



MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

THE PROPER WAY TO REFUND A CONTRIBUTOR IS FOR A CANDIDATE OR COMMITTEE TO WRITE A CHECK TO THE DONOR TO RETURN THE FUNDS.

HOWEVER, CONTRIBUTORS SOMETIMES DONATE BY CREDIT OR DEBIT CARD, THEN ASK THE MERCHANT PROVIDER TO RETURN THE FUNDS, BYPASSING THE DEPOSITORY REPORTING SYSTEM.

TO PROVIDE PUBLIC DISCLOSURE, OCPF HAS CREATED A TOOL FOR REPORTING SUCH REFUNDS.

THIS ILLUSTRATED GUIDE SHOWS HOW TO DISCLOSE MERCHANT PROVIDER REFUNDS. MERCHANT PROVIDERS, SUCH AS ACTBLUE, WINRED AND PAYPAL, ARE USED BY CANDIDATES AND COMMITTEES TO COLLECT CREDIT AND DEBIT CARD CONTRIBUTIONS.

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

IF A CANDIDATE OR COMMITTEE RECEIVES CONTRIBUTIONS VIA THEIR MERCHANT PROVIDER, AND THE MERCHANT PROVIDER INFORMS THE COMMITTEE THAT MONEY WAS WITHHELD TO COVER A REFUND, THE FIRST STEP IS TO DEPOSIT THE NEW FUNDS AT THE BANK AND SIGN INTO REPORT 7.

The screenshot displays the homepage of the Massachusetts Office of Campaign and Political Finance (OCPF). The navigation bar at the top includes 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, there is a search bar and a prominent blue button that reads "SIGN INTO REPORTER 7 AT WWW.OCPF.US". To the right of this button is a sign-in box titled "E-Filing / Reporter Sign-In" with fields for "User ID" and "Password", a "Log In" button, and links for "Organize with OCPF" and "Forgot Password?". Below the sign-in area, there are eight tiles for various services: Browse Candidates (with links for Filer Listing and Filing Schedules), Follow the Money (with links for Search Contributions and Search Expenditures), Recent Activity (with links for Report Log and Recently Organized), Contribution Limits (with link for Annual Limits Chart), Getting Started (with links for Step-by-Step Instructions and Set Up Depository Account), Forms & Videos (with links for Organization Forms and Help Videos), Laws & Regulations (with links for OCPF Regulations and Legal Resources), and Reports by Office (with links for Mayoral Reports and Browse All Reports). On the right side, there is an "Events" section titled "Upcoming Seminars" listing three training seminars on Dec 15, Dec 22, and Dec 29, 2021, and a 12PM PAC Training Class on Jan 7, 2022, with a link to the full seminar calendar.

OCPF Filers Legal Reports Data Forms & Education About (617) 979-8300

OCPF Massachusetts Office of Campaign and Political Finance

What are you looking for?

SIGN INTO REPORTER 7 AT WWW.OCPF.US

E-Filing / Reporter Sign-In

User ID Password Log In

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Browse Candidates
[Filer Listing](#)
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Follow the Money
[Search Contributions](#)
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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](#)

Events

Upcoming Seminars

15 Dec 2021 Training Seminar, 2 p.m. via Zoom
Email jtait@cpf.state.ma.us for an invite

22 Dec 2021 Training Seminar, 2 p.m. via Zoom
Email jtait@cpf.state.ma.us for an invite

29 Dec 2021 Training Seminar, 2 p.m. via Zoom
Email jtait@cpf.state.ma.us for an invite

7 Jan 2022 12PM PAC Training Class
Overview of PAC operations during a state election year
[Click here for the full seminar calendar](#)

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

CREATE A DEPOSIT REPORT AS YOU NORMALLY WOULD.


