



BILLING ADDRESS VERIFICATION

This letter may be used to address the following [invalid matching claim code\(s\)](#) found in your campaign's statement review:

[SRC-11: Reported Address Not Billing Address on Credit Card Document](#)

Send this letter to a contributor to complete and return to your campaign:

- ✓ Insert all required information (i.e., contributor and contribution-specific information and campaign contact information).
- ✓ Send the letter by mail or email to the contributor and direct the contributor to return it to your campaign.

This letter can also be generated directly from C-SMART. For more information, see [C-SMART Help](#).

For more information on responding to invalid matching claims, refer to the [Invalid Matching Claims \(IMC\) Codes](#) guidance document and Chapter 5 of the [Campaign Finance Handbook](#). If you have any questions, contact Candidate Services at (212) 409-1800 or CandidateServices@nyccfb.info.

