Steps to file the required Statement of Contribution 15-5 Form with the Alaska Public Offices Commission (APOC)

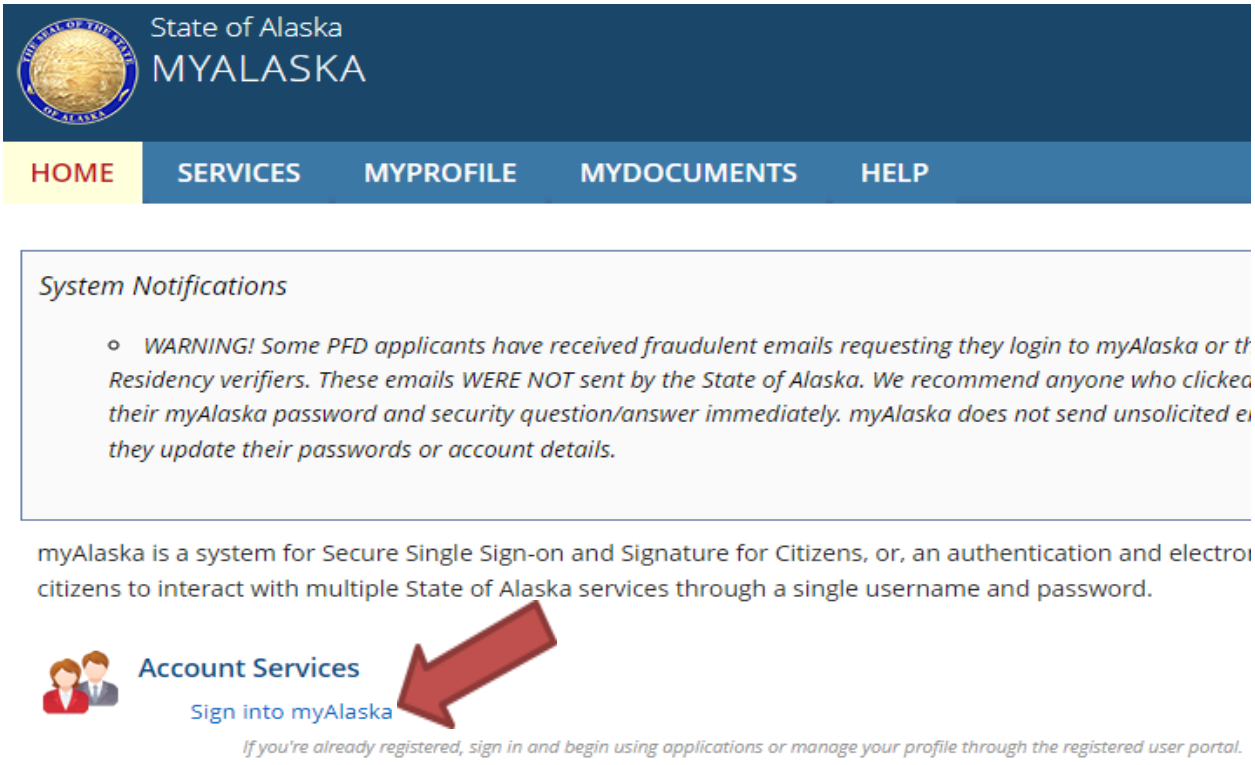
*If you are an individual, person, nongroup entity, or group that contributes $**2,000 or more** (in the aggregate in a calendar year) **to an entity that has made, is making, or you have reason to know is likely to make independent expenditures in candidate elections** in the previous or current election cycle, you must file a Statement of Contribution 15-5 Form under AS 15.13.040(r) **no later than 24 Hours after making the contribution**. The 24-Hour True Source Statement of Contribution filer is required to report and certify the **true sources** of the contribution, and any intermediaries as defined by AS 15.13.400(18).

The contributor is also required to **provide the identity of the true source to the recipient of the contribution simultaneously with providing the contribution itself**.

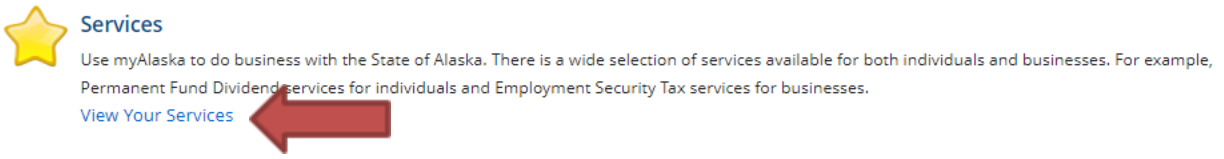
*Instructions to file the **24-Hour True Source** Statement of Contribution 15-5 Form.

