all CRO-1410 pages. Calculate this by adding Line 4 of all CRO-1410 pages.