

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 8, 2016**

Deadline	Period	Form	Notes
Aug 1, 2016 <i>Semi-Annual</i>	* – 6/30/16	460	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Contribution Reports</i>	8/10/16 – 11/8/16	497	<ul style="list-style-type: none"> ▪ File if a contribution of \$1,000 or more in the aggregate is received from a single source. ▪ File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or ballot measure being voted on the November 8 ballot or to a political party committee. ▪ The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. ▪ File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 29, 2016 <i>1st Pre-Election</i>	7/1/16 – 9/24/16	460 or 470	<ul style="list-style-type: none"> ▪ Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).
Oct 27, 2016 <i>2nd Pre-Election</i>	9/25/16 – 10/22/16	460	<ul style="list-style-type: none"> ▪ All committees must file this report. ▪ Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	<ul style="list-style-type: none"> ▪ All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.

- **Local Ordinance:** Always check on whether additional local rules apply.
- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.

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- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$2,000 or more may file Form 470 on or before September 24, 2016. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the "[Learn](#)" link.
- Committees making independent expenditures to support or oppose candidates or ballot measures also file:
 - [462](#): This verification form must be e-mailed to the FPPC within 10 days of making an independent expenditure of \$1,000 or more.
 - [496](#): This form is due within 24 hours when made in the 90-day period before an election or on the date of the election. Refer to the candidate or ballot measure election filing schedule.

**Fair Political Practices Commission
Filing Schedule for
Committees Primarily Formed to Support/Oppose Local Candidates
Being Voted on November 8, 2016**

Deadline	Period	Form	Notes
Aug 1, 2016 <i>Semi-Annual</i>	* – 6/30/16	460	<ul style="list-style-type: none"> All committees must file Form 460. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 10 Days <i>Independent Expenditure Verification</i>	Ongoing	462	<ul style="list-style-type: none"> Committees making independent expenditures must file this form with the FPPC. E-mail only - no paper copy. Committees must file only one Form 462 per election for each candidate or measure supported or opposed by an independent expenditure.
Within 24 Hours <i>Contribution/Independent Expenditure Reports</i>	8/10/16 – 11/8/16	496 497	<ul style="list-style-type: none"> 496: File if an independent expenditure of \$1,000 or more in the aggregate is made. 497: File if a contribution of \$1,000 or more in the aggregate is received from a single source. 497: File if a contribution of \$1,000 or more in the aggregate is made to a candidate or measure being voted upon November 8, 2016, or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 29, 2016 <i>1st Pre-Election</i>	7/1/16 – 9/24/16	460	<ul style="list-style-type: none"> All committees must file Form 460.
Oct 27, 2016 <i>2nd Pre-Election</i>	9/25/16 – 10/22/16	460	<ul style="list-style-type: none"> All committees must file Form 460. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2016.

- **Local Ordinance:** Always check on whether additional local rules apply.
- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.

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- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the “[Learn](#)” link.
- **Committee Status:** See Regulation [18247.5](#) to determine if a committee is primarily formed.
- **Multi-Purpose Organizations (including non-profits):** Effective July 1, 2014, multi-purpose organizations making political contributions or expenditures are subject to new campaign disclosure rules. In general, an organization that uses its general dues account to make contributions or expenditures may qualify as a major donor or independent expenditure committee and report payments on Campaign Form 461. Such organizations qualify as a recipient committee if expenditures exceed \$50,000 in a 12-month period or \$100,000 in four consecutive calendar years. An organization that qualifies as a recipient committee may need to file reports disclosing contributors. Some organizations will not need to file the year-end semi-annual report. See FPPC Campaign [Manual 4—Chapter 15](#) for instructions.

**Fair Political Practices Commission
Filing Schedule for
Committees Primarily Formed to Support/Oppose Local Measures
Being Voted on November 8, 2016**

Deadline	Period	Form	Notes
Aug 1, 2016 <i>Semi-Annual</i>	* – 6/30/16	460	<ul style="list-style-type: none"> All committees must file Form 460. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Contribution Reports</i>	8/10/16 – 11/8/16	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to a candidate or <i>another</i> ballot measure being voted on the November 8 ballot or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 29, 2016 <i>1st Pre-Election</i>	7/1/16 – 9/24/16	460	<ul style="list-style-type: none"> All committees must file Form 460.
Oct 27, 2016 <i>2nd Pre-Election</i>	9/25/16 – 10/22/16	460	<ul style="list-style-type: none"> All committees must file Form 460. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2016.

Additional Reports

Depending on committee activity, one or both of the following reports may also be required:

- **460 - Ballot Measure Quarterly Report:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, primarily formed ballot measure committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required.
- **511 - Paid Spokesperson Report:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter).

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- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the “[Learn](#)” link.
- **Committee Status:** Contact the FPPC if the committee makes independent expenditures/contributions to candidates and/or other measures. Additional reports may be required.
- **Multi-Purpose Organizations (including non-profits):** Effective July 1, 2014, multi-purpose organizations making political contributions or expenditures are subject to new campaign disclosure rules. In general, an organization that uses its general dues account to make contributions or expenditures may qualify as a major donor or independent expenditure committee and report payments on Campaign Form 461. Such organizations qualify as a recipient committee if expenditures exceed \$50,000 in a 12-month period or \$100,000 in four consecutive calendar years. An organization that qualifies as a recipient committee may need to file reports disclosing contributors. Some organizations will not need to file the year-end semi-annual report. See FPPC Campaign [Manual 4—Chapter 15](#) for instructions.

**Fair Political Practices Commission
Filing Schedule for
Local Slate Mailer Organizations
November 8, 2016 Election**

Deadline	Period	Form	Notes
Aug 1, 2016 <i>Semi-Annual</i>	* – 6/30/16	401	<ul style="list-style-type: none"> All slate mailer organizations must file this report. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Late Payment Report</i>	8/10/16 – 11/8/16	498	<ul style="list-style-type: none"> File if payments of \$2,500 or more are received to produce a slate mailer in connection with the November 8 election. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Sep 29, 2016 <i>1st Pre-Election</i>	7/1/16 – 9/24/16	401	<ul style="list-style-type: none"> File if payments of \$500 or more are received or made to produce a slate mailer in connection with the November 8 election.
Oct 27, 2016 <i>2nd Pre-Election</i>	9/25/16 – 10/22/16	401	<ul style="list-style-type: none"> File if payments of \$500 or more are received or made to produce a slate mailer in connection with the November 8 election.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16 – 12/31/16	401	<ul style="list-style-type: none"> All slate mailer organizations must file this report unless termination Forms 401 and 402 were filed before on or before December 31, 2016.

- *** Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to the local ordinance.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour late payment reports (From 498) that are due the weekend before an election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- If the SMO receives payments that are not from a candidate or measure committee listed on the ballot or from a third party for the purpose of listing a candidate or measure, call the FPPC for advice.
- **Public Documents:** All forms are public documents. Campaign forms and instructional materials are available at www.fppc.ca.gov, click on the “[Learn](#)” link.