Schedule H3 – Transfers from Non-Federal Account

According to the FEC, **Schedule H3 – Transfers from Non-Federal Account** should be used to show transfers from Non-Federal accounts to Federal accounts in order to pay the Non-Federal account's share of allocable expenses. These transfers cannot occur more than 10 days before or 60 days after the payments for the expenses are made.

For **Schedule H3 – Transfers from Non-Federal Account**, you will need to enter this information directly into your FEC report in CrimsonFiler (NOT in your Crimson database).

1. In your FEC report (Form 3X) in CrimsonFiler, select the **Sched H3** tab.
2. You can edit this schedule using one of the following options:

- **Manually** – Click **+ Add** to add a new record. Once you have entered the info (Account Name; Tran ID; Event Name; Receipt Date; Event Type – Administrative, Generic Vote Drive, Direct Fundraising, Direct Candidate Support, Exempt Activities, and Public Communications Referring Only to Party; Amount; Total Amount; Text; and Back Reference info), click **Save Changes**.

- **Import** – Click **▼ Import** to manually import a file into the report. Follow **Step 1: Upload file**, **Step 2: Map Fields, Step 3: Validate**, and then click **Import Now**. Select either **Append** if you want to add this info to the report's existing data or **Replace** if you want to replace the original data in Schedule H2.

- **Duplicate** – Click **▲ Duplicate** to copy an existing record.

You can use the **Export** button if you want to review the information in Schedule H3.

***Please Note: Refer to the <u>Crimson Filer – Schedule H1</u>, <u>Crimson Filer – Schedule H2</u>, <u>Crimson Filer – Schedule H4</u>, and <u>Crimson – Expenditures – Schedule H4 Disbursements for Allocated Federal/Non-Federal Activity</u> guides on the HelpDesk for more information on the other sections of Schedule H.*