

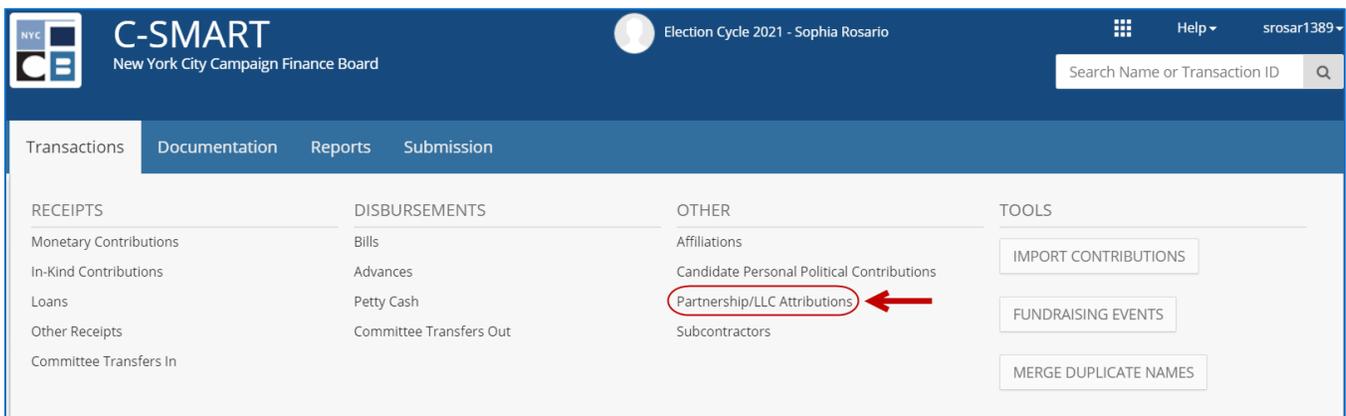
C-SMART HELP

PARTNERSHIP/LLC ATTRIBUTIONS

Contributions from partnerships and LLCs are prohibited. Before you record a partnership/LLC attribution, consult your Candidate Services liaison. Use this guide to disclose any partner or member of the partnership or LLC to whom more than \$99 of a contribution is attributable if the contribution totals more than \$2,500. You must issue a refund for these prohibited contributions via certified or bank check.

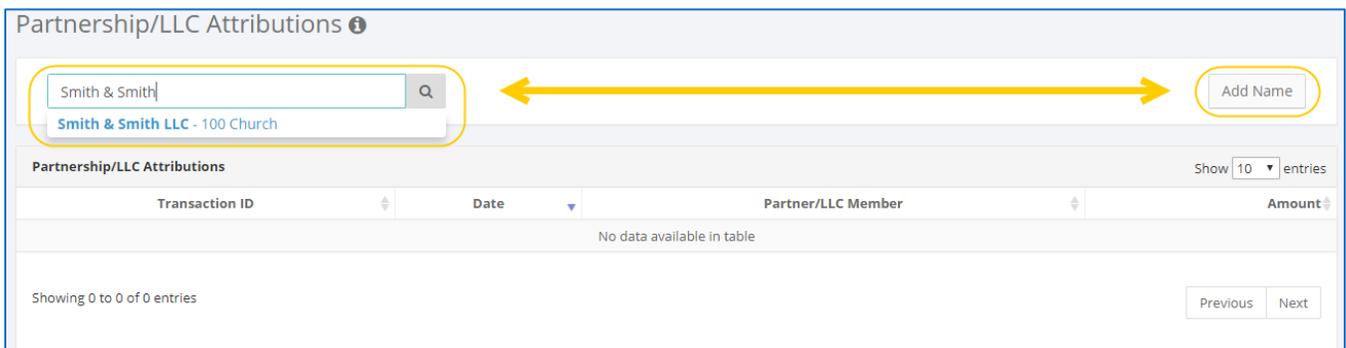
HOW TO ADD A PARTNERSHIP/LLC ATTRIBUTION

1. Go to **Partnership/LLC Attributions**.
 - Hover your cursor over **Transactions** and click **Partnership/LLC Attributions**.



