

**IMPORTANT: To work correctly, this form must be opened and viewed with Adobe Acrobat, not your Internet browser.**

## How To Use This Form

This version of the Contribution and Expenditure (C&E) Campaign Finance Report is a fillable PDF form that includes additional features to help streamline the process of completing county and municipal C&E reports. Information can be typed, itemization pages added as needed, totals calculated with the click of a button, and e-signatures affixed. The completed form can then be saved and emailed to your County Clerk or printed and mailed/hand delivered.

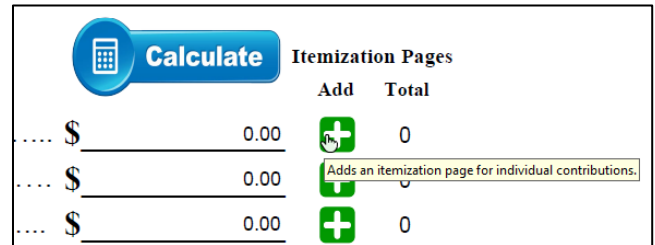
**To use this form, Adobe Acrobat Pro, Acrobat Standard or Acrobat Reader are required.** If you do not have one of these programs installed, Acrobat Reader is available for free. After downloading this file, open and view it with Acrobat, not your Internet browser.

- To download the free Adobe Acrobat Reader program, visit the following link: <https://get.adobe.com/reader/>.
- For help changing your PDF viewer, click here: <https://www.adobe.com/acrobat/hub/how-to-change-your-default-pdf-viewer.html>.
- For additional help, the Adobe Acrobat User Guide can be viewed here: <https://helpx.adobe.com/acrobat/user-guide.html>.

### Adding Itemization Pages

After filling out the first page of the C&E form, you can add itemization pages that correspond to the transactions you need to itemize. To do this, select the appropriate 'Add' button, as shown to the right.

**IMPORTANT: Itemization pages cannot be deleted, so only add pages that you require for itemization.**

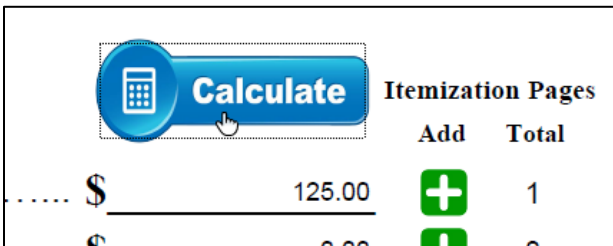


After confirmation, an itemization page will be added to your report further down the document. **Added pages will appear in an order that corresponds to the list on Section 5 of the first page of the report.** For example, if you add an Expenditure page and then later add an Individual Contribution page, you will find the Individual Contribution page appears above the Expenditure page.

### Calculating Totals

Fill out information relating to your transactions in the itemization page you have added, as shown in the screenshot below.

Contributions – Individuals			
Name	Address (City, State, Zip)	Date	Amount
John Doe	123 Test Street	1/10/24	\$ 125.00

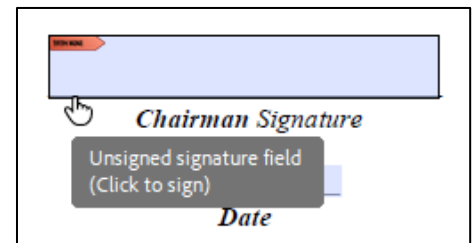


At any point while filling out itemized transactions, you may calculate the totals by selecting the 'Calculate' button from the first page, as shown at left. The calculation may take a moment, so please be patient!

**IMPORTANT: You must remember to select the 'Calculate' button after finishing with your itemizations, otherwise the totals that display on the first page will be incorrect.**

### Affixing Signatures

After you have filled all required fields, itemized your transactions, and calculated final totals, you can affix an e-signature by selecting the signature fields at the bottom of Page 1 of the form, as shown at right. If you have not previously configured an e-signature, clicking the signature field will also allow you to do that. *Note: Some counties may require you to provide an ink signature instead of an e-signature. If this applies to you, print out your completed C&E form and affix signatures by hand.*



With all of that completed, save the PDF. Then, either email the file to your county clerk or print it and mail or hand deliver the physical copy.

