



FIREPAC



SETTING UP A CHECK-OFF PROGRAM



SETTING UP A FIREPAC CHECK-OFF PROGRAM: A STEP-BY-STEP GUIDE

FIREPAC is the IAFF's federally registered political action committee. It is funded by voluntary contributions, and it is used to support local, state, and federal candidates, campaigns, legislative efforts, and ballot initiatives.

The FIREPAC Check-Off Program allows IAFF members to make personal contributions to FIREPAC, the IAFF's federal political action committee, via payroll deduction.

Before setting up a federal check-off program, please email politics@iaff.org. We will ensure that someone from our team will be available to answer any questions or assist with any issues that may arise throughout the process.

STEP 1

DESIGNATE A POINT PERSON TO MANAGE THIS PROCESS.

Though establishing a FIREPAC Check-Off Program is not a difficult task, it does require attention to detail. It helps if there is one person coordinating this effort and so the IAFF has a single person to contact should questions or problems arise.

STEP 2

DETERMINE HOW YOUR EMPLOYER WILL DEDUCT FIREPAC CONTRIBUTIONS FROM INDIVIDUAL MEMBER'S PAYCHECKS AND HOW THEY WILL FORWARD THEM TO THE IAFF OR YOUR LOCAL.

Verify that your employer will provide an additional payroll deduction line for each member's paycheck.

- If this must be done via contract negotiations, **sample contract language (Appendix A)** is available.
- If the employer will not grant a separate deduction line, the local may incorporate FIREPAC contributions into an existing deduction line, such as the union dues line. If the local proceeds with this option, meticulous bookkeeping must be maintained to distinguish the difference between a member's union dues and FIREPAC contributions as required by federal election law. Members will also still be required to sign a voluntary authorization card. These voluntary donations must be collected and authorized over and above dues structure in order to be able to donate to FIREPAC.
- Before setting up this contribution method, you will need to obtain a new Employer Identification Number (EIN) from the IRS. See our **guidance document (Appendix B)** on obtaining an EIN number.
- Your employer may suggest another contribution method. Please check with the IAFF Political Department liaison before proceeding.

STEP 3

DISTRIBUTE FIREPAC CHECK-OFF AUTHORIZATION CARDS TO MEMBERSHIP.

Once you have figured out how members will be contributing, only use the IAFF Check-Off Authorization Cards. These have been approved by an IAFF lawyer. Please download and have your members sign the corresponding pay period payroll deduction card found in the appendices:

- **FIREPAC Check-Off Authorization Card for 12 pay periods (Appendix C)**
- **FIREPAC Check-Off Authorization Card for 24 pay periods (Appendix D)**
- **FIREPAC Check-Off Authorization Card for 26 pay periods (Appendix E)**
- **FIREPAC Check-Off Authorization Card for 52 pay periods (Appendix F)**

Each local member will determine the amount they wish to contribute or not to contribute via payroll deduction. Federal election law requires that the contribution be voluntary and that no one, including the local, determine what the amount should be. However, federal election law does permit the union to suggest an amount.

Completed authorization cards are returned to the local point person. The local must retain a copy for the local's records for a minimum of three years after the member stops contributing. The local point person will also need to send a copy of the authorization cards to the IAFF Political Department for review and holding.

The local will inform the employer of participating members and the amounts that should be deducted from each paycheck. This is usually done by providing the employer with the original signed authorization cards or a printout listing each individual and the amount designated.

Authorization cards do not need to be renewed annually. Once the card is provided to the employer, it will remain in effect until the member chooses to adjust the deductions or revokes his or her participation in writing to the local.

STEP 4

TRANSMIT FUNDS TO FIREPAC.

Once the employer has deducted FIREPAC contributions from the paychecks of participating local members, the local or the employer must transmit those funds to FIREPAC. Federal election law has specific requirements regarding the transfer. If funds are not transferred properly with the correct supporting documentation and within the prescribed time limit, FIREPAC CANNOT accept the funds and will be forced to return the money to the local. To prevent this from happening, please follow all directions below.

Our legal counsel highly recommends that FIREPAC money never be deposited into your local's general fund or PAC prior to being sent to the IAFF-FIREPAC.

How locals may submit funds to the IAFF:

1. Locals who receive payroll deductions from the employer via wire transfer may ask the employer to wire FIREPAC contributions directly to FIREPAC. If the employer is willing to do this, contact the IAFF Political Department for wire transfer instructions.
2. Locals who receive payroll deductions from the employer via check may request the employer to write a separate check payable directly to FIREPAC for the amount deducted for FIREPAC Check-Off. Checks can be mailed directly to: IAFF Headquarters, Attention: FIREPAC, 1750 New York Ave NW, Washington, DC 20006.

