

Instructions for Reporting Conduit Transfers

(if under \$20,000 per biennium AND not filing electronically)

1. Conduits that transfer contributions to candidates, personal campaign committees, legislative campaign committees, or political party committees are subject to registration and reporting requirements.
2. Conduits are required to file campaign finance reports at the times specified in s.11.20, Stats. The Government Accountability Board has determined that these reports shall consist of:
 - a. One copy of the **dated transmittal letters** (required by s.11.06(11)(a), Stats.).
 - b. A **summary report** listing the date of the transfer, complete name and address of each recipient, total amount transferred to each recipient in this report period (Column A), and the total amount transferred during the calendar year (Column B).
3. All contributions transferred by a conduit must be accompanied by a **dated transmittal letter**. The transmittal letter shall contain:
 - a. A statement clearly identifying that the contribution is from a conduit.
 - b. The name and address of the recipient to whom contributions are transferred, the date the transfer was made, and the total amount transferred.
 - c. The complete name and address of each individual contributor and the amount of his or her contribution regardless of the amount. The total of all individual contributions reported must equal the total transfer.
 - d. The contributor's occupation and complete name and address of the principal place of employment, when an individual's total contributions to the same recipient **exceed \$100** cumulatively in the calendar year.
5. A conduit must file a *Pre-Primary* or *Pre-Election Report* only when a contribution is transferred to a candidate who is in the election during that report period.
6. A conduit **must file** a *Special Report of Late Contribution for Conduits (GAB-4)* if it transfers \$500 or more to a candidate during the 15-day period prior to the Primary or Election, either in one transaction or cumulatively over the 15-day period.
7. If no contributions are transferred in a continuing report period (January 1-June 30, July 1-December 31), the conduit may file the *Postcard Report Form (GAB-10a)* indicating no contributions during the report period.

The information on this form is required by ss.11.06, 11.20, Stats.,

This form is prescribed by the: Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 |
Phone: 608-261-2028 | Fax: 608-264-9319 | web: <https://cfis.wi.gov> | email: GABCFIS@wi.gov