

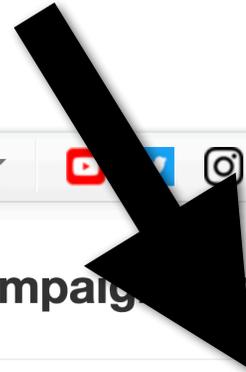
HOW TO AMEND A DEPOSIT REPORT

For depository candidates and committees

If a deposit report that has already been e-filed contains a mistake or omission, the candidate or committee can amend the report.



1. Log into Reporter 7 at www.ocpf.us



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OCPF Massachusetts Office of Campaign and Political Finance

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Election Charts

Boston Mayoral Race: Total Raised in 2021

Janey, Kim	\$1,471,508.13
Essaibi George, Annissa	\$1,314,850.65
Wu, Michelle	\$1,162,519.73
Campbell, Andrea Joy	\$1,142,142.09
Barros, John F.	\$590,490.82

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News & Media **Events**

2. Click the “ALL REPORTS” tile

Reporter 7 *Tank Dep Committee (40024)*

 CREATE A DEPOSIT REPORT	 CLARIFY AN EXPENSE (BANK-REPORTED)	 UPDATE OCCUPATION/EMPLOYER
	 ALL REPORTS	 FILE A REIMBURSEMENT REPORT
 CONTINUE EDITING YOUR 5/5/2022 DEPOSIT	 R7 HELP	 FILE A CREDIT CARD REPORT

3. Locate the deposit report that needs to be amended, and click the “Edit” button

Reports *Tank Dep Committee (40024)*

Report Year: 2021

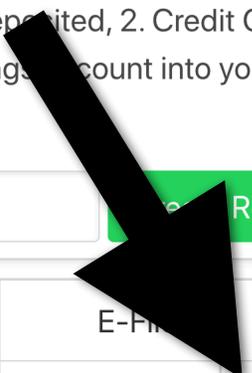
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Create A New Deposit Report

Deposit reports are filed each time: 1. Checks, cash or money orders are deposited, 2. Credit Card contributions transferred from a 3rd party, 3. funds transferred from a savings account into your depository account.

Deposit Date [Create Report](#)

Status	Seq.	Deposit Date	Receipt Total	Net Deposit	E-Filed	
E-Filed	383	9/1/2021	\$500.00	\$500.00	9/1/2021	Edit
E-Filed	381	8/29/2021	\$1,000.00	\$980.00	8/30/2021	Edit
E-Filed	378	8/25/2021	\$1,000.00	\$1,000.00	8/25/2021	Edit
E-Filed	379	8/25/2021	\$1,000.00	\$980.00	8/25/2021	Edit



4. In this example, we entered an incorrect name and amount, so we click the “deposit items” tab

9/1/2021 Deposit (#383) *Tank Dep Committee (40024)*

This report was e-filed on **9/1/2021**. You can download an e-file receipt by clicking on the **E-File Receipt** button. If you make changes now, you should amend the report to update the e-filed version.

Summary Deposit Items Fees

Export to PDF

Upload Data

E-File Receipt

Deposit Date:

9/1/2021

Itemized Receipt Total:

\$500.00

Unitemized Receipt Total:

\$0.00

Receipt Total:

\$500.00

Merchant Provider Fees:

\$0.00

Net Deposit:

\$500.00

Itemize All Transactions?



5. Locate the line item that needs to be amended and click the “edit” button

9/1/2021 Deposit (#384) *Tank Dep Committee (40024)*

This report was e-filed on 9/1/2021. You can download an e-file receipt by clicking on the **E-File Receipt** button. If you make changes now, you should amend the report to update the e-filed version.

Summary **Deposit Items** Fees

Individual Contribution

Select a tender type:

Amount

Last Name

First Name

Street Address

City

MA

Occupation

Employer

Save

Filters:

Filter by Name

--- ALL RECORD TYPES ---

Start Date

End Date

Minimum Amount

Maximum Amount

Clear Filters



Date	Type	Name, Address	Occupation	Employer	Other	Amount	Actions
9/1/2021	Individual	Jhite, Wames 3434 Main Street Brockton, MA 02301	Bank President	Brockton General Bank		\$500.00	Edit



6. Make the edits and click save

Summary **Deposit Items** Fees

Individual Contribution ▾

Check ▾ \$1,000.00

White James

3434 Main Street Brockton MA 02301 ▾

Bank President Brockton General Bank

Save Cancel Delete

In this example, we changed the name and amount

Filters: Filter by Name --- ALL RECORD TYPES --- ▾ Start Date End Date Amount

Maximum Amount Clear Filters ↗

Date	Type	Name, Address	Occupation	Employer	Other	Amount	Actions
9/1/2021	Individual	Jhite, Wames 3434 Main Street Brockton, MA 02301	Bank President	Brockton General Bank		\$500.00	

7. Return to the summary page

Summary **Deposit Items** Fees

Individual Contribution

Select a tender type: Amount

Last Name First Name

Street Address City MA

Occupation Employer

Save

Filters: Filter by Name --- ALL RECORD TYPES --- Start Date End Date Minimum Amount

Maximum Amount Clear Filters

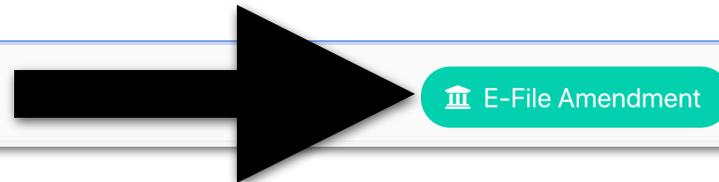
Date	Type	Name, Address	Occupation	Employer	Other	Amount	Actions
9/1/2021	Individual	White, James 3434 Main Street Brockton, MA 02301	Bank President	Brockton General Bank		\$1,000.00	Edit

8. On the summary page, enter the reason for the amendment and click the e-file button

By clicking the "E-File Report" button, you are certifying under the penalties of perjury that: 1) you are the candidate, the duly appointed treasurer or an authorized user who has been granted permission to e-file reports and statements on the candidate's or committee's behalf; and 2) this report has been examined and approved for filing by the candidate and the committee treasurer (if applicable) and that it is, to the best of your knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of the candidate and/or committee in accordance with the requirements of M.G.L. c. 55. Moreover, clicking the "E-File Report" button to file an electronic campaign finance report or financial activity statement with OCPF is your electronic signature of the report.

Please provide the amendment reason in the box below before clicking E-File:

Originally spelled James White's name incorrectly. Also, the amount was changed from \$500 to \$1,000.



After e-filing, the report has been amended