

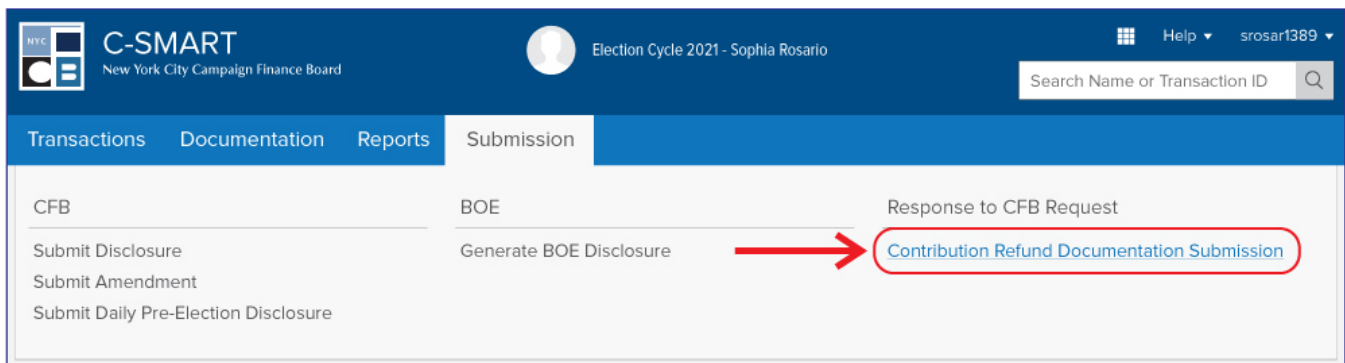
C-SMART HELP

CFB SUBMISSION — CONTRIBUTION REFUND DOCUMENTATION

HOW TO SUBMIT CONTRIBUTION REFUND DOCUMENTATION

1. Go to Contribution **Refund Documentation Submission**.

- Hover your cursor over **Submission** and click **Contribution Refund Documentation Submission**.



2. Select your refund documentation.

- ◆ The first page of the submission process will list all of the contribution refunds that have a **Refund Category** of **Doing Business Response**, **Statement Review Response**, or **No Pay Response**. If the documentation was not requested by the CFB, it will be submitted with your next regular [disclosure statement](#) filing.
- ◆ If your campaign has more than one committee, select the applicable committee from the drop-down menu.
- ◆ Select the transactions for which you are submitting the documentation or check **Select All**.

- Then, click **Next**.

Important: Submitted documentation will no longer appear on this screen.

Best Practice: You can filter by the following categories to narrow your search: **Doing Business Response**, **Statement Review Response**, or **No Pay Response**.

Transactions Documentation Reports Submission

Submission of Refund Documentation

Only use this page to submit refund documentation in response to a Statement Review, Doing Business Notification, or No Pay Letter. Select the documents associated with the appropriate response, or all. Documentation that is not sent through this page will be submitted with the campaign's next disclosure statement. Once documentation has been submitted, it will no longer appear on this screen. This process only submits documentation. The contribution refund data will be submitted with the next disclosure statement.

1 Select Documents 2 Review Draft 3 Submit Final ← Prev Next →

Step 1: Select the contribution refunds you wish to submit.

*Committee: Sophia for Council Filter by Category: - All Category Types -

<input checked="" type="checkbox"/> Select All	Trans ID	Contributor	Refund Type	Refund Date	Amount	Refund Category	Documents
<input checked="" type="checkbox"/>	1985	Hernandez, David	Contribution Refund	6/1/2017	\$2,250.00	Statement Review Response	1

3. Review the details of all reported contributions, refunds, and documentation, and click **Next**.

Transactions Documentation Reports Submission

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Step 2: Review the documentation below and ensure that your response is complete. If correct, click next. If not, click previous.

Trans ID	Contributor	Refund Type	Refund Date	Amount	Refund Category	Documents
1985	Hernandez, David	Contribution Refund	6/1/2017	\$2,250.00	Statement Review Response	1

4. Complete the **Candidate/Treasurer Verification**, the **Itemized Statement Verification**, and the **Confirmation**, and click **Submit**.

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1 Select Documents
2 Review Draft
3 Submit Final

Submit

Candidate/Treasurer Verification

Candidate or Treasurer must read and verify the following by selecting the appropriate button below:
I hereby verify that I am the candidate or the principal/primary committee for which this disclosure statement is to be filed.

Verify as Candidate Date and Time Verified: 06/01/2018 11:27:23 AM

I hereby verify that I am on record with the Campaign Finance Board as the treasurer of the principal/primary committee for which this disclosure statement is to be filed.

Verify as Treasurer Date and Time Verified:

Itemized Statement Verification

Sophia Rosario must read and verify the following by checking the box below:
I, Sophia Rosario, candidate/treasurer, hereby verify that this disclosure statement is true and correct to the best of my knowledge, information and belief and I understand that by clicking "Verify" below I am electronically signing my disclosure statement, which shall have the same validity and effect as a signature affixed by hand.

Verify Date and Time Verified: 06/01/2018 11:27:25 AM

Confirmation

Sophia Rosario must read and confirm his or her understanding of the following by checking the box below:
I, Sophia Rosario, understand that intentionally or knowingly making a false statement, including but not limited to in the form of an electronic submission, or intentionally or knowingly violating any provision of the New York City Campaign Finance Act, is a Class A misdemeanor pursuant to Section 3-711(3) of the Act.
I, Sophia Rosario, understand that knowingly making a false written statement, including but not limited to in the form of an electronic submission, is a Class A misdemeanor pursuant to New York State Penal Law Section 210.45.
I, Sophia Rosario, understand that knowingly offering false written information, including but not limited to in the form of an electronic submission, with the belief that it will become a part of the records of a public office, and with the intent to defraud, is a Class E felony pursuant to New York State Penal Law Section 175.35.

I have read and understand the foregoing Date and Time Verified: 06/01/2018 11:27:26 AM

Important:

- ◆ The candidate or treasurer must read and complete the verifications and confirmation in order to submit the documentation.
- ◆ Please allow a few moments for C-SMART to load the next page. Once completed, a message will appear on screen confirming that your documentation has been successfully submitted to the CFB.

5. Your response has been successfully submitted to the CFB.

 **CFB Refund Response Submission Success!**

Thank you for submitting refund documentation to the New York City Campaign Finance Board (CFB). There may be a delay in transmission of your documentation depending on the file size(s). Check your committee's Document Status found in C-Access to confirm receipt.

Review the information below. If any of the information is incorrect, contact your Candidate Services Liaison @ (212) 409-1800 or CSUMail@nyccfb.info before any required deadline.

Submitted by: Admin

Election: 2018

Committee Name: Sophia for Council

Number of documents submitted: 1

This message only acknowledges receipt of the documentation submitted and does not guarantee that the documentation will be considered a sufficient response to any notification sent by the CFB.

Ok

Important:

- ◆ For a filing to be considered on-time, it must be submitted no later than **11:59 pm** on the deadline. However, to receive public funds payment within a four-day turnaround period, documentation must be filed with the CFB and accepted by close of business by the statement's due date.
- ◆ The refund(s) will not be submitted until your next disclosure statement filing.