1. Go to https://alaska.gov/
2. Click on the "myAlaska" link at the top of the page.

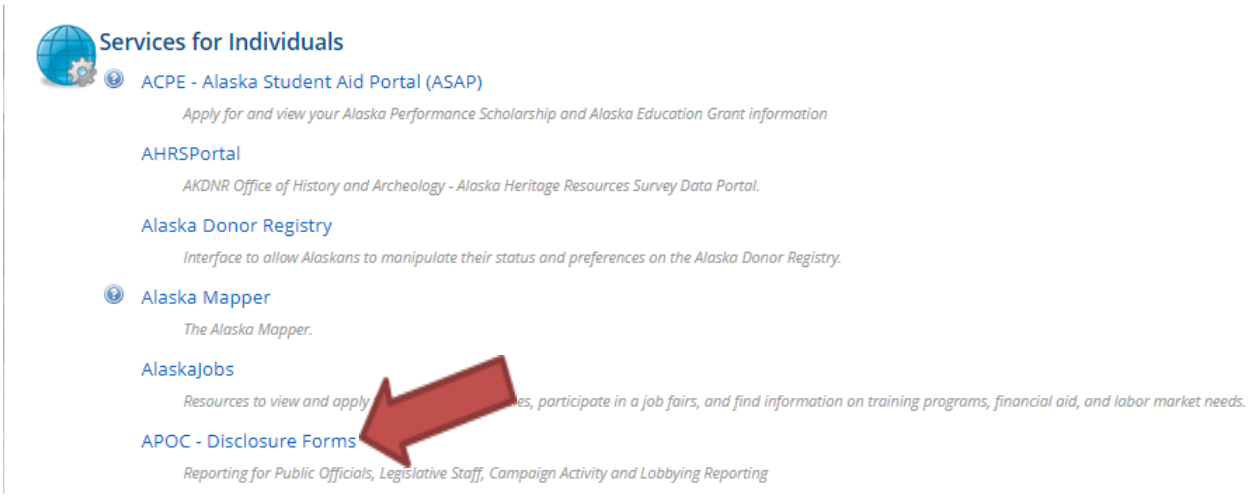
3. Login to myAlaska.



