



## Collecting and Forwarding ACRE Contributions

Federal Election Commission (FEC) regulations govern collecting and forwarding ACRE contributions. Cooperatives must comply with the following time frames and requirements.

- Eligible individuals may use payroll deduction, personal check, credit card or cash
  - Individual credit card contributions can be paid by SECURE Fax at (703) 907-5951.
- Cash contributions cannot exceed \$100.00 per individual, per year (11 C.F.R. § 110.4(c)(1)); cash contributions must be deposited separately and transmitted in the form of money orders or cashier's checks (11 C.F.R. § 102.6(c)(4)(ii)(D))
- All records of contributions and transmittals must be retained for three years (11 C.F.R. § 102.6(c)(6))

### **FEC Time Frames for Forwarding Contributions and Records (11 C.F.R. § 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 (in a single contribution, or aggregated for the donor over a calendar year)	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 (11 C.F.R. § 100.12)</b></li> </ul>

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: Eligible employee is a \$25 ACRE member and elects to have \$0.96 deducted through his/her payroll.
- Example #2: Director 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: Director, employee or 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. To send directly to NRECA:

- Pay by check to the lockbox: *(Note: Please do not overnight the contributions as it slows down the receiving process.)*  
**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 & Phone number/Contact Name**
- Pay by credit card: **Fax information to our SECURE Fax at (703)-907-5951**

### **Deposit Contributions into a Transmittal Account (11 C.F.R. 102.6(c)(4)(ii)(A))**

- 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 transfers of ACRE contributions.
- Any other expenditure 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 (11 C.F.R. 102.6(c)(4)(ii)(B))**

- Contributions to ACRE may be temporarily deposited into the co-op's treasury account.
- Your co-op must keep separate records for every receipt and deposit containing ACRE contributions.
  - Please refer to the chart above to determine the information needed for each individual's record.
- 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 can [complete the ACRE Template](#) and email the template to [ACRE@nreca.coop](mailto:ACRE@nreca.coop) OR you may include completed ACRE membership cards with the corresponding contribution.

When submitting ACRE contributions, please note to which ACRE Year the contributions should be attributed. As a reminder, the ACRE year coincides with the calendar. *Example: 2018 ACRE Year: Jan. 1, 2018 – Dec. 31, 2018.*

### Instructions for ACRE Template

1. Please open ACRE Template Excel file.
2. Please find the individuals that are making contributions with the payment that you will be submitting.
3. In the column- “Amount” please enter the contribution amount.
4. In the column – “Check#” please enter the check number if the contributions will be covered by more than one check (personal checks).
5. In the column – “Pledge Category” please select the ACRE membership level the contributor would like to achieve in the current ACRE year (Regular = \$25, Century = \$100, Vice President’s = \$250, President’s = \$500, Leadership Circle = \$1,000 and above\*). \*Leadership Circle will be officially available starting January 1, 2018.
  - a. Note: if a contributor has only submitted \$50 out of \$500, we still need to know that they are pledging at the President’s Club level and want to send the new pin to honor the commitment.
6. In the column- “PIN request” you may request a PIN by entering “YES.”
7. 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 use Legal names, not nicknames. 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.**
8. 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 “1” (eye), not an “L” or “1.”
9. **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.
10. The Total Amount is automatically populated in the upper left hand corner.
11. 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: **ACREYYYY-COOPNAME-STATE-MMDDYYYY.xls**
    - Example: ACRE2018-Roanoke Electric Cooperative -NC-01312018.xls
  - Please use the following Subject line format for your email: **ACREYYYY-COOPNAME-STATE-MMDDYYYY**
  - Email to: [ACRE@nreca.coop](mailto:ACRE@nreca.coop)
12. 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  
P.O. Box 758778  
Baltimore, MD 21275-8778**

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. Federal law prohibits contributions from foreign nationals who lack permanent resident status. 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.