

GETTING STARTED

This chapter outlines the initial forms required to open a campaign committee for a candidate seeking a state office. The term “candidate” includes non-incumbent candidates, officeholders, officeholders running for reelection, and officeholders running for election to another office.

This chapter also includes the initial forms required of a committee primarily formed to support or oppose a single state candidate, but which is not controlled by the candidate who is being supported. These committees often make independent expenditures to either support or oppose the state candidate. The forms required when payments are made for independent expenditures are reviewed in Chapter 12.

In addition to the forms required when beginning a campaign, committees are required to file the **Form 460 (Recipient Committee Campaign Statement)**, as described in Chapters 9 and 10. Certain communications and ads may trigger additional reports, as described in Chapters 7 and 8.

QUICK TIP: Committees must pay a \$50 annual fee to the Secretary of State as described later in this chapter.

A. Candidates: No Election Committee

A state candidate listed on the ballot who does not plan to raise or spend \$2,000 or more in a calendar year (including the candidate’s personal funds) must file the Form 501 (Candidate Intention Statement) and the Form 470 (Officeholder and Candidate Campaign Statement — Short Form) with the Secretary of State.

- **Form 501 (Candidate Intention Statement):** The Form 501 must be filed prior to a candidate raising or spending any money, including the candidate’s personal funds. For example, if the candidate will receive \$500 from another source, the Form 501 must be filed and a campaign bank account established.

- **Form 470 (Officeholder and Candidate Campaign Statement — Short Form):** The Form 470 is used by candidates who do not anticipate raising or spending \$2,000 or more in a calendar year. Generally, the Form 470 is due no later than the deadline for the first preelection statement. However, depending upon the specific facts, it may be required earlier if financial activity occurs prior to the opening of the election nomination period. Candidates should contact the FPPC for guidance. A Form 470 Supplement is required if, after filing the Form 470, the \$2,000 threshold is met or exceeded in the calendar year. See instructions on the one-page form.

B. Candidate Controlled Election Committees

A state candidate who plans to raise or spend \$2,000 or more in a calendar year (including the candidate's personal funds) must:

- File the **Form 501 (Candidate Intention Statement)**.
- Establish a campaign **bank account**.
- File the **Form 410 (Statement of Organization)** and pay a **\$50 annual committee fee to the Secretary of State**.
- File the **Form 497 (24-Hour/10-Day Contribution Report)** if contributions totaling in the aggregate \$1,000 or more are received from a single source during the 90-day election cycle. An "election cycle" begins 90 days prior to an election, and ends on the date on the election.

QUICK TIP: Elected officials are included as "candidates" under the Act until they have left elective office and terminate all committees.

C. Candidate Controlled Committees – One Bank Account Rule

A state candidate must establish a separate bank account and committee for each election. The same bank account and committee may be used for both the primary and general elections (or for the special and special runoff elections). The bank account must be established at a California financial institution.

Campaign contributions may not be commingled with any individual's personal funds. All contributions must be deposited in, and expenditures must be made from, the campaign bank account. Except as noted below, candidates must first deposit personal funds to be used for the campaign in the campaign bank account before making campaign expenditures, even if the candidate does not expect to be reimbursed.

QUICK TIP: The Political Reform Act does not require a federal tax ID number. But, most banks will require one in order to open a campaign bank account. A tax ID number may be obtained on the IRS website, www.irs.gov.

Exceptions:

- Candidates may use their personal funds to pay a filing fee, a ballot statement fee, or the \$50 Secretary of State fee, without first depositing the funds into the campaign account.
- An officeholder may use personal funds to pay officeholder expenses. (See Chapter 9.)
- A candidate may contract with a vendor or collecting agent to collect contributions prior to promptly transferring the funds to the candidate's campaign bank account without violating the requirement that the candidate have no more than one bank account. Fees deducted by the vendor are considered expenditures from the campaign bank account at the time they are deducted.

