

How to forgive a liability on Reporter 7

For depository candidates

Candidates sometimes decide that the debt owed to them by the committee, due to an earlier candidate loan, can be forgiven. Forgiving a candidate loan is typically done when a candidate decides to dissolve his or her committee.

This guide demonstrates how to forgive a candidate loan using Reporter 7, OCPF's on-line filing software.

In this example, a candidate has decided to forgive \$50,000 in candidate loans. She will need to [log into Reporter 7](#) and open the year-end report.



How to forgive a liability on Reporter 7

Log into Reporter 7 from the OCPF homepage, www.ocpf.us.

The screenshot shows the OCPF website homepage. At the top, there is a navigation bar with links for Filers, Legal, Reports, Data, Forms & Education, and About, along with social media icons and a phone number (617) 979-8300. The main header features the OCPF logo and the text 'Massachusetts Office of Campaign and Political Finance'. Below the header is a search bar with the placeholder text 'What are you looking for?'. To the right of the search bar is the 'E-Filing / Reporter Sign-In' box, which contains fields for 'User ID' and 'Password', a 'Log In' button, and links for 'Organize with OCPF' and 'Forgot Password?'. A large black arrow points from the search bar towards the sign-in box. Below the search bar and sign-in box is a grid of eight service tiles, each with an icon and a title: 'Browse Candidates' (Filer Listing, Filing Schedules), 'Follow the Money' (Search Contributions, Search Expenditures), 'Recent Activity' (Report Log, Recently Organized), 'Contribution Limits' (Annual Limits Chart), 'Getting Started' (Step-by-Step Instructions, Set Up Depository Account), 'Forms & Videos' (Organization Forms, Help Videos), 'Laws & Regulations' (OCPF Regulations, Legal Resources), and 'Reports by Office' (Mayoral Reports, Browse All Reports). To the right of the grid is the 'Election Charts' section, titled 'Boston Mayoral Race: Fundraising in 2021'. It features a horizontal bar chart comparing fundraising for two candidates: Essaiibi George, Annissa and Wu, Michelle. The chart shows 'Raised' (green), 'Spent' (orange), 'Independent Support' (cyan), and 'Independent Oppose' (yellow) amounts. A legend at the bottom identifies the colors: green for Raised, orange for Spent, cyan for Independent Support, and yellow for Independent Oppose. A 'See more' link is located at the bottom right of the chart area.

E-Filing / Reporter Sign-In

User ID Password [Log In](#)

[Organize with OCPF](#) [Forgot Password?](#)

Browse Candidates
[Filer Listing](#)
[Filing Schedules](#)

Follow the Money
[Search Contributions](#)
[Search Expenditures](#)

Recent Activity
[Report Log](#)
[Recently Organized](#)

Contribution Limits
[Annual Limits Chart](#)

Getting Started
[Step-by-Step Instructions](#)
[Set Up Depository Account](#)

Forms & Videos
[Organization Forms](#)
[Help Videos](#)

Laws & Regulations
[OCPF Regulations](#)
[Legal Resources](#)

Reports by Office
[Mayoral Reports](#)
[Browse All Reports](#)

Election Charts
Boston Mayoral Race: Fundraising in 2021

Candidate	Raised	Spent	Independent Support	Independent Oppose
Essaiibi George, Annissa	\$2,669,229.27	\$2,540,597.21	\$1,815,664.63	\$0
Wu, Michelle	\$2,546,039.5	\$1,987,884	\$1,292,987.21	\$342,500

News & Media

[See more](#)

How to forgive a liability on Reporter 7

Click the orange “all reports” tile.

Reporter 7 *Tank Dep Committee (40024)*

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

A large black arrow points from the 'ALL REPORTS' tile to the 'CREATE A DEPOSIT REPORT' tile.

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Click the “year end” tab, if the committee wishes to remain organized. Click the “dissolution” tab if the committee is dissolving. The loan forgiveness process is nearly identical on both reports. In this example, we click the “year-end” report tab.

