



MISSING/INCOMPLETE EMPLOYMENT INFORMATION

This letter may be used to address the following [invalid matching claim code\(s\)](#) found in your campaign's statement review:

[RPT-2: Required Contributor Employment Information Not Reported](#)

Send this letter to a contributor to complete and return to your campaign:

- ✓ Insert all required information (i.e., contributor and contribution-specific information and campaign contact information).
- ✓ Send the letter by mail or email to the contributor and direct the contributor to return it to your campaign.

This letter can also be generated directly from C-SMART. For more information, see [C-SMART Help](#).

For more information on responding to invalid matching claims, refer to the [Invalid Matching Claims \(IMC\) Codes](#) guidance document and Chapter 5 of the [Campaign Finance Handbook](#). If you have any questions, contact Candidate Services at (212) 409-1800 or CSUmail@nyccfb.info.

Committee Use Only
Transaction ID: _____

Dear _____ ,

Thank you for your \$_____ contribution to _____
on _____ .

To comply with New York City Campaign Finance Board (CFB) reporting requirements, please provide your employment information. If you are not employed, indicate what best describes your employment status (e.g., “homemaker”, “retired”, “student,” or “unemployed”). If self-employed, indicate the employer as “self” and provide your occupation and employment address.

Employer: _____

Occupation: _____

Business Address: _____

City/State/ZIP: _____

Please return this letter to the campaign as soon as possible by mail or email:

If you have any questions, please contact us at _____ or _____.

Thank you again for your support.