D. Committees Primarily Formed to Support or Oppose a State Candidate

A “primarily formed committee” is formed to support or oppose a single state candidate, but is not controlled by the candidate being supported. If a primarily formed committee supports or opposes more than one candidate, refer to Campaign Disclosure Manual 4 for general purpose committees. Primarily formed committees:

- Must file the **Form 410 (Statement of Organization)** and pay a **\$50 annual committee fee to the Secretary of State.**
- Must file the **Form 497 (24-Hour/10-Day Contribution Report)** if contributions totaling in the aggregate \$1,000 or more are received from a single source during the 90-day election cycle.
- Should establish a campaign **bank account.**

A primarily formed committee is not required to file a Form 501.

Committees primarily formed to support or oppose a state candidate should refer to Chapter 12 for information about the reports that are required to be filed when payments are made for independent expenditures.

Candidate Intention Statement

Date Stamp	CALIFORNIA FORM 501
For Official Use Only	

Check One: Initial Amendment (Explain) _____

1. Candidate Information:

NAME OF CANDIDATE (Last, First Middle Initial)	DAYTIME TELEPHONE NUMBER	FAX NUMBER (optional)	EMAIL (optional)
Greer, Kim C.	(916) 111-2222	(916) 111-2221	Greer@gmail.com
STREET ADDRESS	CITY	STATE	ZIP CODE
10 J Street	Sacramento	CA	95814
OFFICE SOUGHT (POSITION TITLE)	AGENCY NAME	DISTRICT NUMBER, if applicable.	<input type="checkbox"/> NON-PARTISAN OFFICE
Senator	State Senate	2	PARTY PREFERENCE: Republican
OFFICE JURISDICTION	(Check one box, if applicable.)		
<input checked="" type="checkbox"/> State (Complete Part 2.)	20XX <input checked="" type="checkbox"/> PRIMARY / GENERAL		
<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Multi-County: _____	(Year of Election) <input type="checkbox"/> SPECIAL / RUNOFF		
	(Name of Multi-County Jurisdiction)		

2. State Candidate Expenditure Limit Statement:

(CalPERS and CalSTRS candidates, judges, judicial candidates, and candidates for local offices do not complete Part 2.)

(Check one box)

I accept the voluntary expenditure ceiling for the election stated above.

I do not accept the voluntary expenditure ceiling for the election stated above.

Amendment:

I did not exceed the expenditure ceiling in the primary or special election held on: ____/____/____ and I accept the voluntary expenditure ceiling for the general or special run-off election.

(Mark if applicable)

On ____/____/____, I contributed personal funds in excess of the expenditure ceiling for the election stated above.

E. Form 501 – Candidate Intention Statement

Candidates establishing an election committee must file Form 501 with the Secretary of State before soliciting or receiving any contributions (including the candidate’s personal funds) or making campaign expenditures. File a Form 501 for each election for a specific office. Please note that a new Form 501 is required when seeking reelection to the same office. However, a new Form 501 is not required for the general election or special general election if the candidate filed a Form 501 for the connected primary or special primary election for the same office sought.

Ex 2.1 - Judy Smith filed a Form 501 for the June 2022 primary election as a candidate for State Assembly. Judy Smith was a successful candidate in the June 2022 primary election and advanced to the November 2022 general election ballot. Judy Smith is not required to file a new Form 501 for the connected November 2022 general election since Judy filed a Form 501 prior to the June 2022 primary election for the same office sought.

Completing the Form 501

Type of Statement

Mark the “initial” box for the first form filed. Future changes must be identified in the amendment section.

Candidate and Office Information

Enter the candidate’s full name, street address (a business address may be used), and a daytime telephone number. A fax number and email address may also be provided. Enter the title of the office sought (e.g., State Assembly Member), the agency name (e.g., State Assembly), and the district number, if applicable. Enter the political party affiliation if seeking a partisan office, or check the “Non-Partisan” box. Check the “State” box and enter the year of the election for the office being sought. The month and day are not required.

State Candidate Expenditure Ceiling Statement

A state candidate must indicate whether they accept or reject the voluntary expenditure ceiling. A candidate who accepts the ceiling is designated in either the state ballot pamphlet (statewide candidates) or the voter information portion of the sample ballot (Senate and Assembly candidates) and may purchase space to place a 250-word statement in the pamphlet. The candidate’s choice includes both the primary and general (or special primary and special general) elections at the time of filing Form 501.

