

**FEDERAL ELECTION COMMISSION**  
**Instructions for Preparing FEC FORM 13**  
**Report of Donations Accepted for Inaugural Committee**

**Definitions**

For purposes of this form:

**Inaugural committee** means the committee appointed by the President-elect to be in charge of the Presidential inaugural ceremony and functions, and activities connected with the inaugural ceremony, and that has filed the letter required by 11 CFR 104.21(b).

**Donation** means a payment, gift, subscription, loan, advance, or anything of value given to an inaugural committee.

**Who Must File**

FEC Form 13 must be filed by the chairperson or other officer identified in the inaugural committee's letter-filing under 11 CFR 104.21(b).

**When to File**

The Commission must receive this report not later than 11:59 p.m. (Eastern Time) of the 90th day following the date on which the Presidential inaugural ceremony is held. If a supplement to this report is necessary, the Commission must receive that supplement no later than 11:59 p.m. (Eastern Time) of the 90th day following the filing date of the report (or most recent supplement if a previous supplement has been filed).

**Where to File**

File this Form with the Federal Election Commission, 1050 First Street, N.E., Washington, DC 20463. Reports shipped via FedEx, UPS or DHL should use the ZIP code 20002.

The inaugural committee must retain copies of its filings and related records for a period of not less than three years from the date of filing.

**Line By Line Instructions**

LINE 1. Name and Address of Committee. Provide the requested information.

LINE 2. FEC Identification Number. Enter the FEC identification number provided by the Commission in response to the letter-filing required by 11 CFR 104.21(b).

LINE 3a. Type of Filing. Check "Report" if this is your first Form 13 filing—due within 90 days after the inauguration. Check "Supplement" if you are disclosing donations accepted or refunds made since your previous Form 13 filing.

LINE 3b. New or Amendment. Check "New" if this is a new report or if you are filing a supplement to a report. Check "Amendment" if you are correcting a previously filed report or supplement, and provide the filing date of the report or supplement to which the amendment relates.

LINE 4. Covering Period. Enter the first and last dates of financial activity covered by the filing; on the report these dates should begin with the date of appointment by the President-elect and end with the closing date of the report, which should be a date 15 days or less from the date the report is filed. Note that the first date covered by a supplement should be the day after the closing date of the report (or most recent supplement if a previous supplement has been filed) and the last date covered by a supplement is the closing date of the supplement, which should be a date 15 days or less from the date the supplement is filed. For amendments to a report or supplement, list the coverage period for the original filing.

LINE 5. Total Donations Accepted. Provide the total donations itemized on all Schedules 13-A filed since the committee's inception.

LINE 6. Total Donations Refunded. Provide the sum total of refunds made to donors itemized on all Schedules 13-B filed since the committee's inception.

LINE 7. Net Donations. Provide the total net donations by subtracting the total donations refunded (Line 6) from the total donations received (Line 5).

Provide the name and title of the committee officer designated in the letter-filing to sign this report. The designated officer (see 11 CFR 104.21(b)) must sign and date the report.

---

**INSTRUCTIONS FOR  
SCHEDULE 13-A (ITEMIZED  
DONATIONS ACCEPTED)**

---

For each donation of money or anything of value aggregating \$200 or more, provide the donor's name and mailing address, the amount of each donation, the date of receipt by the inaugural committee and the aggregate total of donations accepted to date from that donor.

After itemizing the donations, add the total amount to the total of any previously itemized donations and enter the sum total on Line 5 of Form 13. (Optional: To facilitate this calculation, subtotal each Schedule 13-A. (You may use multiple pages.) Add the total on the last page of Schedule 13-A to the total amount previously reported on Line 5 of Form 13 (if any), and carry the total to Line 5 of Form 13.)

---

**INSTRUCTIONS FOR  
SCHEDULE 13-B (ITEMIZED  
REFUNDS OF DONATIONS)**

---

For each refund of a reported donation made by the committee, enter the payee's name and address, the date the refund was made and the amount.

After itemizing the refunds, add the total itemized to the total of refunds previously itemized (if any) and enter the total amount on Line 6 of Form 13. (Optional: To facilitate this calculation, subtotal each Schedule 13-B. (You may use multiple pages.) Add the total on the last page of Schedule 13-B to the total previously reported on Line 6 of Form 13 (if any) and carry the total to Line 6 of Form 13.)

This form may be duplicated.