4. Under the “Services” header, click “View Your Services.”

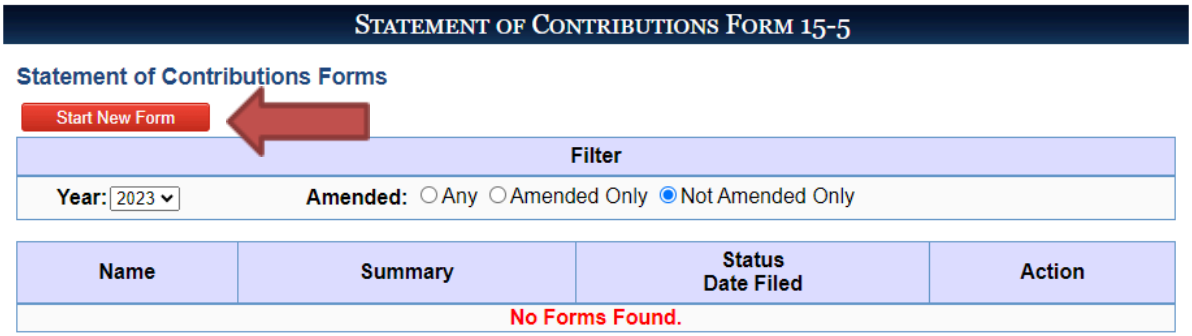


5. Under the “Services for Individuals” header, click “APOC- Disclosure Forms.”

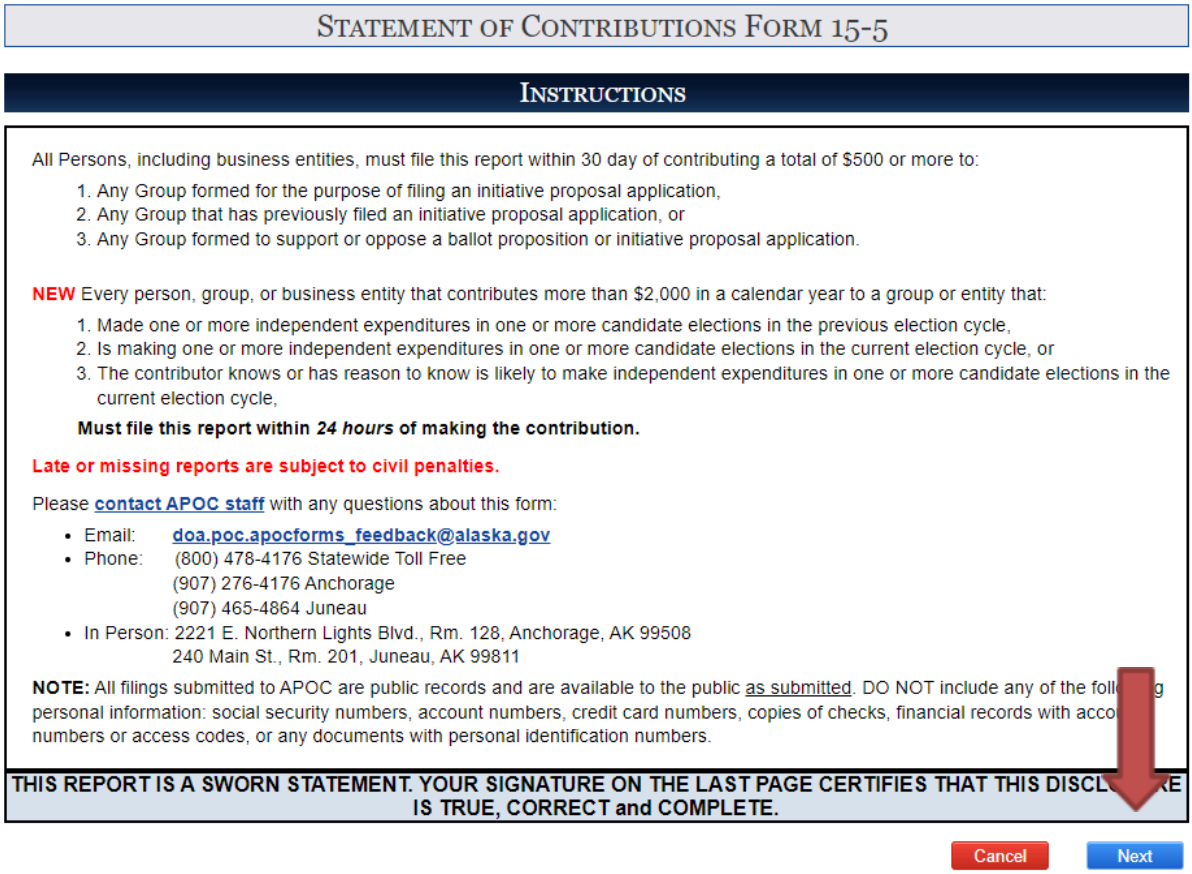


6. This will bring you to the “Welcome to APOC Forms Online” Home Page. Click on “Statement of Contributions Forms 15-5” (5th link down).

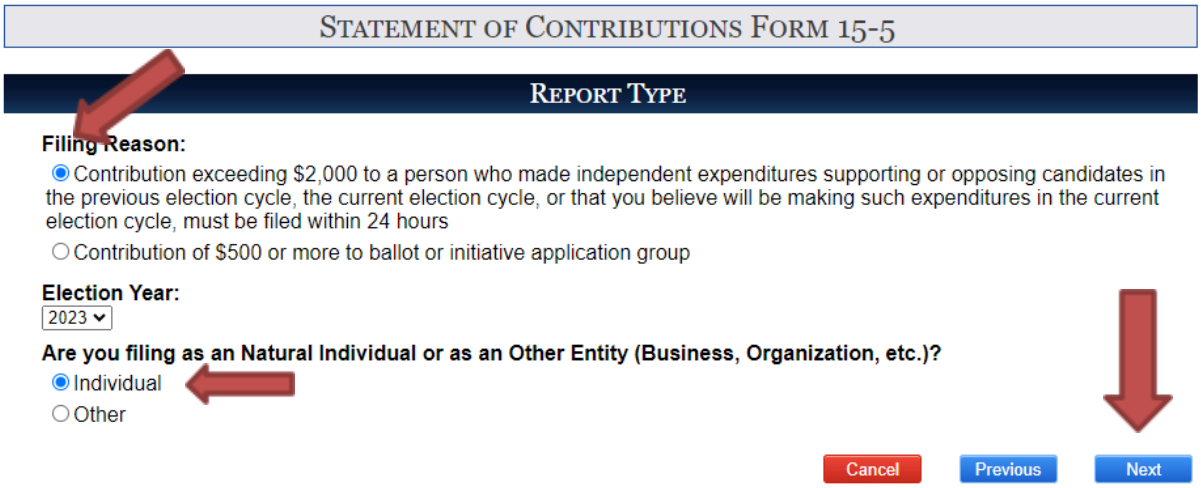
7. Click the red button “Start New Form.”