Exception: The voluntary expenditure ceiling does not apply to judicial candidates, or candidates for the Board of the Public Employees’ Retirement System (CalPERS) or the Teachers’ Retirement Board (CalSTRS).

Amending Expenditure Ceiling Declaration

- Until the deadline for filing nomination papers (Elections Code Section 8020), a candidate may amend the Form 501 up to two times to change their expenditure ceiling declaration, as long as the candidate has not exceeded the expenditure ceiling.
- A candidate who declined the ceiling for the primary (or special) election, but did not exceed the ceiling, may amend the Form 501 within 14 days after the primary (or special) election to accept the ceiling for the general (or special runoff) election.

Personal Funds Notification

When a state candidate contributes personal funds to their own campaign that exceed the applicable expenditure ceiling, this date must be identified on an amended Form 501 within 24 hours by guaranteed overnight delivery, personal delivery, email using a verified digital signature, or filing electronically. Effective, January 1, 2023, filers required to file a report or statement by paper with the Secretary of State may instead file the paper report or statement by email. All statements must be signed using a verified digital signature. Please access the Secretary of State's [website](#) for more information on how to file with a digital signature.

Verification

A candidate must sign the Form 501 under penalty of perjury.

F. Form 410 – Statement of Organization

All committees must file the Form 410, which identifies the committee's purpose and officers.

Ex 2.2 - On February 15, a state candidate opened a campaign bank account with a personal loan of \$2,500. The Form 410 is due by February 25.

Annual Committee Fees

Committees must pay an annual \$50 fee to the Secretary of State.

Proceeds from the fee are dedicated for the Secretary of State's new online or electronic disclosure program.

New Committees: The \$50 fee is due no later than 15 days after filing the Form 410 disclosing the committee qualification date.

Annual Fee: The \$50 fee is due no later than January 15 until the committee terminates. This fee is waived when a new committee paid the fee in October, November, or December of the previous calendar year.

Failure to pay the fee results in a \$150 penalty, for a total assessment of \$200. Failure to pay this fine will result in a referral to the FPPC's Enforcement Division and likely more penalties. The FPPC has established a specific violation program for committees that fail to pay the fee.

There is no provision for extension of the deadline to pay the fee. A committee that ceases activity by December 31 must file its terminating Form 410 with the Secretary of State on or before January 31 of the next year, otherwise the annual fee will be assessed.

When and Where to File the Form 410

10-Day Deadline: File the original Form 410 with the Secretary of State within 10 days of raising or spending \$2,000 or more. The Form 410 may be filed earlier (before fundraising) and the committee will file an amendment when the \$2,000 committee qualification threshold is

met. File by email using a verified digital signature, mail, or personal delivery. Effective, January 1, 2023, filers required to file a report or statement by paper with the Secretary of State may instead file the paper report or statement by email. All statements must be signed using a verified digital signature. Please access the Secretary of State's [website](#) for more information on how to file with a digital signature.

24-Hour Deadline: A new committee formed during the last 16 days before the election must file the Form 410 within 24 hours by fax, guaranteed overnight delivery, personal delivery, online, or by email using a verified digital signature. Effective, January 1, 2023, filers required to file a report or statement by paper with the Secretary of State may instead file the paper report or statement by email. All statements must be signed using a verified digital signature. Please access the Secretary of State's [website](#) for more information on how to file with a digital signature. An original with “wet” signatures (paper or digital filing) must be filed in conjunction with filings sent by fax or online. A faxed copy is not considered filed until an exact paper filing with “wet” signatures is sent within 24 hours of the faxed copy.

File the paper Form 410 with the office of:

Secretary of State
Political Reform Division
1500 11th Street, Suite 495
Sacramento, CA 95814

Ex 2.3 - A group collecting contributions to oppose a candidate running for State Treasurer received 10 checks of \$500 each on March 1. Because they qualified as a committee on that date, the Form 410 is due on or before March 11.

QUICK TIP: If a person or group qualifies as a committee within 90 days before the election, a Form 497 (24-Hour/10-Day Contribution Report) must be filed within 24 hours of receiving contributions totaling in the aggregate \$1,000 or more from a single source. A Form 497 may be required before the committee files a Form 410.

