



How to Forgive a Personal Funds Candidate Loan

Update the Loan in Crimson

**The following is only a recommendation for forgiving a personal candidate loan in Crimson. For accurate information, please visit www.fec.gov or contact your RAD analyst.



1. On the **Treasury** Dashboard in crimson, click the **New Receipt** action button.
2. You can either look up the vendor record for your candidate, or add a new one if you haven't already included them in Crimson.
3. The vendor should be the candidate's name and the line number should be **SA11D – Contributions from the Candidate**.

Line Number

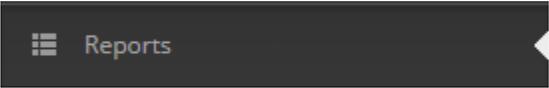
SA11D - Contributions from the Candidate

Memo Indicator

4. Mark the transaction as a memo item by clicking **Memo Indicator** and add **Memo Text** to explain the outstanding balance on the candidate loan has been converted to a candidate contribution.

Memo Text

Update the Loan in Schedule C – CrimsonFiler



1. Go into CrimsonFiler and go into the

REPORT LISTING

Date	Filed	Filed Date	Form Type	Form Description	Type	From	To	FEC Rpt Id	Amended	Amend#	Org FEC Rpt Id
09/13/2016	✓	09/23/2016	FORM3	Report of Receipts and Disbursements	TER	07/28/2016	09/23/2016	FEC-1101233	0	0	
08/05/2016	✓	08/12/2016	FORM6	48 Hour Notice of Contributions/Loans Received		07/28/2016	08/12/2016	FEC-1093720	0	0	
08/04/2016	✓	08/04/2016	FORM6	48 Hour Notice of Contributions/Loans Received		07/28/2016	08/04/2016	FEC-1092518	0	0	
08/04/2016	✓	08/04/2016	FORM6	48 Hour Notice of Contributions/Loans Received		07/28/2016	08/04/2016	FEC-1092396	0	0	
07/28/2016	✓	08/04/2016	FORM3	Report of Receipts and Disbursements	12P	07/01/2016	07/27/2016	FEC-1092365	0	0	
07/01/2016	✓	07/15/2016	FORM3	Report of Receipts and Disbursements	Q1	04/01/2016	06/30/2016	FEC-1083355	0	0	
05/24/2016	✓	05/25/2016	FORM3	Report of Receipts and Disbursements	Q1	01/01/2016	03/31/2016	FEC-1074516	1	1	FEC-1082176
05/24/2016	✓	05/24/2016	FORM99	Miscellaneous Text				FEC-1074333	0	0	
04/05/2016	✓	04/15/2016	FORM3	Report of Receipts and Disbursements	Q1	01/01/2016	03/31/2016	FEC-1062176	0	0	
02/05/2016	✓	01/27/2016	FORM1	Statement of Organization				PAPER	0	0	

1 - 10 of 11 Items

2. Either in your new Form 3 report, or in amendment to your last filed Form 3 report, go to the **Schedule C**

FORM 3 - REPORT OF RECEIPTS AND DISBURSEMENTS (PER: 07/28/2016 - 09/23/2016)

Main Sched A Sched B Sched C Sched C1 Sched C2 Sched D Text

SCHEDULE C - LOANS

Date	Tran Id	Line	Type	Organization	Prefix	First	Middle	Last	Suffix	Amount	Payment to Date	Balance	Street
02/29/2016	SC01	SC/10	IND			LELAND		CHRISTENSEN		\$4,500.00	\$4,500.00	\$0.00	220 WAL
03/31/2016	SC01_B	SC/10	IND			LELAND		CHRISTENSEN		\$2,000.00	\$2,000.00	\$0.00	220 WAL

1 - 2 of 2 Items

3. Find the existing candidate loan for updating.
4. Update the balance to "0" then include, in the report, memo text that explains the **candidate loan originated from personal funds** and is now a **candidate contribution**.

Schedule C - Edit Loan

Cancel

Lender

Type: Individual (a person)

Organization: [Empty]

Prefix: [Empty]

First Name: GEORGE

Middle Name: [Empty]

Last Name: WASHINGTON

Suffix: [Empty]

Tran Id: EXID

FEC Cmte Id: [Empty]

Address: 122 Street

City: [Empty]

State/Zip+4: VA 11111

Loan

Line: SC/10 - Debts and Obligations Owed by the Committee

Date Incurred: 2/29/2016

Due Date Terms: ON DEMAND

Interest Rate (% APR): 0.00

Memo Text: [Empty]

Election/Year: Primary 2016

Other Election: [Empty]

Receipt Line: 13A - Loans made or guaranteed by the Candidate

Amount: 4500.00

Payment To Date: 4500.00

Outstanding Balance: 0.00

Memo: [Empty]

Personal Fund:

Secured:

Lender Candidate:

Text: [Empty]

5. Click **Save**.