



## Instructions

A corporation must file a Statement of Corporate Paid-in-Capital (PC 12) when:

- the major source of revenue for the corporation is paid-in-capital
- the primary purpose of the corporation is to support or oppose any candidate, measure or political party

**and**

- the corporation has made a contribution or an expenditure for that purpose

The Statement of Corporate Paid-in-Capital (PC 12) and Cash Expenditures and Loan Payments form (PC 3), including information on the nature and amount of all expenditures of money and in-kind contributions made by the corporation, must be filed no later than seven calendar days after the contribution is received or the expenditure is made.

## Definitions

**Amount of Paid-in-Capital:** The amount paid by the shareholder.

**Date:** The date the transaction occurred. Date must include the month, day and year.

**Name and Address of Shareholder:** The name and residence or mailing address of each shareholder, including city, state and zip code.

**Occupation of Shareholder:** The occupation of the shareholder is the nature of the individual's primary job. If the shareholder is self-employed, the nature of the business must be provided. If the shareholder is not employed such as a student, retired, or a volunteer, indicate "not employed."

**Page Total:** Add all paid-in-capital amounts on the page and enter the total in the Page Total box.