



The Federal Election Commission (FEC) has the following requirements for collecting and forwarding ACRE contributions under the guidelines below (11 CFR 102.6(b)):

#### Rules on Collecting Contributions

- Eligible individuals may use payroll deduction, personal check, credit card or cash
- Cash contributions cannot exceed \$100.00 per individual

#### How to Handle Contributions to ACRE®

#### FEC Time Frames for Forwarding Contributions and Records (11 CFR 102.8(b)):

Amount of Contribution	Must Be Forwarded to ACRE Within...	With the Following Records...
\$50 or Less	30 Days	<ul style="list-style-type: none"> <li>• Amount</li> <li>• Date of Receipt</li> <li>• Donor Name and Address</li> </ul>
Over \$50	10 Days	<ul style="list-style-type: none"> <li>• Amount</li> <li>• Date of Receipt</li> <li>• Donor Name and Address</li> </ul>
Over \$200	10 Days	<ul style="list-style-type: none"> <li>• Amount</li> <li>• Date of Receipt</li> <li>• Donor Name and Address</li> <li>• <b>Donor Employer and Occupation</b></li> </ul>

The FEC also requires your cooperative to keep all records on file for three years.

Below are some co-op examples that meet FEC requirements for collecting and forwarding ACRE contributions:

\$50 or less must be forwarded to ACRE **within 30 days**:

- Example #1: Employee is \$25 ACRE member and elects to have \$0.96 deducted through his/her payroll.
- Example #2: Board is a President's Club member and elects to have \$41.67 deducted from his/her monthly board per diem.
- Example #3: Co-op member is a \$25 ACRE member and elects to have \$2.08 per month added to the electric bill.

An individual contribution **over** \$50 must be forwarded **within 10 days**:

- Example #4: Board member, employee or a co-op member elects to write a \$ 100 or \$500 check annually for his/her contribution.

Once the contributions are collected, your cooperative may use two procedures to transmit ACRE contributions to NRECA or your state association. To send directly to NRECA:

- Pay by check to the lockbox:

**ACRE**  
**P.O. Box 758778**  
**Baltimore, MD 21275-8778**

- Pay by ACH:

**ABA: 121000248**  
**Account Number: 2050000230886**

**In the description be sure to include: Cooperative Name, City, State, ACRE Year and Phone number/Contact Name**

Pay by credit card: **Fax information to our SECURE Fax at (703)-907-5951**

Contributions to the NRECA Action Committee for Rural Electrification® (ACRE®) are not tax deductible for federal income tax purposes. Contributions to ACRE® are voluntary and will be used for political purposes. You have the right to refuse to contribute without reprisal. Any contribution guidelines presented are merely suggestions. You are free to contribute more or less than the suggested amounts, or not at all. NRECA will not favor or disadvantage anyone by reason of the amount contributed or a decision not to contribute.



### **Deposit Contributions into a Transmittal Account**

- This account can be set up solely for the deposit and transmittal of contributions collected on behalf of ACRE.
- The only disbursements that may be made out of this account are those that cover the sum of the month's ACRE contributions.
- Any other expenditure made from this account turns the account into a depository of ACRE and all activities will have to be reported to the FEC.

### **Deposit Contributions into the Cooperative's Treasury Account**

- Contributions to ACRE may be temporarily deposited into the co-op's treasury account.
- Your co-op must keep separate records for every deposit containing ACRE contributions.
  - Records should include the amount of the contribution, the date of receipt, and the name and address of the source.
- All cash contributions (up to \$100.00) must be deposited separately so that separate deposit slips can be filed.

## **How to Submit Supporting Documentation for ACRE Contributions**

To submit supporting documentation for ACRE contributions, you may include completed ACRE membership cards with the corresponding contribution OR you can complete the ACRE Template and email the template to [ACRE@nreca.org](mailto:ACRE@nreca.org).

When submitting ACRE contributions, please note to which ACRE Year the contributions should be attributed. As a reminder, the ACRE year begins on September 1 and ends on August 31. *Examples: 2015 ACRE Year: Sep. 1, 2014 – Aug. 31, 2015 or 2016 ACRE Year: Sep. 1, 2015 – Aug. 31, 2016.*

### **Instructions for ACRE Template**

1. Please open ACRE Template Excel file and enable macros.
2. Enable the Macros in the Options button as soon as you open the file.
3. Please find the individuals that are making contributions with the payment that you will be submitting.
4. In the column- "Amount" please enter the contribution amount.
5. In the column – "Check#" please enter the check number if the contributions will be covered by more than one check (personal checks).
6. In the column – "Pledge Category" please enter the ACRE membership level the contributor would like to achieve in the current ACRE year (example: President's Club- if a contributor has only submitted \$50 out of \$500, we still want to send the new pin to honor the commitment).
7. In the column- "PIN request" you may request a PIN by entering "YES"
8. If you can't find the contributor's name on the template, please enter all available information at the bottom of the list leaving the field for NRECA ID **BLANK**. Please do not skip lines. *Note: Please do not enter the name of an organization as contributions to ACRE must be personal dollars from individuals.*
9. Since the NRECA ID is a critical piece of information and is unique for each individual please **DO NOT** make changes to this column (Column D). Please note, the last digit of the NRECA ID is an "I" (eye), not an "L" or "1."
10. If you see any information that is **not correct** (like name, home address, title etc.) please make the correction and change the font color to red for indication. For individuals that need home address information please update the fields (if available) and change the font color to red. For non-employees please enter Spouse, Co-op Owner, etc. as a title.
11. Use the "**Total amount field**" button in the Left Upper corner to automatically add all of the inserted amounts.



12. As you enter each of the payments please make sure that the total amounts on the spreadsheet match the check/checks that are going to be sent out.

Please save the Excel file in the following format:

**ACRE2015-ST-MMDDYYYY.xls**

Please use the following Subject line format for your email:

**ACRE2015-ST-MMDDYYYY**

[Email to: ACRE@nreca.org](mailto:ACRE@nreca.org)

13. If you are submitting the Template **DO NOT** include Membership Cards with the check/checks. Attach a letter that states when you sent your email and mail to the following address:

**ACRE**

**PO Box 758778**

**Baltimore, MD 21275-8778**

**For easy and safe sort and review please use clickable BUTTONS:**

1. Hide details- Columns with detail information will not be visible which is going to make spreadsheet easier to review.
2. Show details- Columns with detail information will be visible so any corrections to the information can be made.
3. Sort by Coop
4. Sort by Last

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