STEP ONE

Reporter 7 *Tank Dep Committee (40024)*

| | |
|---|---|
|  CREATE A DEPOSIT REPORT |  CLARIFY AN EXPENDITURE (BANK-REPORTED) |
|  CONTINUE EDITING YOUR 5/5/2022 DEPOSIT |  ALL REPORTS |
| |  R7 HELP |

STEP TWO

Reporter 7 *Tank Dep Committee (40024)*

 Create A Deposit Report:

12/6/2021

Back Create

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

ENTER THE NEW DEPOSIT ITEMS INTO THE REPORT AS YOU NORMALLY WOULD.

12/6/2021 Deposit (#449) *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, switch to the summary tab and click the **E-File Report** button.

Summary **Deposit Items** Fees CC Contribution Refunds

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 |
|-----------|------------|---|--------------------------|-------------------------------|-------|------------|----------------------|
| 12/6/2021 | Individual | Greene, Susie 1234 Main Street Brockton, MA 02301 | Social Worker | Commonwealth of Massachusetts | | \$500.00 | Edit |
| 12/6/2021 | Individual | Funkhouser, Marty 34343 North Street Lawrence, MA 01840 | Attorney | Funkhouser & Lewis LLC | | \$500.00 | Edit |
| 12/6/2021 | Individual | David, Cheryl 34343 West Street Waltham, MA 02451 | Human Resources Director | Central Mass. Electrical Co. | | \$1,000.00 | Edit |

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

ENTER THE MERCHANT PROVIDER FEES AS YOU NORMALLY WOULD.

OCPE Reporter 7 Home Reports Tools

12/6/2021 Deposit (#449) *Tank Dep Committee (40024)*

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Summary Deposit Items **Fees** CC Contribution Refunds

Merchant Provider Fee ▾

Merchant Name Amount

Processing Fee

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

| Date | Type | Name, Address | Description | Amount | Actions |
|-----------|-----------------------|---------------|----------------|-----------|-------------------------------------|
| 12/6/2021 | Merchant Provider Fee | ACTBLUE | Processing Fee | (\$50.00) | <input type="button" value="Edit"/> |

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

TO ACCOUNT FOR THE MONEY WITHHELD BY THE MERCHANT PROVIDER, CLICK THE “CC CONTRIBUTION REFUNDS” TAB AND TYPE IN THE LAST NAME OF THE DONOR WHO WAS REFUNDED BY THE MERCHANT PROVIDER.

OCPE Reporter 7 Home Reports Tools

12/6/2021 Deposit (#449) *Tank Dep Committee (40024)*

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Summary Deposit Items Fees **CC Contribution Refunds**

For assistance with this section, please view this [instructional video](#).

Refunded Credit Card Contribution ▾

KOSTROSKI

| Date | Type | Name,Address | Amount | Refunded Amount | Actions |
|-----------|------------|--|------------|-----------------|---------------------|
| 12/6/2021 | Individual | Kostroski, Irma 3456 Murphy Street Boston, MA 02108 | \$1,000.00 | \$1,000.00 | Add |

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

CHECK TO SEE THAT THE CORRECT AMOUNT THAT WAS REFUNDED APPEARS IN THE “REFUNDED AMOUNT” BOX, THEN CLICK “ADD.”

OCPE Reporter 7 Home Reports Tools

12/6/2021 Deposit (#449) *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, switch to the summary tab and click the **E-File Report** button.

Summary Deposit Items Fees **CC Contribution Refunds**

For assistance with this section, please view this [instructional video](#).

Refunded Credit Card Contribution ▾

KOSTROSKI

| Date | Type | Name,Address | Amount | Refunded Amount | Actions |
|-----------|------------|--|------------|---|------------------------------------|
| 10/1/2021 | Individual | Kostroski, Irma 3456 Murphy Street Boston, MA 02108 | \$1,000.00 | <input type="text" value="\$1,000.00"/> | <input type="button" value="Add"/> |

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING




AFTER CLICKING “ADD,” RETURN TO THE “SUMMARY” PAGE TO ACCOUNT FOR THE MERCHANT PROVIDER FEE AND TO FILE THE REPORT.