The screenshot shows the C-SMART New York City Campaign Finance Board interface. The user is logged in as Sophia Rosario for the 2021 election cycle. The 'Transactions' menu is expanded, showing categories: RECEIPTS (Monetary Contributions, In-Kind Contributions, Loans, Other Receipts, Committee Transfers In), DISBURSEMENTS (Bills, Advances, Petty Cash, Committee Transfers Out), OTHER (Affiliations, Candidate Personal Political Contributions, Partnership/LLC Attributions, Subcontractors), and TOOLS (IMPORT CONTRIBUTIONS, FUNDRAISING EVENTS, MERGE DUPLICATE NAMES). The 'Partnership/LLC Attributions' option is highlighted with a red circle and a red arrow.

2. Use the **Search by Last Name or Entity Name** bar to find the partnership or LLC OR click **Add Name** to create a new record.



The screenshot shows the 'Partnership/LLC Attributions' search interface. The search bar contains 'Smith & Smith' and a dropdown menu shows 'Smith & Smith LLC - 100 Church'. A yellow double-headed arrow points from the search bar to the 'Add Name' button. Below the search bar is a table with columns: Transaction ID, Date, Partner/LLC Member, and Amount. The table is currently empty, displaying 'No data available in table'. The interface also shows 'Showing 0 to 0 of 0 entries' and 'Previous Next' navigation buttons.

3. Click **Add Attribution**.

Partnership/LLC Attributions [Back to Partnership/LLC Attributions](#)

Search by Last Name or Entity Name

Profile

Name: Smith & Smith LLC
Address: 100 Church
New York NY 10007
Boro: Manhattan Limited Liability Company

Totals

Total Contributed: \$0.00 [View](#)
Total Attributed: \$0.00
Total Unattributed: \$0.00

Partnership/LLC Attributions

Transaction ID	Date	Member	Amount
No records			

4. Enter and save the details of the LLC partner or member.

- C-SMART will alert you if you leave out required information. Complete the fields below:
 - ◆ **Member Name:** Select the partner/member from the drop-down list. If the name is not there, click [Add Name](#).
 - ◆ **Date:** Enter the date of the attribution, which should be the same as the date of the contribution.
 - ◆ **Amount:** Enter the amount of the contribution attributed to this partner/member.
 - ◆ **Notes:** Enter any additional information. The CFB cannot review what you enter in this field. Your notes will be saved across all related transactions.
- Then, click **Save**.