OCPF Reporter 7 Home Reports Tools

Reports *Tank Dep Committee (40024)*

Report Year: 2021

Deposits Credit Cards Reimbursements Payroll Subvendors Year-End Report Other Dissolution

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](#)

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Click the “edit” or “create” button. In this example, it’s the “edit” button because the year-end report was already created at an early date.

OCPF Reporter 7 Home Reports Tools

Reports *Tank Dep Committee (40024)*

Report Year: 2021

Deposits Credit Cards Reimbursements

2021 Year-End Report  

1/1/2021 - 12/31/2021

YE Balance	Receipts	Expenditures
\$25,000.00	\$8,000.00	\$3,000.00

[Edit](#)

How to forgive a liability on Reporter 7

Click the "liabilities" schedule.

OCPE Reporter 7 Home Reports Tools

2021 Year-End Report (1/1/2021-12/31/2021) Tank Dep Committee (40024)

This report is a draft. It will not be considered filed until you complete and file it. When ready to file, switch to the s

Your bank has not e-filed your last bank re this year. We strongly suggest you wait for this report to be filed to expenditure total and ending balance is acc before e-filing this report.

Summary In-kind Contributions **Liabilities** Savings

Export to PDF Upload Data Delete

Year:	2021
Date Range:	1/1/2021
Financial Summary	
1a. Bank Reported Balance (as of 12/31/2021):	
1b. Receipts In Transit:	

How to forgive a liability on Reporter 7

Choose "loan forgiveness" from the dropdown.

OCPE Reporter 7 Home Reports Tools

2021 Year-End Report (1/1/2021-12/31/2021) Tank Dep Committee (40024)

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file the summary tab and click the **E-File Report** button.

Your bank has not e-filed your last bank report for this year. We strongly suggest you wait for this report to be e-filed to ensure the bank-reported receipt total, expenditure total and ending balance is accurate before filing this report.

Summary In-kind Contributions **Liabilities** Savings

✓ Candidate Loan Repayment
Loan Forgiveness
Liability
(Non-Candidate) Liability Repayment

Save

Date	Type	Name,Address	Description	Reductio	Loan	Running	Actions
Depository, Committee							
					\$75,650.00		
12/31/20	Previously Reported	Depository, Committee MA			\$36,650.0	\$36,650.0	
3/31/202	Previously	Depository, Committee	Candidate loan made in		\$10,000.0	\$46,650.0	

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Enter the date and the amount, and click "save."

OCPE Reporter 7 Home Reports Tools

2021 Year-End Report (1/1/2021-12/31/2021) Tank Dep Committee (4

This report is a draft. It will not be considered e-filed until you complete and file the summary tab and click the **E-File Report** button.

Your bank has not e-filed your last bank report for this year. We strongly suggest you file to ensure the bank-reported receipt total, expenditure total and ending balance match this report.

Summary In-kind Contributions **Liabilities** Savings

Loan Forgiveness

11/5/2021 \$50,000

Save

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The liability reduction appears below.

Date	Type	Name,Address	Description	Reduction	Loan	Running	Actions
Depository, Committee			\$25,650.00				
12/31/2020	Previously Reported	Depository, Committee MA			\$36,650.00	\$36,650.00	
3/31/2021	Previously Reported	Depository, Committee MA	Candidate loan made in period		\$10,000.00	\$46,650.00	
4/10/2021	Previously Reported	Depository, Committee MA	Candidate loan made in period		\$2,000.00	\$48,650.00	
5/26/2021	Previously Reported	Depository, Committee MA	Candidate loan made in period		\$10,000.00	\$58,650.00	
6/2/2021	Previously Reported	Depository, Committee MA	Candidate loan made in period		\$5,000.00	\$63,650.00	
6/8/2021	Previously Reported	Depository, Committee MA	Candidate loan made in period		\$10,000.00	\$73,650.00	
9/29/2021	Previously Reported	Depository, Committee MA	Candidate loan made in period		\$2,000.00	\$75,650.00	
11/5/2021	Candidate Loan	Depository, Committee MA		(\$50,000.00)		\$25,650.00	Edit

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The year-end report (or the dissolution report) can be filed when all other schedules are complete.

CONTACT US

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Office of Campaign
and Political Finance

