



**INSTRUCTIONS FOR COMPLETION OF THIS D-2 FORM**  
**SEE PAMPHLET "A GUIDE TO CAMPAIGN DISCLOSURE" FOR ADDITIONAL GUIDANCE.**

**Reports must be postmarked at least 72 hours prior to the filing deadline to be considered a timely filing if received after the deadline.**

These instructions are a step by step guide for the completion of the form D-2: Report of Campaign Contributions & Expenditures. If further clarification is needed, please contact the State Board of Elections.

1. Check the applicable box/s for the type of report being filed.
2. If this is an amendment, check all applicable boxes, attach form DESCRIPTION OF AMENDED INFORMATION and list the reason/s for the amendment.
3. Enter the name and address of political committee. **Check if address has changed.**  
List the reporting period of the required report. List the cash available. This amount should include both checking and savings account balance. Repeat this amount in Section D line (A).
4. Enter the committee identification number in the box marked POLITICAL COMMITTEE IDENTIFICATION NO..
5. **Committee treasurer or candidate must sign and date the report. Unsigned and undated reports will be returned for signature and date. Persons preparing the report who are not the committee treasurer or chairman are to list their name and address in the space provided.**

**SECTION A - RECEIPTS**

1. **Individual Contributions:** Include ticket and raffle sales. Amounts in excess of \$150 must be itemized on a Schedule A Part 1 and reported on line 1a. If a contributor is an individual who contributed more than \$500, include the employer and occupation of that individual on that Schedule A. Total all other individual amounts and report on line 1b.
2. **Transfers In:** Contributions from political committees including ticket and raffle sales. Amount in excess of \$150 must be itemized on a Schedule A Part 2 and reported on line 2a. Total all other Transfers In and report on line 2b.
3. **Loans Received:** Amounts in excess of \$150 must be itemized on a Schedule A Part 3 and reported on line 3a. Include endorsers, if any. If an endorser or lender is an individual who endorses or lends the committee more than \$500, include the employer and occupation of that individual on that Schedule A. Total other loans and report on line 3b.
4. **Other Receipts:** Include refunds, liquidation of assets, liquidation of investments and receipts not reflected in Parts 1-3. Amounts in excess of \$150 must be itemized on a Schedule A Part 4 and reported on line 4a. Total all other receipts and report on line 4b.  
**TOTAL RECEIPTS:** Add lines 1a thru 4b and list.
5. **In-Kind Contributions:** Contributions other than cash valued in excess of \$150 must be itemized on a Schedule I and reported on line 5a. Total all other In-Kind contributions and report on line 5b. If a contributor is an individual who contributes an In-Kind with value in excess of \$500, include the employer and occupation of that individual.  
**Total In-Kind:** Add lines 5a and 5b and list.

**SECTION B - EXPENDITURES**

6. **Transfers Out:** Expenditures made to political committees, including ticket and raffle purchases. Amounts in excess of \$150 must be itemized on Schedule B Part #6 and reported on line 6a. Total all other Transfers Out and report on line 6b.
7. **Loans Made:** Amounts in excess of \$150 must be itemized on Schedule B Part #7 and reported on line 7a. Total all other loans and report on line 7b.
8. **Expenditures:** Operating expenses, etc., to one vendor in excess of \$150 must be itemized on Schedule B Part #8 and reported on line 8a. Total all other expenditures and report on line 8b.
9. **Independent Expenditures** Amounts in excess of \$150 must be itemized on Schedule B-9 and reported on line 9a. Total all other expenditures and report on line 9b
10. **Total Expenditures:** Add lines 6a through 9b and list.

**SECTION C - DEBTS AND OBLIGATIONS**

11. **Debts and Obligations:** Outstanding debts as of the close of this reporting period. Amounts in excess of \$150 must be itemized on a Schedule C and reported on line 10a. All other debts and obligations are listed on line 10b. Include all unpaid debts from previous reporting periods.  
**Total Debts and Obligations:** Add lines 10a and 10b and list.

**SECTION D - CASH BALANCE**

Repeat the Cash Available figures on line (A), list total receipts on line (B), total lines (A) and (B) and list on line (C). List total expenditures on line (D), subtract line (D) from line (C) and list on line (E). **Line (E) must indicate \$0.00 for a Final Report.**

**Investment Total:** Amount from Investment Schedule should be carried forward to determine net worth of the political committee.

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THE ILLINOIS STATE BOARD OF ELECTIONS IS REQUESTING DISCLOSURE OF INFORMATION THAT IS NECESSARY IF YOU QUALIFY AS A POLITICAL COMMITTEE AS OUTLINED UNDER PUBLIC ACT 78-1183. DISCLOSURE OF THIS INFORMATION IS REQUIRED. FAILURE TO PROVIDE ANY INFORMATION COULD RESULT IN A CIVIL PENALTY UP TO \$5000. THIS FORM IS IN COMPLIANCE WITH THE FORMS MANAGEMENT PROGRAM ACT.'