# RPAC Processing for Local Board AEs

You've collected RPAC investments from your members! Now what?

REALTORS® POLITICAL ACTION COMMITTEE

Georgia REALTORS®

- Separate investments by Personal/Hard and Corporate/Soft investments.
- Use the Reporting Tool at https://garealtor.com/members/ae-resources/online-rpac-receipts-reporting-tool/ to submit a detailed list of investors to GAR. This step is crucial for processing!
- Each week, all incoming RPAC invesments should be deposited to the local board's bank account then forwarded to GAR.
- Process a transfer in Ecommerce to either Bank ID 2 for Personal funds, or Bank ID 3 for Corporate funds. If necessary, you may overnight a check from the local board - made payable to "GARPAC"

## IMPORTANT NOTES:

Per FEC guidelines, all RPAC investors must be active in both M1 and Aristotle at the time of investment. It is the local board's responsibility to ensure member records are up to date before forwarding their investments.

If your event is a PAF Fundraiser and investments are made from individuals who are not active at the time of investment, please make note of that on the report.

**Questions?**

Phone Number: 770-451-1831