3. If the employer is unwilling to submit a wire transfer or check directly to FIREPAC, it is recommended that the local establish a transmittal account (a non-interest-bearing checking account) into which they deposit only payroll deductions from member paychecks received from the employer. From this transmittal account, the local can disburse funds to its other accounts, e.g., general treasury account, building fund, health insurance. A check to FIREPAC should then be written and sent to the IAFF from this account. See our **Union Bank Account Flowchart (Appendix G)** for guidance.

When locals may submit funds to the IAFF:

- The best practice is to send contributions as soon as the local receives them.
- If you have no members in your local giving more than \$50 to FIREPAC via the check-off program per pay period, the local has 30 days to transfer the funds to IAFF FIREPAC once the deduction occurs.
- However, if you have any member who gives more than \$50 in a pay period, then you are required to transfer the funds within 10 days.

Documents locals need to submit funds to the IAFF:

List of contributors: Every time a local (or employer) remits FIREPAC Check-Off money to IAFF FIREPAC, it must be accompanied by a detailed listing of local members who contributed and the amount each gave. The amount of the check/wire transfer should match the amount listed on the roster. This amount is generally the same each month or pay period but can change from time to time due to staff changes, absences due to disability or changes in contribution amounts.

Payment: The roster must accompany every check/wire remitted to FIREPAC, even if the list never changes. Rosters must include each member's IAFF membership number and the name and contact information of the local's Check-Off Program point person. Please **ONLY** submit rosters in this excel format. See an IAFF-approved **sample roster (Appendix H)**.

STEP 5

FINAL SUBMISSION

Once you have completed all the steps above, the roster must be submitted via email to dcox@iaff.org and dwilliams@iaff.org once the check/wire transfer has been sent by the local or the employer.

For more information, email politics@iaff.org or visit www.iaff.org/firepac-check-off.



APPENDIX A: SAMPLE FIREPAC AUTHORIZATION CONTRACT LANGUAGE

OPTION #1

The Employer agrees to deduct, once each pay period or month, FIREPAC deductions in an amount certified to be current by the Secretary-Treasurer of the Local Union from the pay of those employees who individually request in writing that such deductions be made. The total amount of deductions shall be remitted each month by the Employer to the Treasurer of the Union.

OPTION #2

Upon receipt of a lawfully executed written authorization form from an employee the City/County agrees to deduct a FIREPAC deduction of such employee from his/her paycheck and remit such deductions to the duly elected Treasurer of the Union. The Union will notify the City/County in writing ____ days prior to any change.

An employee may, at any time, on forms provided by the Union, revoke FIREPAC deduction and shall submit such revocation form to the County with a copy of such revocation form to the Union. The County shall only stop union dues deductions on the first pay period in each calendar month.

OPTION #3

The City shall, at no expense to the Union, deduct FIREPAC deductions weekly upon receipt of authorization of members of Local ____, who sign lawful deduction form cards to be supplied by the Local.

Authorization of FIREPAC deduction by a member of the Union may be revoked by in writing, to the Secretary-Treasurer of the Union such deductions in each month following the month of deduction. FIREPAC deductions shall be forwarded by the City to the Secretary-Treasurer of the Union.

The Union agrees to indemnify the City and hold it harmless for any and all claims, liabilities, and costs incurred by the City as a result of the City's compliance with this Article, provided that this indemnification by the Union shall not apply in the event of the City's noncompliance with this Article.



APPENDIX B: OBTAINING AN EMPLOYER IDENTIFICATION NUMBER FOR STATE/LOCAL PACS

In order to avoid potential tax liability, labor unions should operate their PACs not only out of separate bank accounts but also using separate Employer Identification Numbers (EIN) from the Internal Revenue Service.

If you are currently operating your PAC under the local's EIN, you will need to either change over the PAC bank account to the new EIN or open a new bank account under the new PAC EIN. State or local campaign finance law may require you to amend your registration paperwork when the bank account number changes.

A guide to obtaining an EIN for a PAC is below, with the application found at: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

You will need the following information to apply for the EIN: the name, street address, phone number, and social security number (not publicly disclosed) for one of the PAC's officers or directors.

