

<p style="text-align: center;">OTHER PERSON'S ELECTION DAY EXPENDITURES REPORT INSTRUCTIONS</p>

**READ ALL INSTRUCTIONS CAREFULLY AND REMOVE INSTRUCTION PAGE BEFORE FILING.
TYPE OR PRINT LEGIBLY IN BLACK INK.**

GENERAL INFORMATION

This report is required to be filed by all committees participating in an election, **even if no election day expenditures were made**. The report is due not later than 10 days after the primary election, and, again, not later than 10 days after the general election if the person participates in the general election.

This form is used to report payments:

- (1) for advertising that is broadcast or published on election day,
- (2) for the services of election day workers, and
- (3) to organizations for election day activities in support of the committee.

NOTE: This report is required *in addition* to all other required reports. Therefore, the expenditures reported on this report must be reported in subsequent reports for this election.

FORM 204 INSTRUCTIONS

1. Enter the full name and address of the person required to file the report.
2. Enter the date of the election. Check the appropriate line to indicate whether this report relates to the primary or general election.
3. Total Expenditures by Category - For any category in which no election day expenditures were made, write -0- next to the category in Item 5. Any schedules not required to be completed may be omitted from this report.
 - a. Enter the total expenditures for television advertising from Schedule A.
 - b. Enter the total expenditures for radio advertising from Schedule A.
 - c. Enter the total expenditures for newspaper advertising from Schedule A.
 - d. Enter the total expenditures for the services of election day workers from Schedule B.
 - e. Enter the total expenditures for election day activities/services from Schedule C.
4.
 - a. Enter the full name of the person preparing this report.
 - b. Enter a daytime telephone number where this person may be contacted during business hours.
5. Complete certification with the date the report is being filed and the signature of the person required to file the report and his telephone number.

<p style="text-align: center;">OTHER PERSON'S ELECTION DAY EXPENDITURES REPORT INSTRUCTIONS (continued)</p>

SCHEDULE A: ADVERTISING

The required information must be provided for each person to whom an expenditure was made for the purchase of television, radio or newspaper advertising broadcast or published **on election day**.

Column 1: Enter the name and address of the recipient.

Column 2: Enter the total amount paid to the recipient.

Column 3: Indicate the type of advertising by placing a check on the appropriate line.

SCHEDULE B: ELECTION DAY WORKERS

The following information must be provided for each individual to whom an expenditure was made for services performed on election day. Also, the information must be provided for each individual performing services on election day to whom a monetary expenditure was made by an organization to which a payment was made by the person completing this report. Such an organization is required by law to furnish this information to the person completing this report.

Column 1: Enter the name and address of recipient.

Column 2: Enter the social security number of the recipient.

Column 3: Enter the total amount paid to the recipient.

Column 4: Enter the organization making the payment, if applicable.

SCHEDULE C: PAYMENTS TO ORGANIZATIONS

The required information must be provided for each organization to which the person has made payments for any service(s) performed on election day.

Column 1: Enter the name and address of the organization receiving the payment.

Column 2: Enter the amount paid to the organization.

Column 3: Enter the purpose of the payment.

OTHER PERSON'S ELECTION DAY EXPENDITURES REPORT

(filed by a person that makes expenditures or accepts contributions, other than to or from a candidate or political committee in support or opposition of one or more candidates)

This report is required to be filed by all persons other than a candidate or political committee, participating in an election, **even if no election day expenditures were made**. The report is due not later than 10 days after the primary election, and, again, not later than 10 days after the general election if the person participates in the general election. This form is used to report payments (1) for advertising that is broadcast or published on election day, (2) for the services of election day workers, and (3) to organizations for election day activities. **NOTE:** This report is required *in addition* to all other required reports. Therefore, the expenditures reported on this report must be reported in subsequent reports for this election.

Mail to: **CAMPAIGN FINANCE, Post Office Box 4368, Baton Rouge, LA 70821**

1. Name and Address

OFFICE USE ONLY

2. Date of Election _____

Primary _____ General _____ (Check one)

3. Total Expenditures by Category

a. Television Advertising (Schedule A) _____

b. Radio Advertising (Schedule A) _____

c. Newspaper Advertising (Schedule A) _____

d. Services of Election Day Workers (Schedule B) _____

e. Payments to Organizations for Election Day
Activities/Services (Schedule C) _____

For any category in which no election day expenditures were made, write -0- next to the category.
Any schedules not required to be completed may be omitted from this report.

4. a. Name of Person Preparing Report

b. Daytime Telephone

5. I HEREBY CERTIFY that the information contained in this report and the attached schedules is true and correct to the best of my knowledge, information and belief, and that no election day expenditures have been made that have not been reported herein, and that no information required to be reported by the Louisiana Campaign Finance Disclosure Act has been deliberately omitted.

This _____ day of _____, _____.

Signature _____

Daytime Telephone Number _____

SCHEDULE A: ADVERTISING

The following information must be provided for each person to whom an expenditure was made for the purchase of television, radio or newspaper advertising broadcast or published on election day. The total amount of such expenditures made to each recipient should be entered under Column 2. The type of advertising purchased should be checked in Column 3.

1. Name and Address of Recipient	2. Amount Paid	3. Type of Advertising
		<input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper
		<input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper
		<input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper
		<input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper
		<input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper
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		<input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper
		<input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper
		<input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper

SCHEDULE B: ELECTION DAY WORKERS

The following information must be provided for each individual to whom an expenditure was made for services performed on election day. Also, the information must be provided for each individual performing services on election day to whom a monetary expenditure was made by an organization to which a payment was made. Such an organization is required by law to furnish this information to the person completing this report.

1. Name and Address of Recipient	2. Social Security Number	3. Amount Paid	4. Organization Making Payment (if applicable)

