

OCF FORM 16-A INSTRUCTIONS

Each contribution of \$200 or more received after the closing date for the 8-Day Pre-Elections Reports must be reported within 24 hours of its receipt. A candidate or political committee may use OCF Form 16-A, or his or her own paper or stationary, provided it contains the following information:

- (a) The candidate's name and the office sought;
- (b) The identification of the contributor and
- (c) The amount and date of receipt of the contribution.

All contributions for which 24 hour notice of receipt is given, must also be itemized in the candidate's or the committee's next scheduled report.

Note: OCF Form 16-A cannot be electronically filed.