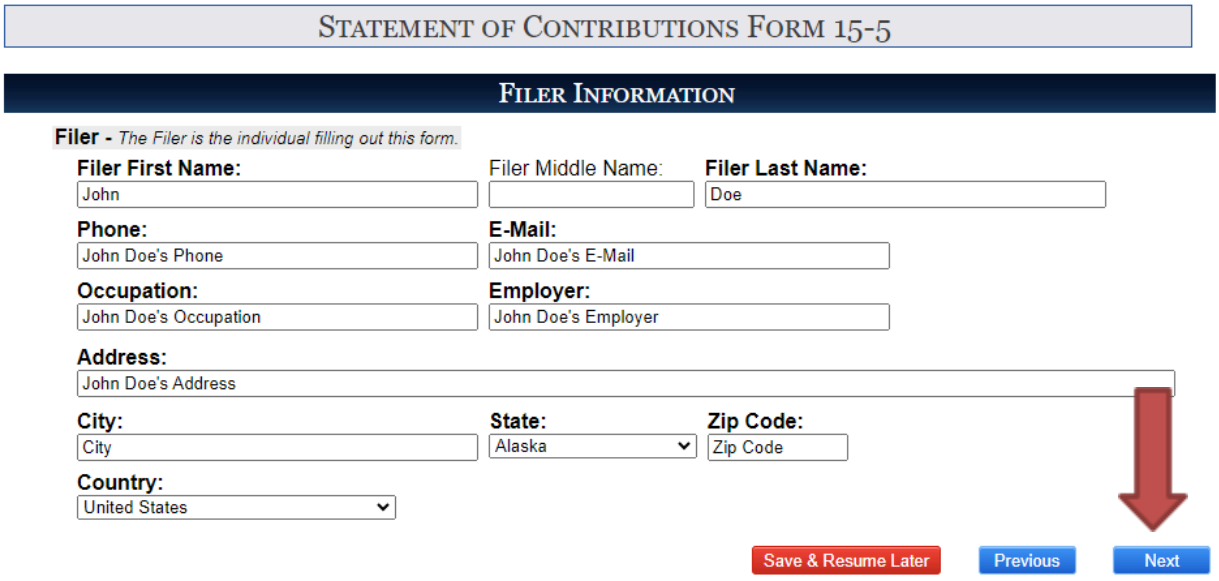
8. When you have completed reading instruction, select “Next” to continue.



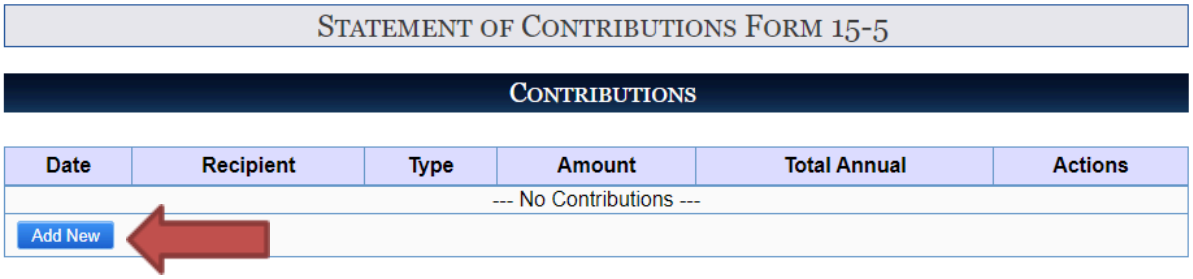
9. Under “Filing Reason” select the first toggle button “Contribution exceeding $2,000.” Select the year in which the contribution was made under “Election Year.” Select “individual” if you are a natural person. If you are not a natural person, select “Other.” Select “Next” to continue.



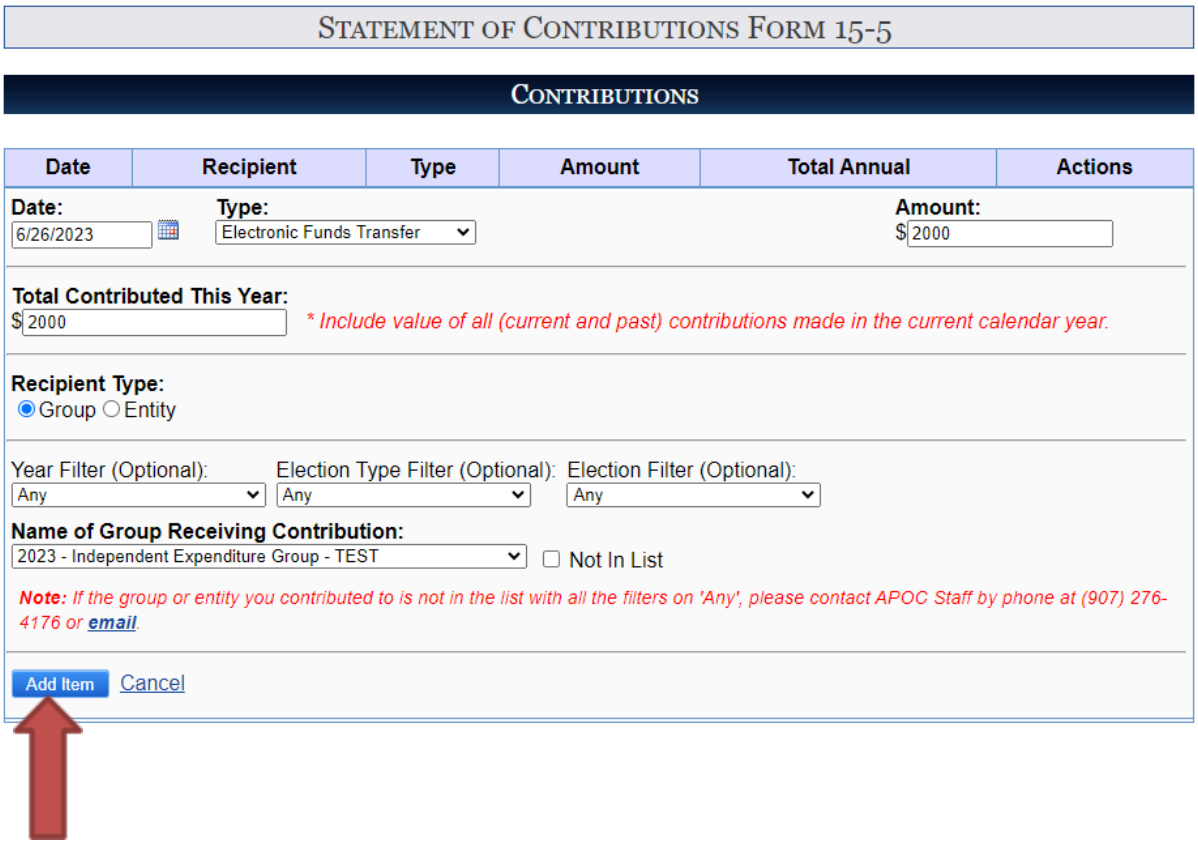
10. Fill in the required information as presented including, your first and last name, phone number and email (if applicable), your occupation and employer, followed by your address. Once completed, select “Next” to continue.



