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THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CAMPAIGN & POLITICAL FINANCE
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OCPF@MASS.GOV

August 10, 2023

17291

Karen Kalinowsky
Kalinowsky Committee
63 Shaker Lane
Pittsfield, MA 01201

Due Date: August 17, 2023

RE: Provisional Registration of Candidate
Committee

Dear Ms. Kalinowsky:

We have received the statement of organization for your political committee on 8/8/2023. In order to complete the process of registering your committee with this office, the following issues must be resolved:

Issue #1: Missing Appointment of Depository Bank

Newly organized depository candidates and committees are required to designate an authorized bank or credit union for their campaign funds. Your committee has yet to file the Appointment of Depository Bank form CPF D103. ***This completed form should be emailed to OCPF at ocpf@mass.gov*** before money is raised or spent (including the candidate's own funds). It is the responsibility of the committee to submit the form to OCPF. The CPF D103 form and a list of banks and credit unions that currently participate in the depository reporting system is attached. If your bank or credit union is not included in the list, please contact OCPF at 617-979-8300 or by email at ocpf@mass.gov for more information.

Please file the form CPF D103 by **August 17, 2023**.

All candidates and committees electronically file their reports using OCPF's Reporter 7 (R7) software. E-filing instructions are attached. Your political committee has been assigned the following identification number:

CPF ID: **17291**

If you organized using a paper or scanned 101 form, please look for invitation emails sent to the candidate and/or treasurer email addresses you provided on the form. You'll be asked to provide a password for each account. If you organized electronically, please login using the email address and password you provided during the registration process.

OCPF corresponds with candidates and committees by email. Please take a moment to ensure that the email address(es) listed below are accurate. If the email address(es) are not accurate, please email us at ocpf@mass.gov with the correct email address.

Candidate: **bkkalinowsky@yahoo.com**

Treasurer: **kayoi1950@aol.com**

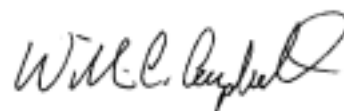
All contributions, even from the candidate, must be deposited in the depository account at your financial institution. All expenditures, even made by the candidate, must be made with a committee check or debit card with limited exceptions. Your committee will receive a courtesy email from OCPF on each occasion your financial institution files a report on behalf of your committee. You should review the report when the bank files each month and make any necessary clarifications.

It is important to accurately disclose your campaign finance activity. Our office holds virtual one-hour seminars to explain the campaign finance law and how to e-file campaign finance reports. To attend a seminar, register at <https://ocpfreporter.us/SeminarRegistration/> to choose a date and request the video conference login information. In addition, committee treasurers are required to complete online campaign finance training. To access and complete the training, the treasurer should click the 'Tools' tile on the R7 homepage and then click the 'Treasurer Training' tile.

Please contact your auditor, Daniel Juffre, at Daniel.Juffre@mass.gov if you have any questions concerning this matter or if you need additional information to comply with the campaign finance requirements.

In accordance with a ruling by the Supervisor of Public Records, this letter and all correspondence relating thereto is a matter of public record as of the due date, **August 17, 2023**. As such, it will be placed in the committee's public file at that time.

Sincerely,

A handwritten signature in dark ink, appearing to read "William Campbell", with a stylized flourish at the end.

William Campbell
Director

cc: Carolyn Jones

E-Filing Instructions – Depository Committees

Log In:

- Visit **www.ocpf.us**
- On the right side of OCPF's homepage enter your User ID (CPF ID or Email Address) and Password then click the **"Log In"** button

E-File a Deposit Report:

- Click on the purple **"Create A Deposit Report"** tile
- Enter the deposit date (dd/mm/yy) and click the **"Create"** button
- To add contributions and any credit card fees to the report select the **"Deposit Items"** section
- Add the contribution information in the fields provided. After completing the fields, click the **"Save"** button to add the item to the report
- Add credit card fees (if needed) by selecting **"Merchant Provider Fee"** from the drop down menu. After completing the fields, click the **"Save"** button to add the item to the report
- Once all of the deposit items have been added, select the **"Summary"** section, review the legal terms and click the green **"E-File Report"** button

