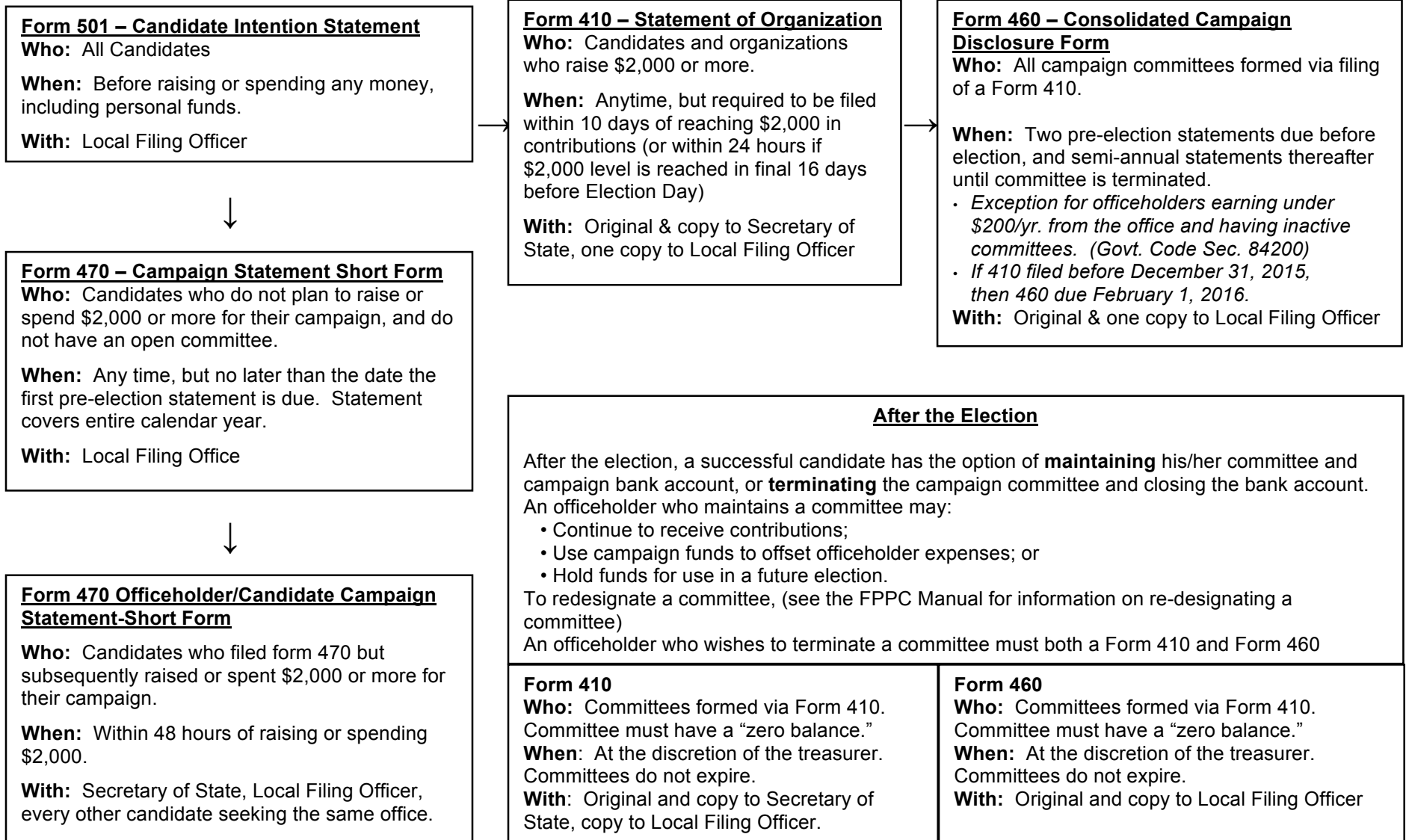


Basic Campaign Filing Guidelines for Candidates

Please review the full instruction for each form and applicable state regulation on the FPPC website (www.fppc.ca.gov).



Form 501 – Candidate Intention Statement

Who: All Candidates

When: Before raising or spending any money, including personal funds.

With: Local Filing Officer



Form 470 – Campaign Statement Short Form

Who: Candidates who do not plan to raise or spend \$2,000 or more for their campaign, and do not have an open committee.

When: Any time, but no later than the date the first pre-election statement is due. Statement covers entire calendar year.

With: Local Filing Office



Form 470 Officeholder/Candidate Campaign Statement-Short Form

Who: Candidates who filed form 470 but subsequently raised or spent \$2,000 or more for their campaign.

When: Within 48 hours of raising or spending \$2,000.

With: Secretary of State, Local Filing Officer, every other candidate seeking the same office.

Form 410 – Statement of Organization

Who: Candidates and organizations who raise \$2,000 or more.

When: Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions (or within 24 hours if \$2,000 level is reached in final 16 days before Election Day)

With: Original & copy to Secretary of State, one copy to Local Filing Officer

Form 460 – Consolidated Campaign Disclosure Form

Who: All campaign committees formed via filing of a Form 410.

When: Two pre-election statements due before election, and semi-annual statements thereafter until committee is terminated.

- Exception for officeholders earning under \$200/yr. from the office and having inactive committees. (Govt. Code Sec. 84200)
- If 410 filed before December 31, 2015, then 460 due February 1, 2016.

With: Original & one copy to Local Filing Officer

After the Election

After the election, a successful candidate has the option of **maintaining** his/her committee and campaign bank account, or **terminating** the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Hold funds for use in a future election.

To redesignate a committee, (see the FPPC Manual for information on re-designating a committee)

An officeholder who wishes to terminate a committee must both a Form 410 and Form 460

Form 410

Who: Committees formed via Form 410. Committee must have a “zero balance.”

When: At the discretion of the treasurer. Committees do not expire.

With: Original and copy to Secretary of State, copy to Local Filing Officer.

Form 460

Who: Committees formed via Form 410. Committee must have a “zero balance.”

When: At the discretion of the treasurer. Committees do not expire.

With: Original and copy to Local Filing Officer