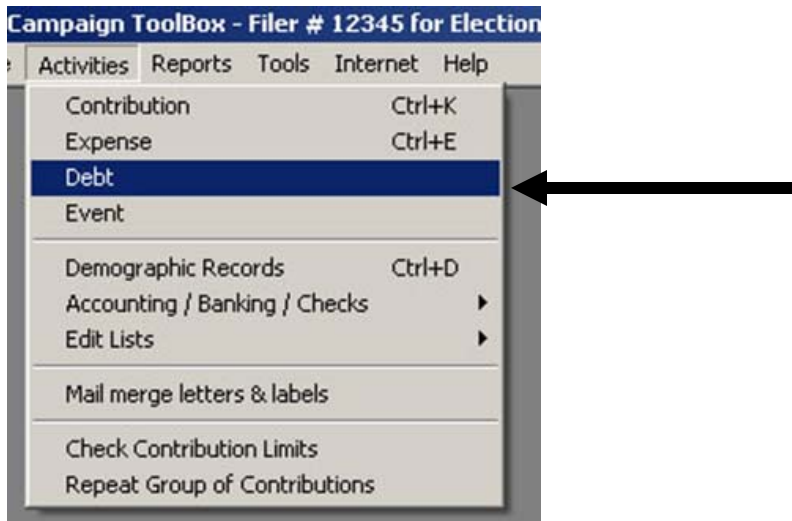


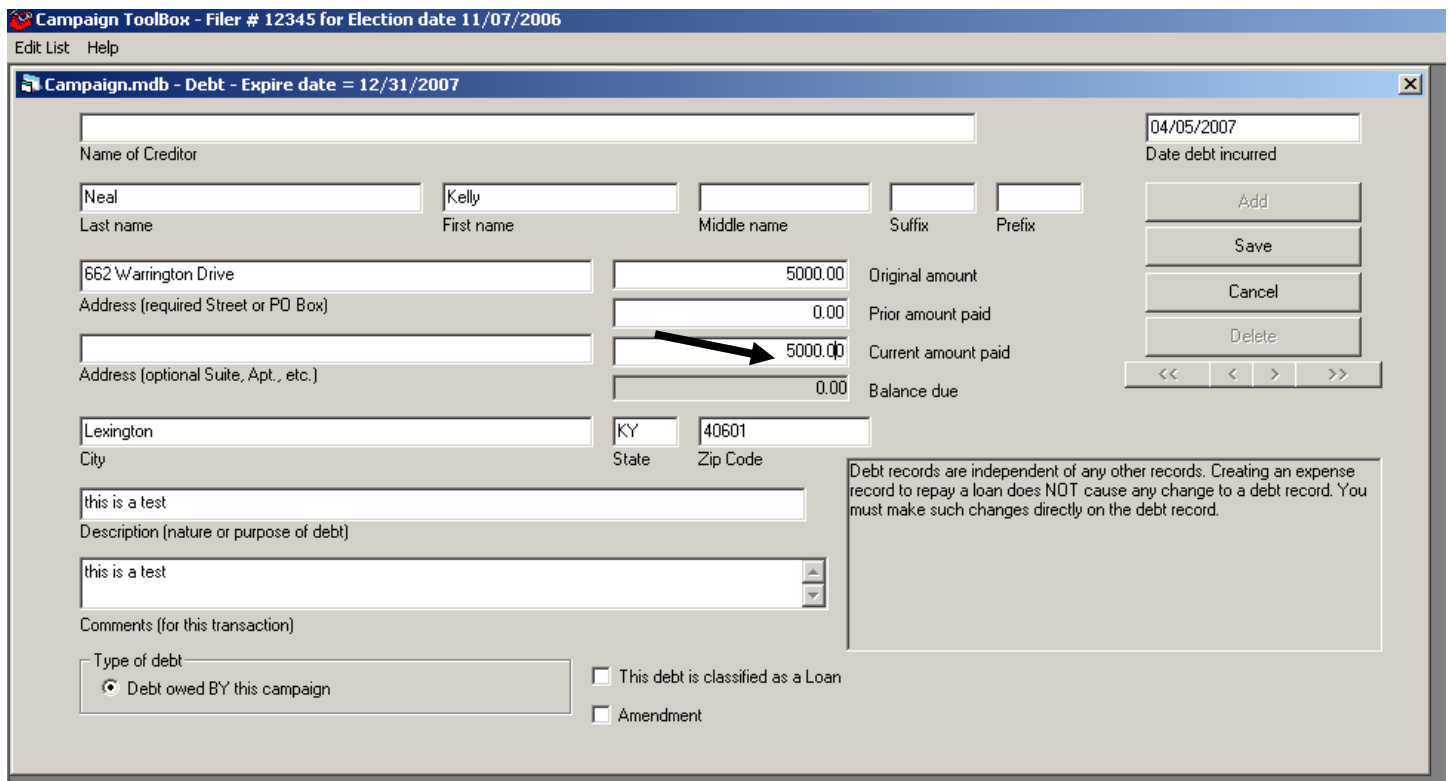
# Assuming a Debt not Designated as a Loan

A filer has a debt, not designated as a loan, and the candidate plans to assume that debt.