TYPE OF ENTITY:

- 1. What type of legal structure is applying for an EIN?** Choose "View Additional Types, Including Tax-Exempt and Governmental Organizations"
- 2. Additional Types:** Choose "Political Organization"
- 3. Please confirm your selection.** Select "Continue" on the next screen
- 4. Why is the Political Organization requesting an EIN?** Select the applicable entry:
 - a. If opening a new PAC, select "Started a new business"
 - b. If changing the EIN of the bank account, or opening a new bank account, select "Banking purposes"

RESPONSIBLE PERSON:

- 5. Who is the Responsible Party of the Political Organization?** Select "Individual"
- 6. Responsible Party.** Enter the name and social security number of an officer or board member of the PAC, then choose "I am a responsible and duly authorized officer or a board member having knowledge of this organization's affairs." in the affiliate's membership, or can present proof of other means sufficient to repay the loan. The local affiliate must also provide a match equal to fifty percent (50%) of the value of the loan.

ENTITY INFORMATION:

- 7. Political Organization Information:**
 - a. Enter the street address and phone number of the PAC, then continue to the next page.
 - b. Enter the name of the PAC.

- c. Enter the start date of the PAC, which would be the month that the EIN is applied for. Enter the closing month of the tax year.
 - d. Select “Yes” for “Form 8871 under Sec 527 filer?” and enter the state where your local has its PAC.
- 8. Select whether the PAC will have employees (likely “No”)
 - 9. Select “Receive Letter Online”

SUMMARY PAGE:

- 10. Before the EIN application is submitted, a summary page will display the information that you entered.
- 11. Save this summary page and keep it with the PAC’s records.
- 12. Select “Submit” once to file the form.



APPENDIX C: IAFF FIREPAC CHECK-OFF AUTHORIZATION CARD FOR 12 PERIODS

I hereby authorize and direct you as my employer to deduct from my pay the sum of \$_____ per pay period and remit that amount to IAFF FIREPAC.

This authorization shall remain in full effect until revoked by me in writing and is made voluntarily upon my specific understanding that:

1. The signing of this authorization card and the making of these voluntary contributions are not conditions of membership in the union or of employment by my employer;
2. I may refuse to contribute without reprisal;
3. FIREPAC, which is connected with the International Association of Fire Fighters, uses money received for political purposes, including, but not limited to making direct contributions to candidates, conducting expenditures on behalf of candidates, and addressing political issues of public importance.
4. The suggested contribution amounts below are merely suggestions and you may contribute more or less than those amounts the IAFF will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute.
5. I declare that this contribution is given freely and voluntarily from my personal funds and I have not been compensated or reimbursed for this contribution.

Name: _____ Date: _____

Signature: _____ IAFF Membership #: _____

CORNERSTONE

Minimum \$1,000 Annual Contribution
 \$83.34 per pay period

- Cornerstone Pin
- A gift from the IAFF store

CHAIRMAN'S COUNCIL

Minimum \$750 Annual Contribution
 \$62.50 per pay period

- Chairman's Council Pin

LEADERSHIP TRUST

Minimum \$500 Annual Contribution
 \$41.64 per pay period

- Leadership Trust Pin

FOUNDER'S CIRCLE

Minimum \$200 Annual Contribution
 \$16.67 per pay period

- Founder's Circle Pin

PRESIDENT'S CLUB

Minimum \$100 Annual Contribution
 \$8.34 per pay period

- President's Club Pin

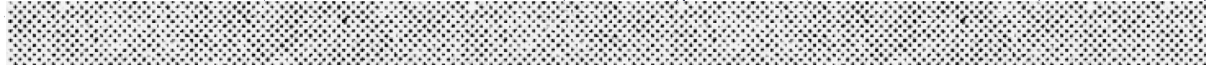
CAPITOL CLUB

Minimum \$50 Annual Contribution
 \$4.17 per pay period

- Capitol Club Pin



APPENDIX D: IAFF FIREPAC CHECK-OFF AUTHORIZATION CARD FOR 24 PERIODS



I hereby authorize and direct you as my employer to deduct from my pay the sum of \$_____ per pay period and remit that amount to IAFF FIREPAC.

This authorization shall remain in full effect until revoked by me in writing and is made voluntarily upon my specific understanding that:

1. The signing of this authorization card and the making of these voluntary contributions are not conditions of membership in the union or of employment by my employer;
2. I may refuse to contribute without reprisal;
3. FIREPAC, which is connected with the International Association of Fire Fighters, uses money received for political purposes, including, but not limited to making direct contributions to candidates, conducting expenditures on behalf of candidates, and addressing political issues of public importance.
4. The suggested contribution amounts below are merely suggestions and you may contribute more or less than those amounts the IAFF will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute.
5. I declare that this contribution is given freely and voluntarily from my personal funds and I have not been compensated or reimbursed for this contribution.