Committee ID Number

The Secretary of State's office assigns each committee an identification number which is available on the Cal-Access section of the Secretary of State's website at <http://cal-access.sos.ca.gov/>. Contact the Secretary of State's office at (916) 653-6224 with any other questions about the committee identification number.

Amending the Form 410

10-Day Deadline: Generally, when any information on the Form 410 changes, an amendment must be filed within 10 days of the change. This is especially important if the committee has a new treasurer or principal officer(s) since the individuals listed on the most recently filed Form 410 are liable for the committee's activity.

24-Hour Deadline: If any of the following is changed in the last 16 days before the election, an amendment must be filed within 24 hours:

- The name of the committee;
- The treasurer or other principal officers;
- Any candidate who controls the committee; or
- Any committee with which the committee acts jointly.

The Form 410 amendment must be sent by fax, guaranteed overnight delivery, personal delivery, online, or by email using a verified digital signature. Effective, January 1, 2023, filers required to file a report or statement by paper with the Secretary of State may instead file the paper report or statement by email. All statements must be signed using a verified digital signature. Please access the Secretary of State's [website](#) for more information on how to file with a digital signature. An original with "wet" signatures (paper or digital signature filing) must be filed in conjunction with filings sent by fax or online. A faxed copy is not considered filed until an exact paper filing with "wet" signatures is sent within 24 hours of the faxed copy.

**Statement of Organization
Recipient Committee**

Statement Type

<input checked="" type="checkbox"/> Initial ● Not yet qualified or ○ Date qualification threshold met ____/____/____	<input type="checkbox"/> Amendment Date qualification threshold met ____/____/____	<input type="checkbox"/> Termination – See Part 5 Date of termination ____/____/____
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Date Stamp	CALIFORNIA FORM 410 <small>For Official Use Only</small>
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1. Committee Information	I.D. Number <i>(if applicable)</i>	2. Treasurer and Other Principal Officers
<small>NAME OF COMMITTEE</small> Committee to Elect Greer Senate 20XX		<small>NAME OF TREASURER</small> Susan Hon
<small>STREET ADDRESS (NO P.O. BOX)</small> 10 J Street		<small>STREET ADDRESS (NO P.O. BOX)</small> 10 J Street
<small>CITY STATE ZIP CODE AREA CODE/PHONE</small> Sacramento CA 95814 (916)111-2222		<small>CITY STATE ZIP CODE AREA CODE/PHONE</small> Sacramento CA 95814 (916)111-2222
<small>FULL MAILING ADDRESS (IF DIFFERENT)</small> 		<small>NAME OF ASSISTANT TREASURER, IF ANY</small> Manuel Ramirez
<small>E-MAIL ADDRESS (REQUIRED) / FAX (OPTIONAL)</small> Greer@gmail.com		<small>STREET ADDRESS (NO P.O. BOX)</small> 10 J Street
<small>COUNTY OF DOMICILE JURISDICTION WHERE COMMITTEE IS ACTIVE</small> Sacramento Senate District 2		<small>CITY STATE ZIP CODE AREA CODE/PHONE</small> Sacramento CA 95814 (916)111-2222
		<small>NAME OF PRINCIPAL OFFICER(S)</small>
		<small>STREET ADDRESS (NO P.O. BOX)</small>
		<small>CITY STATE ZIP CODE AREA CODE/PHONE</small>

Attach additional information on appropriately labeled continuation sheets.

Completing the Form 410

1. Statement Type

Initial: New committees indicate the date of qualification (reaching the first \$2,000) or mark the “Not Yet Qualified” box.

Amendment: Amending information on a previously filed Form 410.

Termination: Closing a committee. See Chapter 11 for the requirements.

QUICK TIP: Complete all required fields on the Form 410. An ID number may not be assigned if required fields are not completed.

2. Committee Information - Name of Committee

Candidate Controlled Committees: A candidate controlled committee must include in its name the last name of the candidate, the office sought, and the year of the election (e.g., Greer for Senate 20XX).