Clarify Expenditures:

- At the beginning of each month your bank will electronically file a report that includes all expenditures that cleared the account
- To clarify the purpose or vendor information of an expenditure, click on the red **"Clarify An Expenditure (Bank-Reported)"** tile
- Agree to the legal terms at the top of the page by clicking the box
- Click the blue **"Clarify"** button next to the expenditure you need to update
- Add the information in either the **"Clarified Vendor"** field and/or the **"Clarified Purpose"** field, then click the **"Save"** button to update the expenditure

*For questions, please call **617-979-8300** or email **ocpf@mass.gov***





CPF ID #: _____
(For Office Use Only)

Form CPF D103: Appointment of Depository Bank

Office of Campaign and Political Finance

Committee Name: _____

Office Sought/District: _____

Candidate Name: _____

Candidate E-Mail: _____

Treasurer Name: _____

Treasurer E-Mail: _____

ACTIVITY PRIOR TO ESTABLISHING DEPOSITORY BANK ACCOUNT

Please check one

Has the candidate or committee raised or spent money, including the candidate's own funds, received in-kind contributions or incurred liabilities for political purposes prior to establishing this bank account?

☐ Yes: Continue with this form and contact OCPF. A report will be e-filed to disclose this activity.

☐ No: Continue with this form.

I certify that the bank named below has been designated as the depository for campaign funds and I authorize said bank to submit to the Director of the Office of Campaign and Political Finance the reports required by M.G.L. Chapter 55. **I agree that all financial activity following the date the bank account is opened shall be conducted through the depository account.**

SIGNED UNDER THE PENALTIES OF PERJURY:

Signature of Candidate _____ Date: _____

Signature of Treasurer _____ Date: _____

(Below to be completed by bank)

BANK ACKNOWLEDGMENT

The undersigned bank is authorized to transact business and has its main office, or a branch office, in Massachusetts. The bank hereby acknowledges that it has been designated as the depository for campaign funds of the above named candidate or committee and agrees to file campaign finance reports with OCPF as required by c. 55 until such time as OCPF notifies the bank that its reporting requirements are no longer required.

Bank Name: _____

Date: _____

Date Account Opened: _____

Authorized by: _____

Phone #: _____

Title: _____

E-mail: _____

Bank Mailing Address: _____

City / State / Zip: _____

Authorized Employee's Signature

INSTRUCTIONS FOR COMPLETING FORM CPF D103

1. WHO MUST FILE:

Newly organized political action committees or state political party committees are required to designate, on Form CPF D103, Appointment of Depository Bank (this form), an authorized financial institution as a depository for the committee's campaign funds on the day the committee is organized. Independent Expenditure PACs file reports as required by M.G.L. c. 55, s. 18A(e) and do not have to file a Form CPF D103 or designate a depository bank. (See M.G.L. c. 55, ss. 1 and 18A(e) and 970 CMR 2.17(3) for the definitions of these committees.)

A candidate for nomination or election to one of the offices listed below (and his or her candidate's committee, if one is organized) must file either a Form CPF D103 (this form) or a Form CPF D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF. The designation of the depository bank, or the certification that no financial activity will occur, must be made on the day the individual becomes a candidate for one of the offices specified below. (See M.G.L. c. 55, s. 1 for the definition of "candidate.")