11. Select “Add New” to input information about the contribution you’ve made.



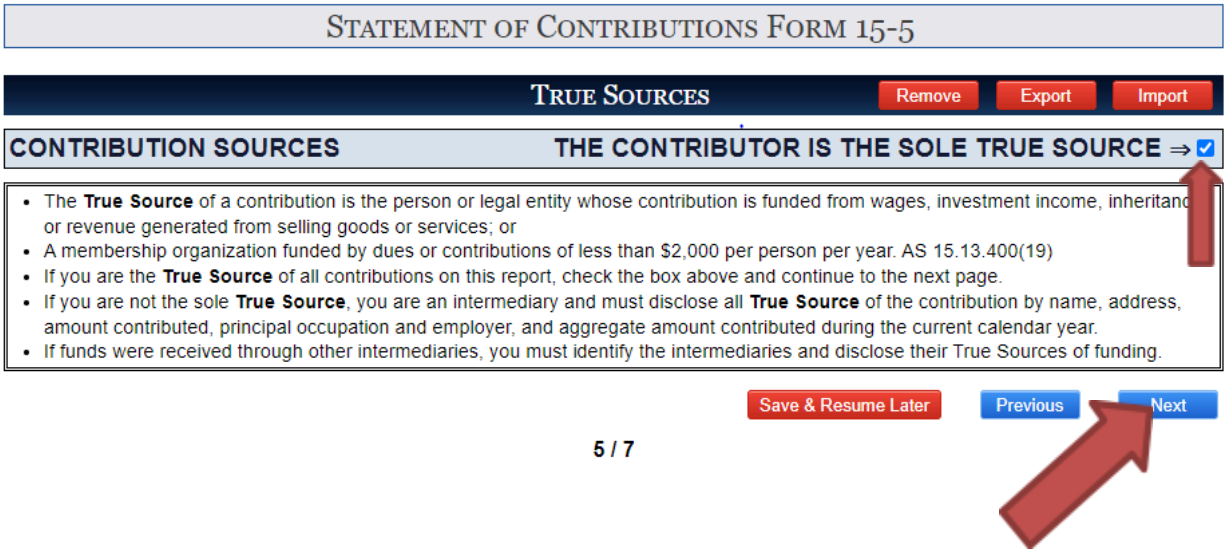
12. Fill out the required information as presented including the date the contribution was made, the type of payment utilized, the amount of the contribution, the total amount of contributions you’ve made in the aggregate calendar to that same group or entity. Under “Recipient Type” select. “Group or Entity” (you must determine if the recipient is a group or entity registered with APOC). Locate the name of the group or entity you contributed from the “Name of Group Receiving Contribution” list below. Once completed, select “Add Item” then “Next” to continue.



13. The **true source** of a contribution is the person or legal entity whose contribution is funded from wages, investment income, inheritance, or revenue generated from

selling goods or services; or a membership organization funded by dues or contributions of less than $2,000 per person per year.

