QUARTERLY MASS MAIL REPORTING FORM

Members of Congress are required to fully disclose the following information regarding all mass mailings. The totals will be included in the *Statement of Disbursements*. Offices are required to submit this report to the Finance Office within 2 weeks after the closing of a calendar year quarter. The *Statement of Disbursements* will also list those Members who fail to comply with this reporting requirement.

Member Name and District	Account Number
Year	Quarter

	Date(s) of Mass Mailing	Number of Pieces Mailed	Postage Costs of Mass Mailing
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
	TOTALS		

(Member's Signature) *(Date)*