Enter Details

***Member Name:** Futterman, Linda

***Date:** 12/23/2018

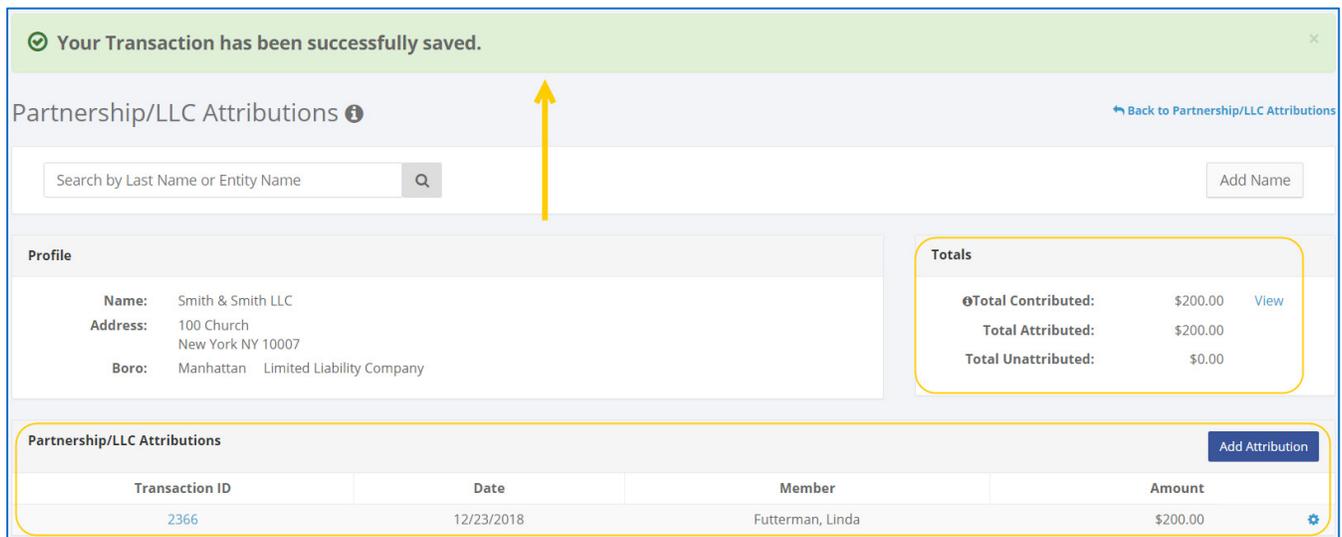
***Amount:** \$200.00

Notes:
[For Campaign Use Only]

Best Practice: Use the tab key to navigate between fields.

Important: Upon clicking **Save**, if a warning message pops up, read it. It might refer to a potentially urgent compliance issue.

5. The attribution has been successfully saved.



The screenshot displays the C-SMART interface for Partnership/LLC Attributions. At the top, a green notification bar states "Your Transaction has been successfully saved." Below this, the page title "Partnership/LLC Attributions" is shown with a search bar and an "Add Name" button. A yellow arrow points from the search bar area up to the notification bar. The "Profile" section lists details for "Smith & Smith LLC", including address and borough. A "Totals" box shows: Total Contributed: \$200.00, Total Attributed: \$200.00, and Total Unattributed: \$0.00. At the bottom, a table lists attributions with columns for Transaction ID, Date, Member, and Amount. One entry is shown: Transaction ID 2366, Date 12/23/2018, Member Futterman, Linda, Amount \$200.00. An "Add Attribution" button is visible in the top right of the table area.

- At this point, C-SMART will return you to the partnership or LLC's **Attributions** page. The **Totals** box and list of attributions will be updated to reflect newly entered attribution.

Important:

- ◆ Contributions from partnerships and LLCs are prohibited. Before you record a partnership/LLC attribution, consult your Candidate Services liaison. Use this guide to disclose any partner or member of the partnership or LLC to whom more than \$99 of a contribution is attributable if the contribution totals more than \$2,500. You must issue a refund for these prohibited contributions via certified or bank check.
- ◆ The contribution(s) from the partnership or LLC must already be entered in C-SMART as a **Monetary Contribution**.

Best Practice: Write the C-SMART **Transaction ID** on any related documentation, including copies of the refund check, contribution cards, or explanations provided by the campaigns.

HOW TO EDIT A PARTNERSHIP/LLC ATTRIBUTION

1. Go to the partnership or LLC's **Attributions** page.

➤ Click the attribution's **Transaction ID**.

Partnership/LLC Attributions Back to Partnership/LLC Attributions

Search by Last Name or Entity Name

Profile		Totals	
Name: Smith & Smith LLC		Total Contributed: \$200.00 View	
Address: 100 Church New York NY 10007		Total Attributed: \$200.00	
Boro: Manhattan Limited Liability Company		Total Unattributed: \$0.00	

Partnership/LLC Attributions

Transaction ID	Date	Member	Amount	
2366	12/23/2018	Futterman, Linda	\$200.00	<input type="button" value="Edit"/>

2. Click **Edit**.

Partnership/LLC Attributions Back to Smith & Smith LLC

Transaction ID: 2366 Statement: N/A

Profile		Totals	
Name: Smith & Smith LLC		Total Contributed: \$200.00 View	
Address: 100 Church New York NY 10007		Total Attributed: \$200.00	
Boro: Manhattan Limited Liability Company		Total Unattributed: \$0.00	