Primarily Formed Committees: A committee primarily formed to support or oppose a candidate must include the last name of the candidate, the office sought, the year of the election, and must state whether the committee supports or opposes the candidate (e.g., Committee Opposing Griffin for Governor 20XX).

Sponsored Committees: If a primarily formed committee is sponsored by a business entity, organization, or association, the name of the sponsor must also be included in the name of the committee. See Government Code Sections 82048.7 and 84106, and Regulation 18419 for information about sponsored committees.

Provide the committee's street address (a business address may be used), email address, and telephone number. A post office box is not acceptable for the street address. The committee's mailing address must also be reported if it is different from the street address. A post office box may be used as a mailing address. The committee may have more than one mailing address. List the committee's fax number and email address. An email address for the Treasurer and Assistant Treasurer (if there is one) must be included.

QUICK TIP: The Secretary of State's office must reject the filing of a Form 410 if the committee's email address is not included.

QUICK TIP: CalPERS and CalSTRS candidates are also required to file a copy of the Form 501 and Form 410 with their respective board's office in Sacramento.

County of Domicile and Jurisdiction Where Committee is Active

Indicate the county in which the committee is located and the county in which the committee is active. These may be different.

Ex 2.4 - Briana Bentley is running for Assembly in a district located in San Francisco, but the committee's address is in Marin County where the treasurer has their office. The Form 410 should indicate that the county of domicile is Marin County and the jurisdiction where the committee is active as San Francisco County.

Treasurer, Assistant Treasurer, and Other Principal Officers

All committees must have a treasurer and may have an assistant treasurer. An individual must be at a minimum 18 years of age to serve as a treasurer, assistant treasurer, responsible officer, or principal officer. No individual should assume the position of treasurer or assistant treasurer as a mere figurehead. The committee may not accept contributions or make expenditures before a treasurer is appointed or while the treasurer's post is vacant, even if there is an assistant treasurer.

If the committee treasurer is unavailable to carry out their duties for an extended time, a new treasurer should be designated and the committee's Statement of Organization (Form 410) must be amended.

A committee primarily formed to support or oppose a candidate must also identify the committee's principal officer(s). If the committee treasurer is the only principal officer of the committee, the treasurer must be identified as both the treasurer and the principal officer. A principal officer is an individual that is responsible for approving the committee's political activity, such as:

- Authorizing the content of the committee's communications.
- Authorizing expenditures, including contributions.
- Determining the committee's campaign strategy.

3. Verification

The treasurer or assistant treasurer (if there is one) must complete the verification. A candidate must sign committee forms for candidate controlled committees. If a candidate serves as their own treasurer, the candidate must sign on both lines. All required signatures must be “wet” signatures. Effective, January 1, 2023, filers required to file a report or statement by paper with the Secretary of State may instead file the paper report or statement by email. All statements must be signed using a verified digital signature. Please access the Secretary of State's [website](#) for more information on how to file with a digital signature.

When two or three candidates control a committee, each candidate must sign the verification. Only one candidate's signature is required if more than three candidates control the committee.

QUICK TIP: The principal officer(s) is not required to sign the Form 410 verification.

**Statement of Organization
Recipient Committee**

INSTRUCTIONS ON REVERSE

CALIFORNIA FORM 410
Page 2
I.D. NUMBER

COMMITTEE NAME Committee to Elect Greer Senate 20XX
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- All committees must list the financial institution where the campaign bank account is located.

NAME OF FINANCIAL INSTITUTION Bank of Sacramento	AREA CODE/PHONE (916)333-4444	BANK ACCOUNT NUMBER 987654321
ADDRESS 22 L Street	CITY Sacramento	STATE ZIP CODE CA 95814

4. Type of Committee Complete the applicable sections.

Controlled Committee

- List the name of each controlling officeholder, candidate, or state measure proponent. If candidate or officeholder controlled, also list the elective office sought or held, and district number, if any, and the year of the election.
- List the political party with which each officeholder or candidate is affiliated or check “nonpartisan.” Stating “No party preference” is acceptable.
- If this committee acts jointly with another controlled committee, list the name and identification number of the other controlled committee.

