

Online Contribution Form Guidelines

As a candidate participating in the Open & Accountable Elections program, it is important you collect all the required information from donors to check their eligibility for a public match. **No contribution shall be made in a fictitious name, anonymously, or through an agent, relative, or other person in such manner as to conceal the identity of the source of the contribution. Concealing the source of a contribution is in violation of state law.**

This online form can be used for donations made via check or credit card. But cash or money order donations must be reported with the paper version of the attestation form

The following is a list of information you **must** collect from donors in your online forms:

- First name
- Last name
- Home address

In order to submit their online contribution, donors **must** take an affirmative action of some kind (e.g. clicking submit, checking a box, typing initials into a box) to attest to each of the following:

- I am a citizen or a lawful permanent resident (required by federal campaign finance law).
- “By [insert applicable affirmative action], I attest that this contribution was made with my own personal funds and that no one gave me the funds to make this contribution.”

Campaigns should include optional checkboxes for the following:

- I live in the City of Portland

Campaigns should also collect all information required by the state, such as the contributor’s occupation, employer and employer’s city and state address. See the Secretary of State’s [campaign finance manual](#) for which information to collect.

Sample Online Donor Form

DONOR (please print)

Name: _____ Date of Birth: ____/____/____

Phone: _____ Email: _____

Home Address: _____

☐ I live in the City of Portland.

Candidate Receiving Donation: _____ Amount: _____ Date: ____/____/____

Payment Type: ☐ Check ☐ Credit/Debit Card ☐ Cash ☐ Money Order

OAE program staff are available to work directly with campaigns to ensure that your online donation forms collect the information required by this program.

If the required attestation is not acquired digitally, campaigns will have to collect paper attestation forms for those contributions to be matchable.