Details

Member: Futterman, Linda

Address: 65-15 Yellowstone Boulevard 9H
Forest Hills NY 11375

Boro:

Date: 12/23/2018

Amount: \$200.00

Notes:

Entered By: Admin Date: 12/24/2018 03:43 PM Updated By: Admin Date: 12/24/2018 03:43 PM

3. Modify the necessary fields and then click **Save**.

Edit Details

***Member Name:**

***Date:**

***Amount:** \$

Notes:
[For Campaign Use Only]

Entered By: Admin Date: 12/24/2018 Updated By: Admin Date: 12/24/2018

4. The attribution has been successfully edited.

✔ Your Transaction has been successfully saved. ✕

Partnership/LLC Attributions [Back to Partnership/LLC Attributions](#)

Search by Last Name or Entity Name

Profile

Name: Smith & Smith LLC
Address: 100 Church
 New York NY 10007
Boro: Manhattan Limited Liability Company

Totals

Total Contributed: \$200.00 [View](#)

Total Attributed: \$150.00

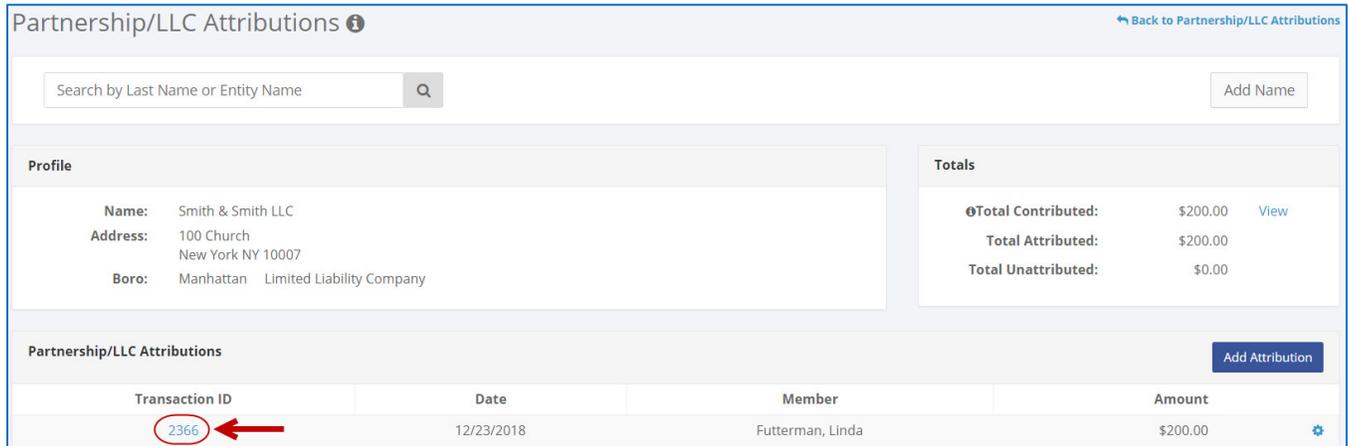
Total Unattributed: \$50.00

Partnership/LLC Attributions

Transaction ID	Date	Member	Amount
2366	12/23/2018	Futterman, Linda	\$150.00

HOW TO DELETE A PARTNERSHIP/LLC ATTRIBUTION

1. Go to the partnership or LLC's **Attributions** page.
 - Click the attribution's **Transaction ID**.



Partnership/LLC Attributions Back to Partnership/LLC Attributions

Search by Last Name or Entity Name

Profile

Name: Smith & Smith LLC
Address: 100 Church
New York NY 10007
Boro: Manhattan Limited Liability Company