NAME OF CANDIDATE/OFFICEHOLDER/STATE MEASURE PROPONENT	ELECTIVE OFFICE SOUGHT OR HELD (INCLUDE DISTRICT NUMBER IF APPLICABLE)	YEAR OF ELECTION	CHECK ONE		PARTY (list political party below)
			Nonpartisan	Partisan	
Kim Greer	Senate District 2	20XX	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Republican
			<input type="checkbox"/>	<input type="checkbox"/>	(list political party below)

4. Type of Committee

Controlled Committee

Provide the name of the candidate, office sought (include district number, if applicable), year of election, and, if the office sought is partisan, indicate the political party to which the candidate belongs. Check the “Non-Partisan” box for a nonpartisan office (e.g., CalSTRS or CalPERS office).

Primarily Formed Committee

Provide the name of the candidate, the office sought (include district number, if applicable), and indicate whether the committee supports or opposes the candidate. A sponsored committee must also complete the applicable section.

497 Contribution Report

Amounts may be rounded to whole dollars.

NAME OF FILER Committee to Elect Greer Senate 20XX			Date of This Filing 11/3/20XX	Date Stamp	CALIFORNIA FORM 497 For Official Use Only
AREA CODE/PHONE NUMBER 916-111-2222	I.D. NUMBER (if applicable) 1234567		Report No. 111		
STREET ADDRESS 10 J Street			<input type="checkbox"/> Amendment to Report No. _____ (explain below)		
CITY Sacramento	STATE CA	ZIP CODE 95814			

1. Contribution(s) Received

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE*	TYPE OF CONTRIBUTION	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT RECEIVED	TYPE OF ELECTION	CUMULATIVE AMOUNT
11/2/20XX	John Swig 10 Golden Gate Drive San Francisco, CA 94118	<input checked="" type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	<input checked="" type="checkbox"/> MONETARY <input type="checkbox"/> NON - MONETARY	Retired	\$4,000 <input type="checkbox"/> Check if Loan _____% Provide interest rate	<input checked="" type="checkbox"/> GENERAL <input type="checkbox"/> PRIMARY <input type="checkbox"/> OTHER	\$4,000
11/2/20XX	Solar Town 3 Chip Street Austin, TX 78701	<input type="checkbox"/> IND <input type="checkbox"/> COM <input checked="" type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC	<input checked="" type="checkbox"/> MONETARY <input type="checkbox"/> NON - MONETARY		\$2,000 <input type="checkbox"/> Check if Loan _____% Provide interest rate	<input checked="" type="checkbox"/> GENERAL <input type="checkbox"/> PRIMARY <input type="checkbox"/> OTHER	\$2,000
11/2/20XX	CA Energy Association Small Contributor Committee 2 L Street Sacramento, CA 95814 (ID 1239782)	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input checked="" type="checkbox"/> SCC	<input checked="" type="checkbox"/> MONETARY <input type="checkbox"/> NON - MONETARY		\$5,000 <input type="checkbox"/> Check if Loan _____% Provide interest rate	<input checked="" type="checkbox"/> GENERAL <input type="checkbox"/> PRIMARY <input type="checkbox"/> OTHER	\$5,000

* Contributor Codes
 IND - Individual
 COM - Recipient Committee (other than PTY or SCC)
 OTH - Other (e.g., business entity)
 PTY - Political Party
 SCC - Small Contributor Committee

Reason for Amendment: _____

497 Contribution Report

Amounts may be rounded to whole dollars.

NAME OF FILER Committee to Elect Greer Senate 20XX			Date of This Filing 11/3/20XX	Date Stamp	CALIFORNIA FORM 497 For Official Use Only
AREA CODE/PHONE NUMBER 916-111-2222	I.D. NUMBER (if applicable) 1234567		Report No. 111		
STREET ADDRESS 10 J Street			<input type="checkbox"/> Amendment to Report No. _____ (explain below)		
CITY Sacramento	STATE CA	ZIP CODE 95814			