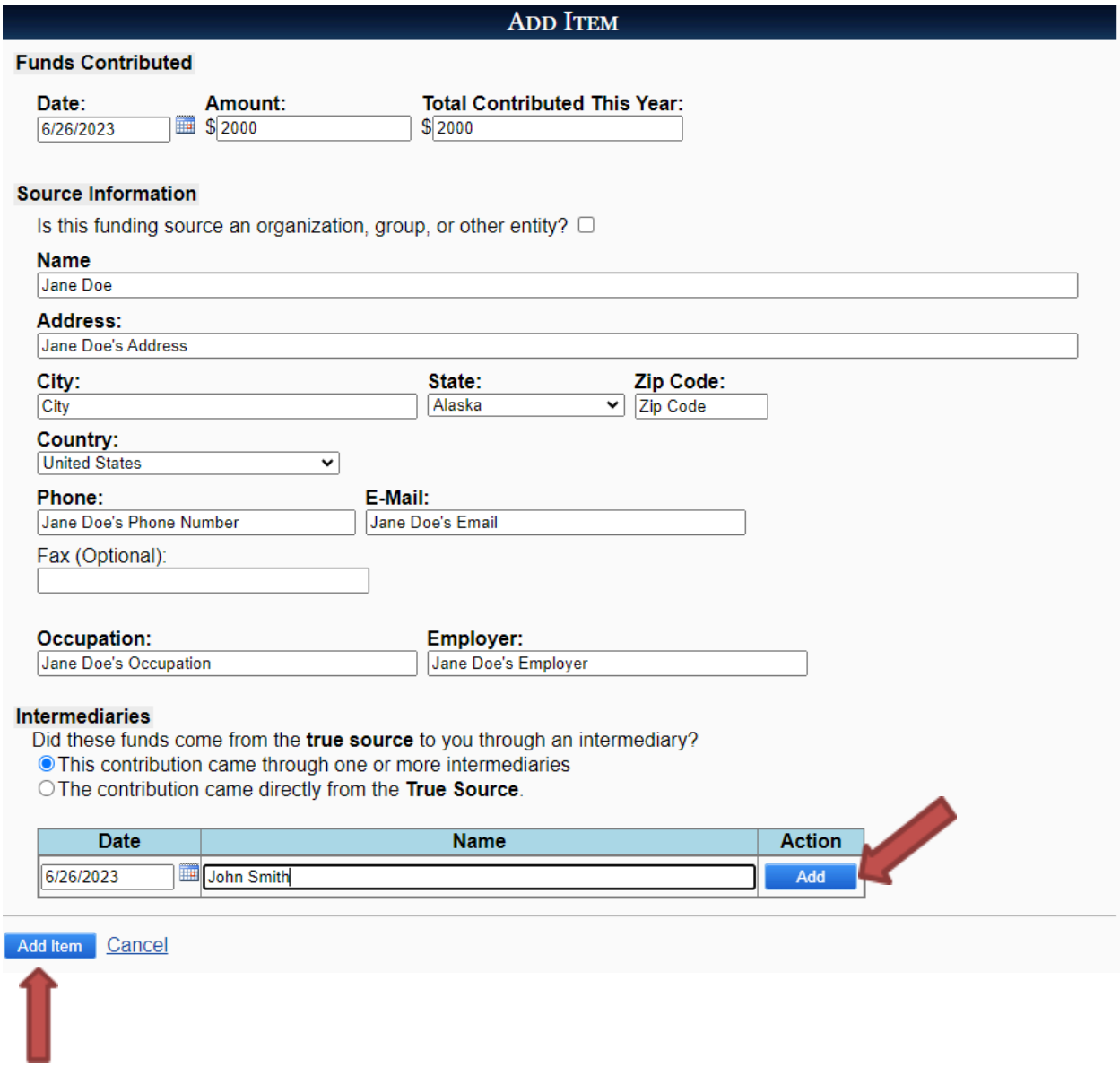
If you are the true source of all contributions on this report, check the box above and select "Next" to continue.



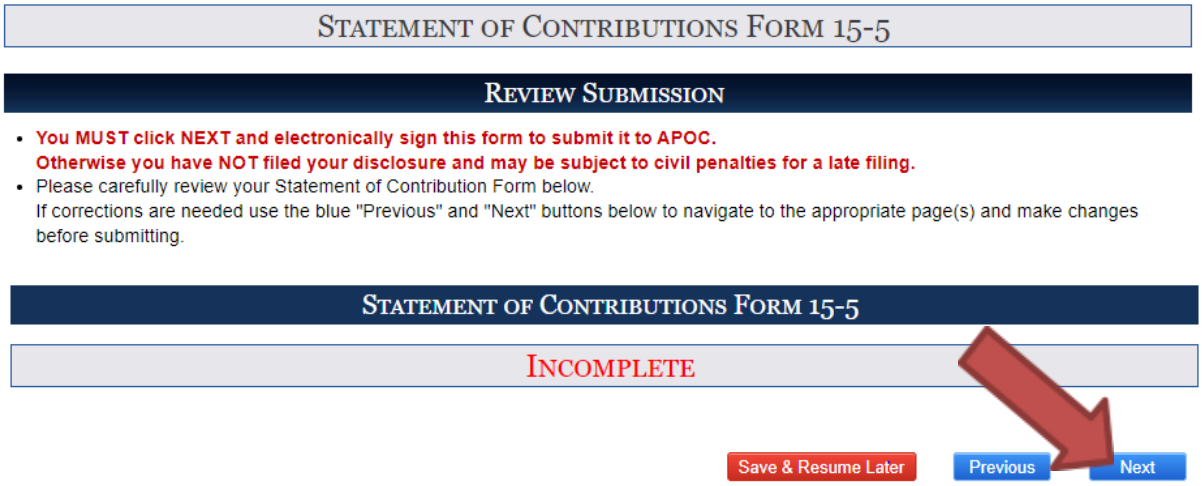
If you are **not** the sole **true source**, you are an intermediary and must disclose all **true sources** of the contribution by name, address, amount contributed, principal