Name: _____ Date: _____

Signature: _____ IAFF Membership #: _____

CORNERSTONE

Minimum \$1,000 Annual Contribution
 \$41.67 per pay period

- Cornerstone Pin
- A gift from the IAFF store

CHAIRMAN'S COUNCIL

Minimum \$750 Annual Contribution
 \$31.25 per pay period

- Chairman's Council Pin

LEADERSHIP TRUST

Minimum \$500 Annual Contribution
 \$20.84 per pay period

- Leadership Trust Pin

FOUNDER'S CIRCLE

Minimum \$200 Annual Contribution
 \$8.34 per pay period

- Founder's Circle Pin

PRESIDENT'S CLUB

Minimum \$100 Annual Contribution
 \$4.17 per pay period

- President's Club Pin

CAPITOL CLUB

Minimum \$50 Annual Contribution
 \$2.09 per pay period

- Capitol Club Pin



APPENDIX E: IAFF FIREPAC CHECK-OFF AUTHORIZATION CARD FOR 26 PERIODS

I hereby authorize and direct you as my employer to deduct from my pay the sum of \$_____ per pay period and remit that amount to IAFF FIREPAC.

This authorization shall remain in full effect until revoked by me in writing and is made voluntarily upon my specific understanding that:

1. The signing of this authorization card and the making of these voluntary contributions are not conditions of membership in the union or of employment by my employer;
2. I may refuse to contribute without reprisal;
3. FIREPAC, which is connected with the International Association of Fire Fighters, uses money received for political purposes, including, but not limited to making direct contributions to candidates, conducting expenditures on behalf of candidates, and addressing political issues of public importance.
4. The suggested contribution amounts below are merely suggestions and you may contribute more or less than those amounts the IAFF will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute.
5. I declare that this contribution is given freely and voluntarily from my personal funds and I have not been compensated or reimbursed for this contribution.

Name: _____ Date: _____

Signature: _____ IAFF Membership #: _____

CORNERSTONE

Minimum \$1,000 Annual Contribution
 \$38.47 per pay period

- Cornerstone Pin
- A gift from the IAFF store

CHAIRMAN'S COUNCIL

Minimum \$750 Annual Contribution
 \$28.85 per pay period

- Chairman's Council Pin

LEADERSHIP TRUST

Minimum \$500 Annual Contribution
 \$19.24 per pay period

- Leadership Trust Pin

FOUNDER'S CIRCLE

Minimum \$200 Annual Contribution
 \$7.70 per pay period

- Founder's Circle Pin

PRESIDENT'S CLUB

Minimum \$100 Annual Contribution
 \$3.85 per pay period

- President's Club Pin

CAPITOL CLUB

Minimum \$50 Annual Contribution
 \$1.93 per pay period

- Capitol Club Pin



APPENDIX F: IAFF FIREPAC CHECK-OFF AUTHORIZATION CARD FOR 52 PERIODS

I hereby authorize and direct you as my employer to deduct from my pay the sum of \$_____ per pay period and remit that amount to IAFF FIREPAC.

This authorization shall remain in full effect until revoked by me in writing and is made voluntarily upon my specific understanding that:

1. The signing of this authorization card and the making of these voluntary contributions are not conditions of membership in the union or of employment by my employer;
2. I may refuse to contribute without reprisal;
3. FIREPAC, which is connected with the International Association of Fire Fighters, uses money received for political purposes, including, but not limited to making direct contributions to candidates, conducting expenditures on behalf of candidates, and addressing political issues of public importance.
4. The suggested contribution amounts below are merely suggestions and you may contribute more or less than those amounts the IAFF will not favor or disadvantage anyone by reason of the amount of their contribution or their decision not to contribute.
5. I declare that this contribution is given freely and voluntarily from my personal funds and I have not been compensated or reimbursed for this contribution.