OCPE Reporter 7 Home Reports Tools

12/6/2021 Deposit (#449) *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, switch to the summary tab and click the **E-File Report** button.

Summary Deposit Items Fees CC Contribution Refunds

 Print to PDF  Upload Data  Delete

| | | |
|---------------------------------------|-------------------------------------|-------------------------------------|
| Deposit Date: | | 12/6/2021 |
| Itemized Receipt Total: | \$2,000.00 | |
| + Unitemized Receipt Total: | \$0.00 | |
| = Receipt Total: | | \$2,000.00 |
| ADJUSTMENTS | | |
| - Merchant Provider Fees: | \$50.00 | |
| - Refunded Credit Card Contributions: | \$1,000.00 | |
| + Refunded Merchant Provider Fees: | <input type="text" value="\$0.00"/> | |
| = Net Deposit: | | \$950.00 |
| Itemize All Transactions? | | <input checked="" type="checkbox"/> |

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

ENTER THE REFUNDED MERCHANT PROVIDER FEE.

| | | |
|---------------------------------------|--------------------------------------|-------------------------------------|
| Deposit Date: | | 12/6/2021 |
| Itemized Receipt Total: | \$2,000.00 | |
| + Unitemized Receipt Total: | \$0.00 | |
| = Receipt Total: | | \$2,000.00 |
| ADJUSTMENTS | | |
| - Merchant Provider Fees: | \$50.00 | |
| - Refunded Credit Card Contributions: | \$1,000.00 | |
| + Refunded Merchant Provider Fees: | <input type="text" value="\$20.00"/> | |
| = Net Deposit: | | \$970.00 |
| Itemize All Transactions? | | <input checked="" type="checkbox"/> |

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.

 E-File Report

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

E-FILE THE DEPOSIT REPORT.

| | | |
|---------------------------------------|------------|-------------------------------------|
| Deposit Date: | | 12/6/2021 |
| Itemized Receipt Total: | \$2,000.00 | |
| + Unitemized Receipt Total: | \$0.00 | |
| = Receipt Total: | | \$2,000.00 |
| ADJUSTMENTS | | |
| - Merchant Provider Fees: | \$50.00 | |
| - Refunded Credit Card Contributions: | \$1,000.00 | |
| + Refunded Merchant Provider Fees: | \$200.00 | |
| = Net Deposit: | | \$970.00 |
| Itemize All Transactions? | | <input checked="" type="checkbox"/> |

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.

 E-File Report

MERCHANT PROVIDER REFUNDS IN THE DEPOSITORY SYSTEM OF REPORTING

THE PROCESS, IN REVIEW:

AN INDIVIDUAL CONTRIBUTES TO THE CAMPAIGN BY CREDIT/DEBIT CARD USING MERCHANT PROVIDER X.

THE CAMPAIGN DEPOSITS THE MONEY AND FILES A DEPOSIT REPORT WITH OCPF.

THE CONTRIBUTOR ASKS MERCHANT PROVIDER X FOR A REFUND, AND RECEIVES IT.

FUTURE CONTRIBUTORS DONATE TO THE CAMPAIGN USING MERCHANT PROVIDER X. TO RECOVER THEIR LOSS, MERCHANT PROVIDER X WITHHOLDS MONEY FROM THOSE FUTURE DONORS.

THE CAMPAIGN DEPOSITS THE NEW MONEY FROM MERCHANT PROVIDER X, MINUS THE WITHHELD FUNDS, AND CREATES A DEPOSIT REPORT, AS IT NORMALLY WOULD.

THE CAMPAIGN WOULD USE THE “CC CONTRIBUTIONS REFUND” TOOL TO FIND THE DONOR WHO WAS REFUNDED BY MERCHANT PROVIDER X, AND “ADD” THE REFUNDED AMOUNT TO THE DEPOSIT REPORT.

THE CAMPAIGN WOULD ADD THE REFUNDED MERCHANT PROVIDER FEE TO THE SUMMARY PAGE OF THE DEPOSIT REPORT AND E-FILE THE REPORT.