occupation and employer, and aggregate amount contributed during the current calendar year.

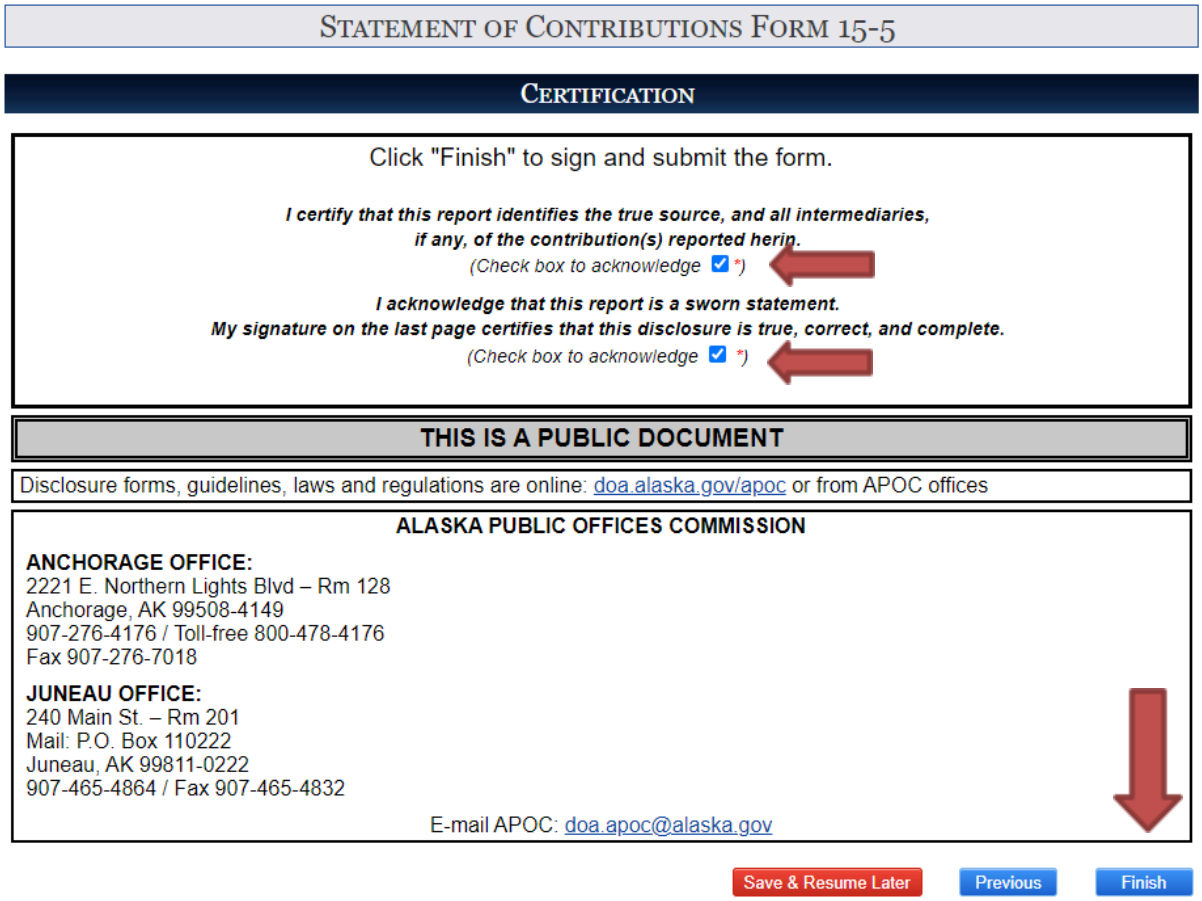
If funds were received through other intermediaries, you must identify the intermediaries and disclose their True Sources of funding. Once all required information has been inputted, select "Add" to add any intermediaries as necessary, then select "Add Item" to enter the true source information. Select "Next" to continue.