2. Contribution(s) Made

DATE MADE	FULL NAME, STREET ADDRESS AND ZIP CODE OF RECIPIENT (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CANDIDATE AND OFFICE OR MEASURE AND JURISDICTION	AMOUNT OF CONTRIBUTION	DATE OF ELECTION (IF APPLICABLE)
11/2/20XX	Yes on Props 10 and 12 - A Coalition Supporting Green Energy, Sponsored by Solar Companies 1968 Bercut Ct., Rancho Cordova, CA 95670 (ID 1246666)	Props 10 and 12 - State	\$10,000	20XX

G. Form 497 – 24-Hour/10-Day Contribution Report

A state candidate controlled committee, including those formed for a CalPERS or CalSTRS election, and a primarily formed committee for a state candidate must file Form 497 as follows:

- **Within 24 Hours:** Contributions that total in the aggregate \$1,000 or more received from a single source during the 90-day election cycle.
- **Within 24 Hours:** Contributions that total in the aggregate \$1,000 or more made to another candidate, ballot measure committee or political party during the 90-day election cycle.
- **Within 10 Business Days:** A candidate controlled committee receives a single contribution of \$5,000 or more at any time other than during a 90-day election cycle. This report does not apply to committees primarily formed to support or oppose a state candidate.
- **Within 10 Business Days:** Contributions totaling \$5,000 or more made to support or oppose a single state ballot measure at any time other than during a 90-day election cycle.

QUICK TIP: The 90-day election cycle includes the 90 days before an election and the date of the election.

QUICK TIP: All controlled committees of a candidate must file the 24-hour and 10 day contribution reports.

The Form 497 is filed electronically with the Secretary of State in the situations above. No paper copies of this report are required, and no copies are required to be filed with other filing officers.

- **Within 10 Business Days:** Contributions that total in the aggregate \$5,000 or more made to support or oppose the qualification of a single local initiative or referendum ballot measure.

This Form 497 is required to be filed in the place(s) where the committee would be required to file campaign statements as if it were formed or existing primarily to support or oppose the local initiative or referendum ballot measure.

Reports due on a weekend or state holiday, other than the weekend before an election, are extended to the next business day. Committees receiving a late non-monetary contribution must file form 497 within 48 hours of the date the contribution was received.

A committee that receives a contribution of \$5,000 or more from a non-recipient committee (e.g., individual or business entity) must provide the donor with a notice. See Chapter 4.

Form 497 is not required when a transfer of funds is made from one candidate election committee to another committee controlled by the same candidate (e.g., a transfer from the candidate's current election committee to the candidate's re-election committee).

A single Form 497 may be filed showing the value of multiple nonmonetary contributions. If the actual value is not known at the time of filing, a good faith estimate of the value may be provided. If the value reported differs by 20 percent or more, amend the Form 497 within 24 hours from the time the committee knows that the estimated value is incorrect. For example, the value of phone banking services over a period of 10 days may be reported on a single Form 497. The form must be amended if the reported value changes by 20 percent or more.

QUICK TIP: A candidate who loans, or makes contributions, to their own campaign in the aggregate of \$1,000 or more, within the 90 days before an election, plus the date of the election, must file a Form 497.

Notes: During the 90-day primary election cycle, the Form 497 is required in the first two examples and is not required in the second two examples.

- A contribution of \$1,000 or more is received by another committee controlled by the candidate (i.e., legal defense, ballot measure, prior election). A Form 497 is required to be filed by the committee receiving the contribution.
- A donor made two contributions on different dates, both in the 90-day election cycle, for the candidate's primary election; one contribution was for \$750 and the second contribution was for \$500. A Form 497 must be filed upon receipt of the second contribution.
- A donor made two contributions; a \$500 contribution to the candidate's past election committee and a contribution of \$500 to the current election committee. A Form 497 is not required as \$1,000 or more was not received by one committee for a single election.
- A donor made two contributions; one was earmarked by the donor for the primary election for \$750 and a second contribution of \$500 was earmarked by the donor for the general election. A Form 497 is not required as the second contribution was earmarked for a different election even though the contributions were deposited in the same bank account.

Ex 2.5 - A state candidate controlled committee receives a contributor check for \$11,000 during the 90-day primary election cycle. The donor did not earmark the contribution for any specific election. The total value received during the 90-day primary election cycle of \$11,000 must be disclosed on a Form 497 within 24 hours of receipt since the donor did not earmark a portion of the contribution for another election.