Name: _____ Date: _____

Signature: _____ IAFF Membership #: _____

CORNERSTONE

Minimum \$1,000 Annual Contribution
\$19.23 per pay period

- Cornerstone Pin
- A gift from the IAFF store

CHAIRMAN'S COUNCIL

Minimum \$750 Annual Contribution
\$14.43 per pay period

- Chairman's Council Pin

LEADERSHIP TRUST

Minimum \$500 Annual Contribution
\$9.62 per pay period

- Leadership Trust Pin

FOUNDER'S CIRCLE

Minimum \$200 Annual Contribution
\$3.85 per pay period

- Founder's Circle Pin

PRESIDENT'S CLUB

Minimum \$100 Annual Contribution
\$1.93 per pay period

- President's Club Pin

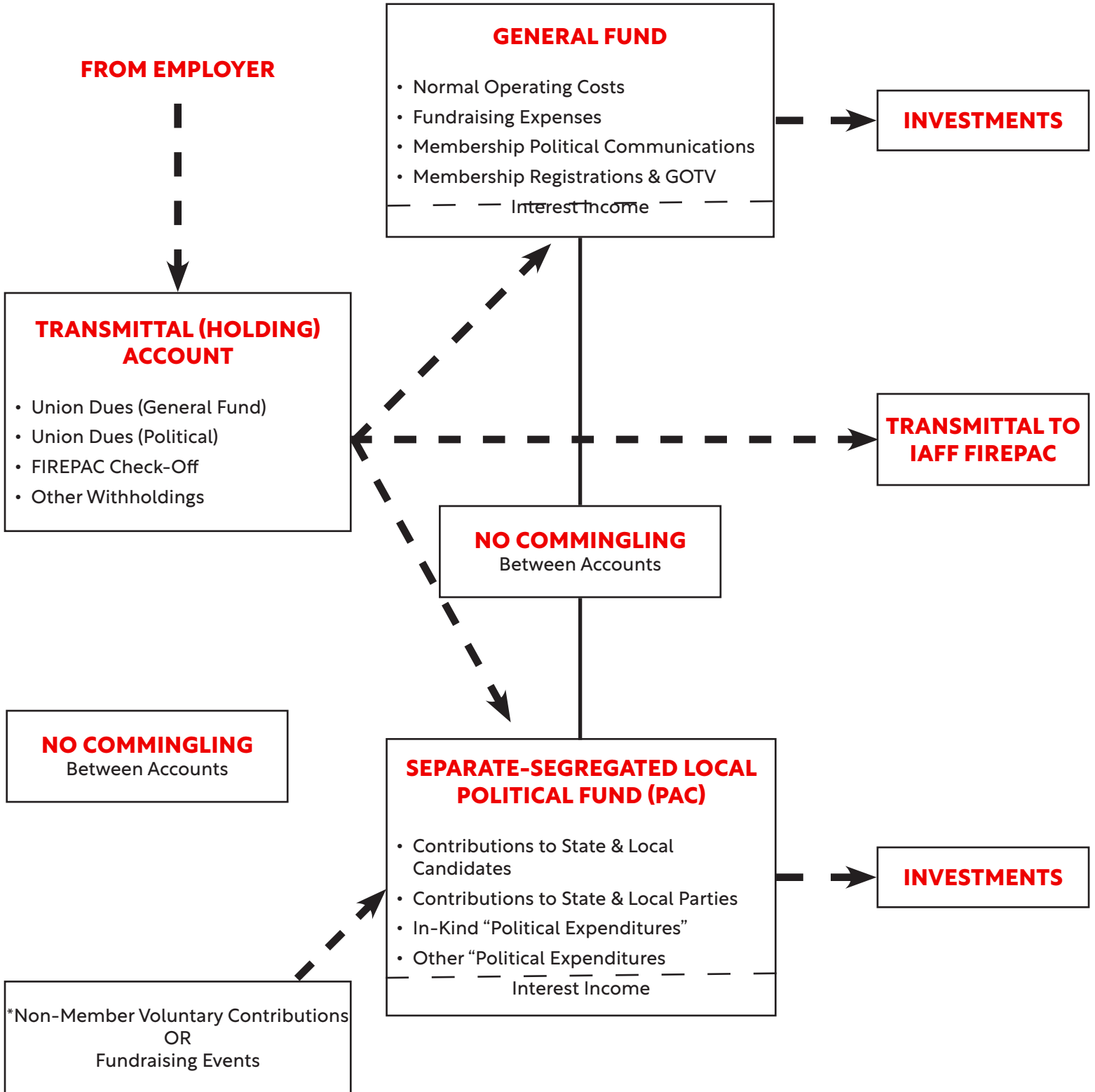
CAPITOL CLUB

Minimum \$50 Annual Contribution
\$0.97 per pay period

- Capitol Club Pin



APPENDIX G: UNION BANK ACCOUNTS FOR POLITICAL ACTIVITY



*In states where permissible; please check state election laws.



APPENDIX H: FIREPAC SAMPLE CHECK-OFF ROSTER



Local#	IAFF Member ID#	First Name	Middle Name	Last Name	Date of Contribution	Amount of Contribution
L0006	7-digits	John	X.	Doe	1/1/09	\$19.24
L0006	0123456	Joe	A.	Smith	1/1/09	\$7.70
L0006	1234567	Robert	B.	Johnson	1/1/09	\$3.85
L0006	0654321	Jane	G.	Jones	1/1/09	\$1.93
L0006	0543216	Adam	S.	Adams	1/1/09	\$0.97
L0006	6543210	Tom	M.	Moore	1/1/08	\$19.24
					Total:	\$52.93