



Instructions for Attaching Additional Schedules to Form 700 Submission

WHY WOULD ADDITIONAL SCHEDULES BE NEEDED?

Under the Act and Commission regulations, many forms—including Form 700s—may be filed via paper with a handwritten signature or electronically. If you are filing electronically using a certified electronic filing system, the system will allow you to add as many interests on each Schedule as you must report.

However, if you are filing electronically with a secure electronic signature by emailing your Form 700 to a filing officer, you may need to use additional schedules to report all your interests.

For example, you can report six different investments on Schedule A-1. If you have more than six investments to report, you will need to use additional Schedules A-1 to disclose those additional investments.

Similarly, you can report two different real properties on Schedule B. If you have more than two real properties to report, you will need to use additional Schedules B to disclose those additional properties.

This document will explain how to use and submit additional schedules with your Form 700.

HOW TO USE ADDITIONAL SCHEDULES?

Additional schedules are available on www.fppc.ca.gov/Form700.

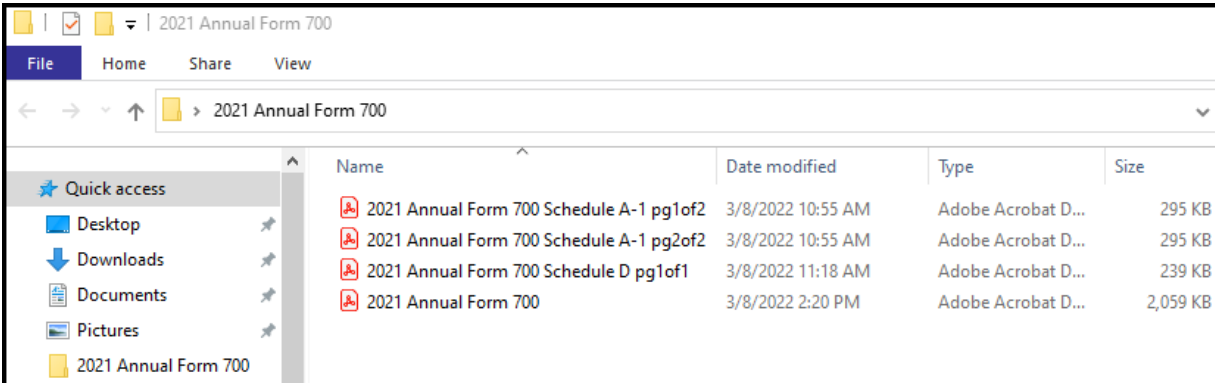
Download a selected additional schedule, complete it, and save it locally to your computer. Each separate schedule page must have a unique file name.

For instance, if you are submitting two additional Schedules of A-1, an example would be “Annual 2021 Form 700 Schedule A-1 page 1of2” and “Annual 2021 Form 700 Schedule A-1 page 2of2.”

Please note that in the example provided, the page numbers are different to indicate to your filing officer that there are a total of two additional schedules of A-1.

HOW TO FILE A FORM 700 WITH ADDITIONAL SCHEDULES?

Step 1: Before you file your Form 700 with additional schedules, make sure that your Form 700 is completed, signed with a secure electronic signature, and saved locally to your computer. Next, make sure that your additional schedules are also saved locally to your computer.



Step 2: Send an email to your filing officer including the Form 700 signed with a secure electronic signature as well as additional schedules.