Open the debt you want to assume



Edit the existing debt record by creating a payment that will make the balance zero.



The image shows a screenshot of the 'Campaign Toolbox - Filer # 12345 for Election date 11/07/2006' application. The 'Campaign.mdb - Debt - Expire date = 12/31/2007' window is open. The form contains the following fields and values:

- Name of Creditor: [Empty]
- Date debt incurred: 04/05/2007
- Last name: Neal
- First name: Kelly
- Middle name: [Empty]
- Suffix: [Empty]
- Prefix: [Empty]
- Original amount: 5000.00
- Prior amount paid: 0.00
- Current amount paid: 5000.00 (indicated by a black arrow)
- Balance due: 0.00
- Address (required Street or PO Box): 662 Warrington Drive
- Address (optional Suite, Apt., etc.): [Empty]
- City: Lexington
- State: KY
- Zip Code: 40601
- Description (nature or purpose of debt): this is a test
- Comments (for this transaction): this is a test
- Type of debt:  Debt owed BY this campaign
- This debt is classified as a Loan
- Amendment

Buttons: Add, Save, Cancel, Delete, <<, <, >, >>

Debt records are independent of any other records. Creating an expense record to repay a loan does NOT cause any change to a debt record. You must make such changes directly on the debt record.

# Assuming a Debt not Designated as a Loan

Create a receipt on the contribution form for the positive amount in step 1. Designate the Contributor Type Code as "20 Candidate Debt Assumption."

The screenshot shows the 'Campaign Toolbox' software interface for a contribution form. The title bar reads 'Campaign Toolbox - Filer # 12345 for Election date 11/07/2006'. The main window title is 'Campaign.mdb - Contribution - Expire date = 12/31/2007'. The form is divided into several sections: Organization (Last Name: Neal, First Name: Kelly, Date: 04/05/2007), Address (City: Frankfort, KY, Zip Code: 40601), Amount (5000.00, Mode: 1 MONETARY), and Contributor Information (Entity Type: Individual, Informal Name: Kelly, Source: N/A, Contribution Type code: 1 DIRECT, Employer: 20 CANDIDATE DEBT ASSUMPTION, Contributor Type Code: 20 CANDIDATE DEBT ASSUMPTION). Annotations include a box labeled 'Positive 5000.00' pointing to the Amount field, and another box labeled '20 Candidate Debt Assumption' pointing to the Contributor Type Code field.

Click on **Activities > Expense**.

The screenshot shows the 'Campaign Toolbox' software interface with the 'Activities' menu open. The menu items are: Contribution (Ctrl+K), Expense (Ctrl+E), Debt, Event, Demographic Records (Ctrl+D), Accounting / Banking / Checks, Edit Lists, Mail merge letters & labels, Check Contribution Limits, and Repeat Group of Contributions. An arrow points to the 'Expense' option.

# Assuming a Debt not Designated as a Loan

Create an expense on the Expense form for the positive amount in step 1. Designate the Disbursement Type as "9 Debt Assumption."

The screenshot shows the 'Campaign ToolBox' interface for filing #12345 for an election on 11/07/2006. The current window is 'Campaign.mdb - Expense - Expire date = 12/31/2007'. The form is divided into several sections:

- Organization:** Organization name: Neal Kelly; Date: 04/05/2007.
- Personal Information:** Last Name: Neal; First Name: Kelly; Mid Name: ; Suffix: ; Prefix: ; Address: 100 Main St, Frankfort, KY 40601.
- Entity Information:** Type of Entity: Individual; Informal Name: Kelly; Category: N/A.
- Transaction Details:** Amount: 5000.00; Disbursement description: Debt Assumption; Disbursement Type: 9 DEBT ASSUMPTION; Check Number: 11.
- Other Fields:** Occupation, Employer, Amendment (checkbox), and Comments (for this transaction).

Annotations with arrows point to the '5000.00' amount field and the '9 DEBT ASSUMPTION' dropdown menu.