

How to amend the M102 paper form

For candidates and committees who file with their local election officials

Candidates and committees on the local level, such as school committee and town select board, file reports with their local election officials (such as town clerks).

Occasionally a report is filed, and then weeks or months later, an error is discovered. The form needs to be amended.

This illustrated guide demonstrates how to amend a paper M102 form.



How to amend the M102 paper form



Commonwealth
of Massachusetts

Form CPF M 102: Campaign Finance Report Municipal Form

Office of Campaign and Political Finance

File with: City or Town Clerk or Election Commission

Fill in Reporting Period dates: Beginning Date: 1/1/2023 Ending Date: 4/4/2023

Type of Report: (Check one)

☐ 8th day preceding preliminary ☒ 8th day preceding election ☐ 30 day after election ☐ year-end report ☐ dissolution

Jason Street

Candidate Full Name (if applicable)

School Committee

Office Sought and District

ANYTOWN MA 01234

Residential Address

E-mail: voteforjasonstreet@gmail.com

Phone # (optional):

Street Committee

Committee Name

Eric Taylor

Name of Committee Treasurer

123 ANYTOWN MA 01234

Committee Mailing Address

E-mail: dillonpfootballfan@gmail.com

Phone # (optional):

SUMMARY BALANCE INFORMATION:

Line 1: Ending Balance from previous report	\$600
Line 2: Total receipts this period (page 3, line 11)	\$1,300
Line 3: Subtotal (line 1 plus line 2)	\$1,900
Line 4: Total expenditures this period (page 5, line 14)	\$900
Line 5: Ending Balance (line 3 minus line 4)	\$1,000
Line 6: Total in-kind contributions this period (page 6)	
Line 7: Total (all) outstanding liabilities (page 7)	
Line 8: Name of bank(s) used:	

Example: Several weeks after filing the pre-election report, left, the campaign discovers that it forgot to report two receipts and an in-kind contribution.

The committee will need to change the receipts total and itemize the two missing receipts.

The committee will need to add the in-kind contribution total and itemize the in-kind contribution.

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Commonwealth
of Massachusetts

File with: City or Town Clerk or Election Commission

Form CPF M 102A: Amendment to Campaign Finance Report Municipal Form Office of Campaign and Political Finance

Report Being Amended: Year: 2023 Reporting Period: Beginning Date: 1/1/2023 Ending Date: 4/4/2023

☐ 8th day preceding preliminary ☒ 8th day preceding election ☐ 30 day after election ☐ year-end report ☐ dissolution

Jason Street
Candidate Full Name (if applicable)

ANYTOWN MA
Residential Address

School Committee
Office Sought and District

E-mail: _____

Phone # (optional): _____

Street Committee
Committee Name

Eric Taylor
Name of Committee Treasurer

123 ANYTOWN MA
Committee Mailing Address

E-mail: _____

Phone # (optional): _____

SUMMARY BALANCE INFORMATION:

Line 1: Ending Balance from previous report	\$600
Line 2: Total receipts this period	\$1,500
Line 3: Subtotal	\$2,100
Line 4: Total expenditures this period	\$900
Line 5: Ending Balance	\$1,200
Line 6: Total in-kind contributions this period	\$700
Line 7: Total (all) outstanding liabilities	
Line 8: Name of bank(s) used:	

The original filing of the above-referenced campaign finance report is being amended for the following reason(s):

On the original report, the committee did not disclose two contributions - both for \$100. Please see the attached receipts schedule for details.

Additionally, the committee did not initially disclose a \$700 in-kind contribution from the local party committee for a mailing. Please see the attached in-kind contribution schedule.

Print the [102A](#) (the amendment form), and provide the correct balances. Also, provide details on why the amendment form is being filed.

The balances were changed to reflect the two missing contributions.

The in-kind contribution total was added.

A detailed explanation was added.

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Itemize the additions or changes on a specific schedule. In this example, two contributions were added, in addition to an in-kind contribution.

SCHEDULE A: RECEIPTS

M.G.L. c. 55 requires that the name and residential address be reported, in alphabetical order, for all receipts over \$50 in a calendar year. Committees must keep detailed accounts and records of all receipts, but need only itemize those receipts over \$50. In addition, the occupation and employer must be reported for all persons who contribute \$200 or more in a calendar year.

(A "Schedule A: Receipts" attachment is available to complete, print and attach to this report, if additional pages are required to report all receipts. Please include your committee name and a page number on each page.)

Date Received	Name and Residential Address (alphabetical listing required)	Amount	Occupation & Employer (for contributions of \$200 or more)
2/2/2023	Buddy Garrity 1234 Dillon Street ANYTOWN MA	\$100	
2/2/2023	Tabby Garrity 1234 Dillon Street ANYTOWN MA	\$100	

If itemized details need to be added, please attach the relevant schedule. The schedules are available by printing a [M102 form](#).

SCHEDULE C: "IN-KIND" CONTRIBUTIONS

Please itemize contributors who have made in-kind contributions of more than \$50. In-kind contributions \$50 and under may be added together from the committee's records and included in line 16 on page 1.

Date Received	From Whom Received*	Residential Address	Description of Contribution	Value
3/3/2023	ANYTOWN LOCAL PARTY COMMITTEE	123 Main Street	Town-wide mailing supporting the candidate (Northeast Printing Company)	\$700

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File the amendment form with the local election official. The local election official will add it to the candidate's file.