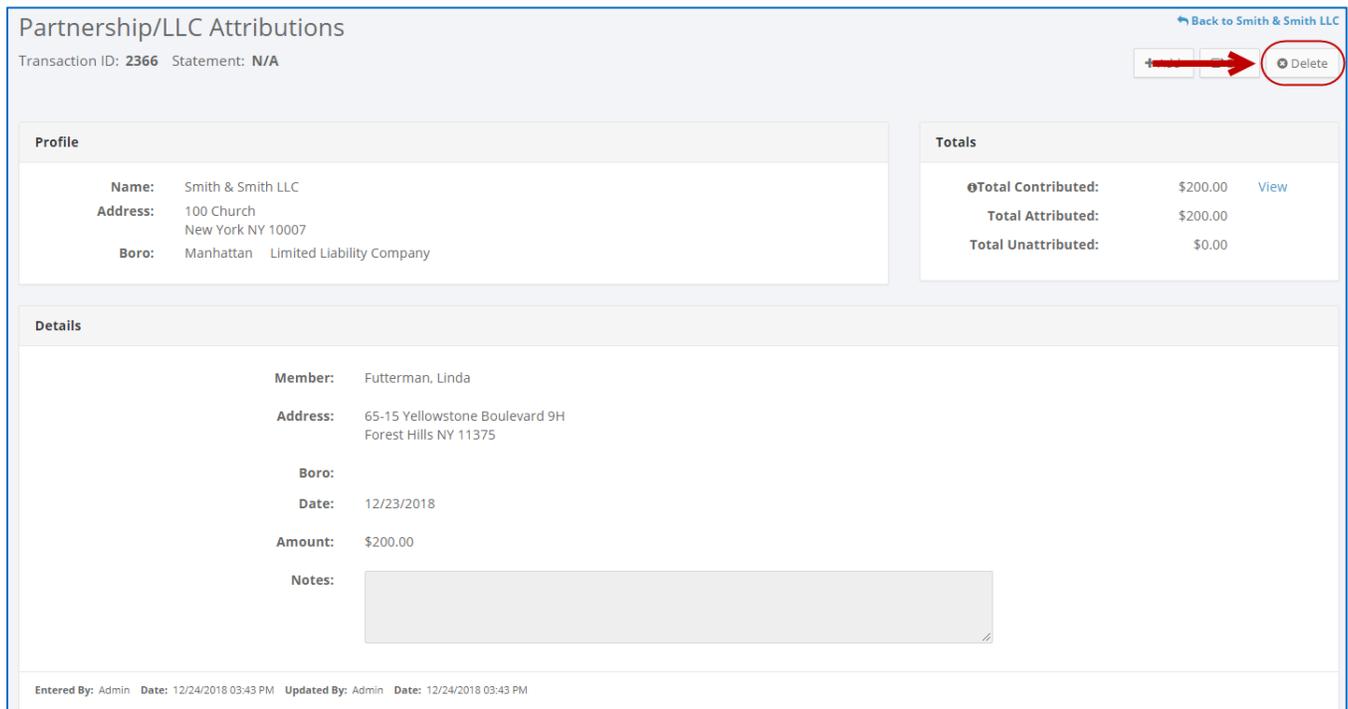
Totals

Total Contributed: \$200.00 [View](#)
Total Attributed: \$200.00
Total Unattributed: \$0.00

Partnership/LLC Attributions

Transaction ID	Date	Member	Amount
2366	12/23/2018	Futterman, Linda	\$200.00

2. Click **Delete** to proceed.



Partnership/LLC Attributions Back to Smith & Smith LLC

Transaction ID: 2366 Statement: N/A

Profile

Name: Smith & Smith LLC
Address: 100 Church
New York NY 10007
Boro: Manhattan Limited Liability Company

Totals

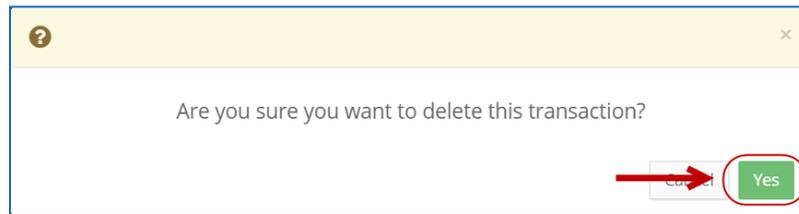
Total Contributed: \$200.00 [View](#)
Total Attributed: \$200.00
Total Unattributed: \$0.00