Subsequently, on the Form 460, the committee may disclose receiving the \$11,000 contribution within the applicable contribution limits of \$5,500 for the primary election, and \$5,500 for the general election. The committee reports these contributions with a "P" and "G" next to each \$5,500 to disclose that the contributions are for the primary and general elections.

\$5,500 P

\$5,500 G

H. A Multipurpose Organization May Qualify as a Committee

A multipurpose organization that makes contributions or independent expenditures may qualify as a recipient committee and be required to register and disclose donors whose funds were used for political purposes. If the organization's only contributions or independent expenditures are made to support or oppose a candidate, the organization may qualify as a committee primarily formed to support or oppose that candidate. For purposes of the Act, multipurpose organizations include:

- Nonprofit organizations with tax exempt status under 501(c)(3) to 501(c)(10) of the Internal Revenue Code
- Federal and out-of-state political action committees (PACs)
- Trade and professional associations
- Civic and religious organizations
- Fraternal societies
- Educational institutions

Ex 2.6 - A trade association raises money from member donors for charitable and civic events in the state. One year, the association, from its general fund of membership dues, makes \$60,000 in independent expenditures to support a candidate for Governor. The association had not raised the money for political purposes and did not reach an agreement with its donors that their payments may be used for political purposes. Under Section 84222, the association qualifies as a recipient committee primarily formed to support the Governor.

Such organizations should review Government Code Section 84222 and Regulation 18422 for more information. An organization may also seek advice from the FPPC if specific facts are provided.

In addition to filing the Form 410, the Form 460, and the Form 497, a committee primarily formed to support or oppose a candidate that makes independent expenditures must file the reports reviewed in Chapter 12.

Ex 2.7 - A federal political action committee (“PAC”) files disclosure reports with the FEC and made a single contribution in the amount of \$10,000 to a committee primarily formed to oppose a candidate for State Superintendent. Under Section 84222, the federal PAC also qualifies as a California recipient committee. If this is the federal PAC’s only contribution, it must register as a committee primarily formed to oppose the candidate for State Superintendent.

Authority

The following Government Code sections and Title 2 regulations provide authority for the information in this chapter:

Government Code Sections

81004	Reports and Statements; Perjury; Verification.
81004.5	Reports and Statements; Amendments.
81007	Mailing of Report or Statement.
82007	Candidate.
82013	Committee.
82016	Controlled Committee.
82025	Expenditure.
82036	Late Contribution.
82044	Payment.
82047.5	Primarily Formed Committee.
82047.6	Principal Officer.
82048.7	Sponsored Committee.
84100	Treasurer.
84101	Statement of Organization; Filing.
84101.5	Annual Fees.
84102	Statement of Organization; Contents.
84103	Statement of Organization; Amendment.
84106	Sponsored Committee; Identification.
84203	Late Contribution; Reports.
84203.3	Late In-Kind Contributions.
84204.5	Ballot Measure Contributions and Expenditures; Reports.
84206	Candidates Who Receive or Spend Less than \$2,000.
84222	Multipurpose Organizations.
85200	Statement of Intention to be a Candidate.
85201	Campaign Bank Account.
85203	Small Contributor Committee.
85204	Election Cycle for 24-Hour Reports.
85309	Online Disclosure of Contributions.
85400	Voluntary Expenditure Ceilings.
85401	Candidate Acceptance or Rejection of Expenditure Ceilings.

Title 2 Regulations

- 18247.5 Primarily Formed Committees.
- 18250 Street Address.
- 18400 Treasurer, Assistant Treasurer, Responsible Officer, and Principal Officer Capacity.
- 18402 Committee Names.
- 18402.1 Principal Officers.
- 18406 Short Form for Candidates or Officeholders Who Receive and Spend Less than \$2,000 in a Calendar Year.
- 18419 Sponsored Committees.
- 18422 Multipurpose Organization Political Activity Transparency.
- 18426.1 Assistant Treasurer.
- 18430 Committees Controlled by More Than One Candidate.
- 18520 Statement of Intention to Be a Candidate.
- 18521 Establishment of Separate Controlled Committee for Each Campaign Account.