



Commonwealth  
of Massachusetts

# Form CPF SV-1 (M): Report of Subvendor Payments (Municipal)

Office of Campaign and Political Finance

File with: Local Election Official

Please itemize any payments made to subvendors by detailing the date, payee, address, purpose and amount for each expenditure made by the vendor whom you contracted with for goods and/or services.

Filer Name: \_\_\_\_\_

Name of Original Vendor: \_\_\_\_\_

Date of payment: \_\_\_\_\_ Total amount of payment: \_\_\_\_\_

## ITEMIZE SUBVENDOR PAYMENTS (OR LIABILITIES INCURRED) OF \$500 OR MORE

Date Paid	Subvendor Name	Subvendor Address	Purpose of Expenditure	Amount

(Attach additional pages, if necessary.)

Line 1: Total Itemized Subvendor Expenditures (itemized above):

Signed under the penalties of perjury:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
(Include title if signing on behalf of a group)

Please prepare a separate report for each check issued to a vendor who made subvendor payments.

**Section 18D** defines a subvendor payment, states who should file an SV-1 report and outlines when to file these reports:

(a) For the purposes of this section the following words shall have the following meanings unless the context clearly requires otherwise:-

"Expenditure", any payment made or liability incurred by a vendor on behalf of a political committee or on behalf of an individual or group required to file a report of ballot question expenditures under section 22.

"Person", a natural person, corporation, association, partnership or other legal entity.

"Subvendor", a person providing goods or services to a vendor or who contracts with a vendor to provide goods or services to a committee or to an individual or group required to file a report of ballot question expenditures under section 22.

"Vendor", any person including, but not limited to, a consultant who provides goods or services to a political committee or to an individual or group required to file a report of ballot question expenditures under section 22 and either receives or is promised \$5,000 or more in the aggregate during a calendar year by the committee, individual or group for such goods or services or contracts with another on behalf of the committee, individual or group for such goods or services valued at \$5,000 or more in the aggregate to be provided to the committee, individual or group.

(b) A vendor that makes an expenditure on behalf of a political committee or on behalf of an individual or group required to file a report of ballot question expenditures under section 22 shall within 5 days of making the expenditure provide the political committee, individual or group with a detailed account of the expenditure including, but not limited to, the date of the expenditure, the person who received payment, the full name and address of the subvendor, the purpose of the expenditure and the amount of the expenditure.

(c) A political committee or an individual or group required to file a report of ballot question expenditures under section 22 that makes a payment or incurs a liability to a vendor shall file reports with the director or, if the expenditure concerns a local candidate who does not file with the director or a local ballot question, with the clerk, disclosing the full name and address listed alphabetically of each subvendor receiving payments of more than \$500 in the aggregate during a calendar year from the vendor and of each subvendor to whom a liability of more than \$500 was incurred. The contents of the report shall include the information required by section 18 and shall be disclosed on a form prescribed by the director. For committees required to designate a depository account under section 19, the reports shall be filed by the fifth day of each month covering the preceding month; provided, however, that for other committees, individuals or groups, the report must be filed in accordance with the schedule established by sections 18 and 22.

(d) Vendors shall keep detailed accounts of all expenditures made on behalf of political committees or on behalf of individuals or groups required to file a report of ballot question expenditures under section 22.

---

Further information can be obtained from OCPF by phone at (617) 979-8300, via email at [ocpf@mass.gov](mailto:ocpf@mass.gov) or on the web at <http://www.ocpf.us>.