Details

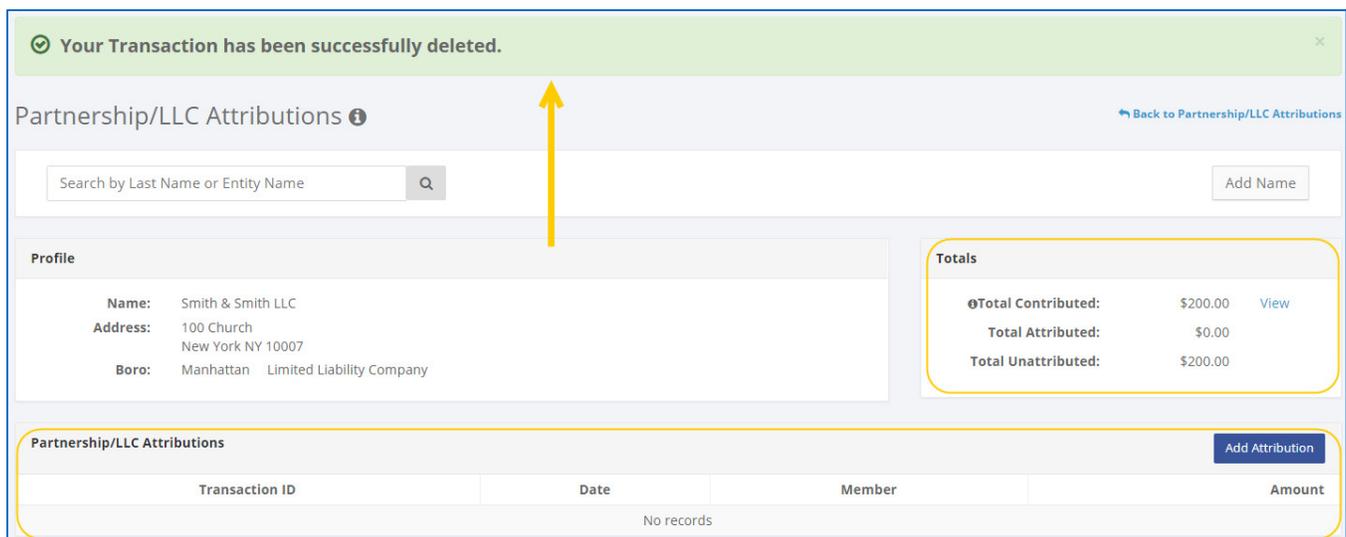
Member: Futterman, Linda
Address: 65-15 Yellowstone Boulevard 9H
Forest Hills NY 11375
Boro:
Date: 12/23/2018
Amount: \$200.00
Notes:

Entered By: Admin Date: 12/24/2018 03:43 PM Updated By: Admin Date: 12/24/2018 03:43 PM

- Click **Yes** on the window that opens to complete the deletion.



3. The attribution has been successfully deleted.

A screenshot of the "Partnership/LLC Attributions" page. At the top, a green notification bar with a checkmark icon says "Your Transaction has been successfully deleted." Below this, the page title "Partnership/LLC Attributions" is followed by a search bar and an "Add Name" button. A yellow arrow points from the search bar area up to the notification bar. The page is divided into two main sections: "Profile" and "Totals".
Profile
Name: Smith & Smith LLC
Address: 100 Church
New York NY 10007
Boro: Manhattan Limited Liability Company
Totals
Total Contributed: \$200.00 View
Total Attributed: \$0.00
Total Unattributed: \$200.00
At the bottom, there is a table titled "Partnership/LLC Attributions" with columns for Transaction ID, Date, Member, and Amount. The table is currently empty, showing "No records". An "Add Attribution" button is located at the top right of the table area.

Important: You should generally only delete a transaction if it was entered in error.