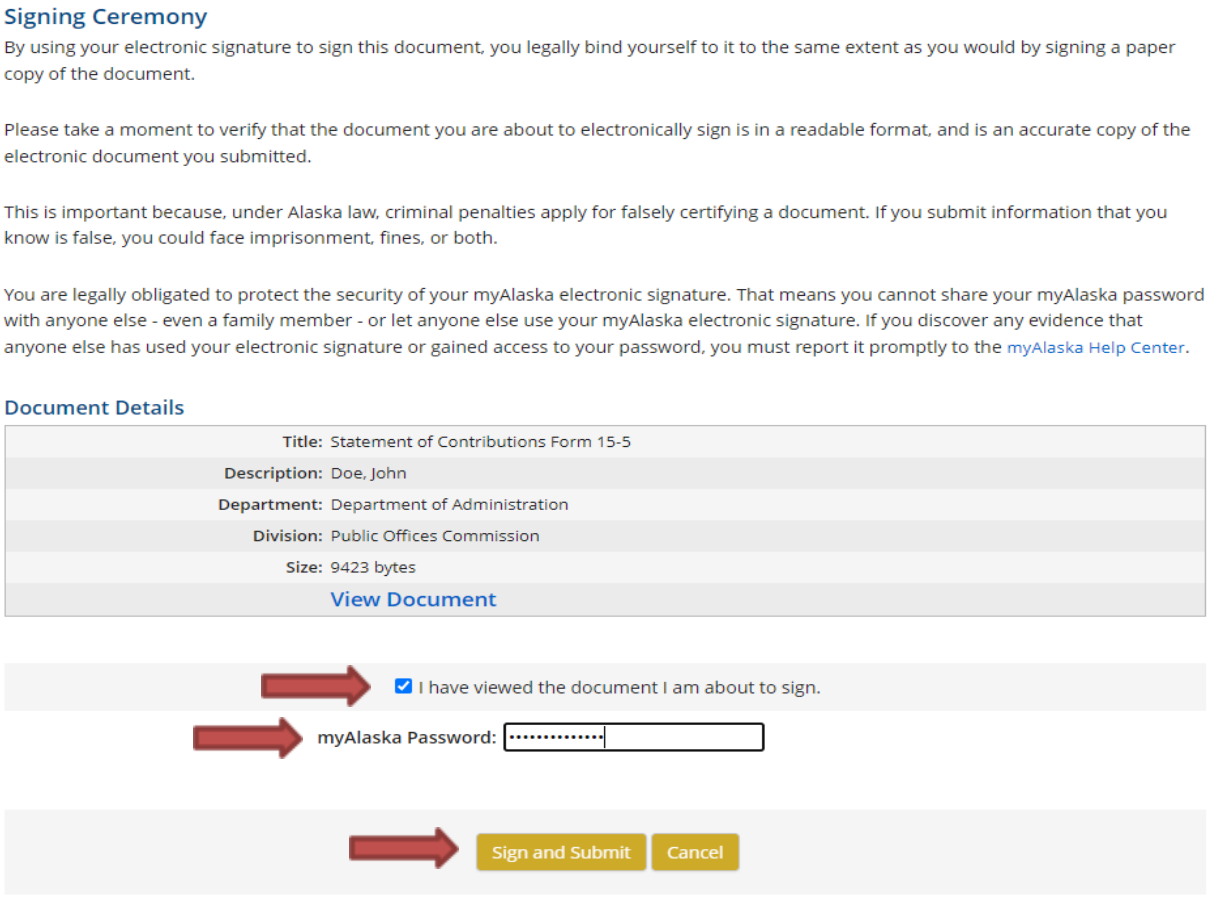
14. From the "Review Submission" page, scroll down to the bottom of the page reviewing all the information you have inputted. Select "Next" when you are ready to continue.



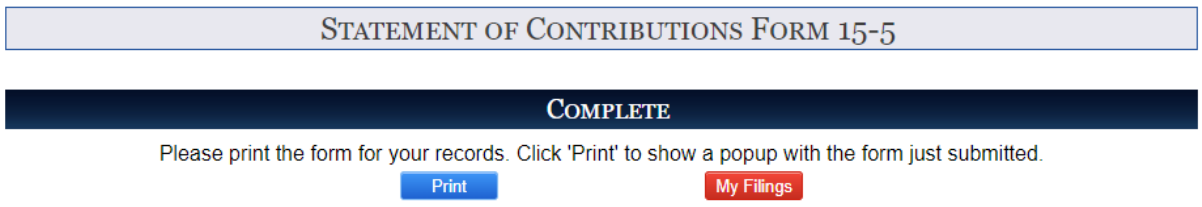
15. From the "Certification" page, select both acknowledgment check boxes then select "Finish."



16. From the "Signing Ceremony" you will need to check the box that states the following: "I have viewed the document I am about to sign." Then type in your myAlaska password and select "Sign and Submit" to complete the 24-Hour True Source Statement of Contribution 15-5 Form.



17. When you see the following page, your 24-Hour True Source Statement of Contribution 15-5 form will be complete.



Please remember, this statement **must be filed within 24-hours of making the contribution**. If you have any questions or need assistance, please do not hesitate to contact APOC.

Alaska Public Offices Commission
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