1. Statewide Office: Governor, Lieutenant Governor, Attorney General, State Secretary, State Treasurer and State Auditor;
2. The Governor's Council;
3. County Office: Clerk of Courts, County Commissioner, County Treasurer, District Attorney, Register of Deeds, Register of Probate, Sheriff, Suffolk Co. Superior Court-Civil, Suffolk Co. Superior Court-Criminal, and Supreme Judicial Clerk of Courts (Suffolk Co.); and
4. The offices of mayor. Additionally, city council and alderman in cities with a population over 65,000 (Boston, Brockton, Cambridge, Fall River, Framingham, Haverhill, Lawrence, Lowell, Lynn, Malden, New Bedford, Newton, Quincy, Somerville, Springfield, Waltham and Worcester).
5. House and Senate

2. WHEN TO FILE:

This form must be filed with OCPF before funds are raised or spent and no later than the third business day following such appointment. An initial campaign finance report, Form CPF D102, must also be filed with OCPF within three days of the candidate or committee organizing. An authorized employee of the financial institution must sign the acknowledgment of the depository bank printed on the form.

3. NOTES FOR CANDIDATES AND CANDIDATE COMMITTEES:

Form CPF D103, Appointment of Depository Bank (this form), is used by the candidates listed above to designate an authorized financial institution as a depository for the campaign funds of the candidate and/or the candidate's committee.

Form CPF D104, Statement of Candidate Not Raising or Expending Campaign Funds, is used by the candidates listed above to certify that he or she does not plan to receive contributions, make expenditures (including expenditures of his or her own funds) or incur liabilities.

A CANDIDATE WHO HAS A COMMITTEE

Complete all information requested on the D103 form. Both the candidate and committee treasurer must sign the form.

A CANDIDATE WHO DOES NOT HAVE A COMMITTEE

The committee information on the D103 form may be left blank, but the rest of the form should be completed. Only the candidate and financial institution employee must sign the form.

A candidate who does not plan to receive contributions, make expenditures (including expending his or her own funds) or incur liabilities does not have to open a depository bank account and may instead complete and file a Form D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF.

4. NOTE FOR BANKS

The authorized employee's signature acknowledges notice of the candidate and/or committee's appointment of the bank as a depository for campaign funds. The bank should indicate the date the account was opened and will be subject to the reporting provisions of M.G.L. c. 55, s. 19 from that date. OCPF provides an online e-filing application to file the requisite reports at www.ocpf.us.

Please contact the Office of Campaign and Political Finance at (617) 979-8300 or by e-mail at ocpf@mass.gov, or visit OCPF's website at www.ocpf.us for further information. OCPF's fax number is 617-727-6549.

Participating Banks in Depository Reporting System *

Adams Community Bank	Liberty Bay Credit Union
Align Credit Union	Lowell Five Cent Savings Bank
Amalgamated Bank	M & T Bank
Athol Savings Bank	Main Street Bank
Bank Five	Mechanics Cooperative Bank
Bank Gloucester	Millbury Federal Credit Union
Bank of America	Mountain One Bank
Bay State Savings Bank	Mutual One Bank
Berkshire Bank	Needham Bank
Boston Firefighters Credit Union	New Bedford Credit Union
Bristol County Savings Bank	Northern Bank & Trust
Cape Ann Savings Bank	Polish National Credit Union
Cape Cod 5	Lending Club Bank
Central One Federal Credit Union	Rockland Trust
Citizens Bank	Saint Michael's Federal Credit Union
City of Boston Credit Union	Santander
Coastal Heritage Bank	Somerset Federal Credit Union
Community Credit Union	Southcoast Health System Federal Credit Union
Country Bank for Savings	St. Jean's Credit Union
Dedham Savings	Taunton Federal Credit Union
East Cambridge Savings Bank	TD Bank
Easthampton Savings Bank	The Cooperative Bank of Cape Cod
Enterprise Bank & Trust	The Pittsfield Cooperative Bank
Everett Bank	The Provident Bank
Florence Bank	The Savings Bank
Greenfield Savings Bank	The Village Bank
Greylock Federal Credit Union	Westfield Bank
Hanscom Federal Credit Union	Winter Hill Bank
Haverhill Bank	Workers Credit Union
Leader Bank	