

Use this form for:

- 16-Day Late Contribution Reports
- Ballot Measure Contribution Reports
- 90-Day Election Cycle and \$5,000 Reports

File all reports electronically with the Secretary of State. No paper copies of this report are required, and no copies are required to be filed with other filing officers.

Exception: The 90-day Election Cycle and \$5,000 Reports are not required of state candidates and ballot measure committees that have not reached the \$25,000 electronic filing threshold.

16-Day Late Contributions Received or Made

- Contributions that cumulatively total **\$1,000 or more from a single source received or made** during the 16 days immediately preceding the election in which the recipient candidate or ballot measure will be voted on must be reported as late contributions.
- Contributions totaling \$1,000 or more made to or received by a state or county political party committee must also be reported during the 16 days prior to **any** state election.
- These late reporting requirements apply to contributions made to or received by

candidates, controlled committees, and committees primarily formed to support or oppose a candidate(s) or measure(s). Both the candidate or primarily formed committee receiving the contribution, as well as the candidate or committee making the contribution, must file Form 497.

- Contributions that must be reported include monetary and non-monetary contributions, a loan, or any combination of monetary and non-monetary contributions and loans, including contributions or loans from a candidate's personal funds to his or her campaign.
- **Monetary contributions:** File Form 497 with the Secretary of State within 24 hours of making or receiving a late monetary contribution.
- **Non-monetary or in-kind contributions:** File Form 497 with the Secretary of State within 24 hours of **making** a late non-monetary or in-kind contribution. In addition, you must notify the recipient of the value of the contribution within 24 hours of the date the contribution was made. The notice of value sent to the recipient of the late non-monetary or in-kind contribution need not be filed with a filing officer, and there is no standardized form. The notice should be sent by personal delivery, fax or guaranteed overnight delivery.

- Those who **receive** a late non-monetary or in-kind contribution must file Form 497 with the Secretary of State within 48 hours of the date the contribution was received.

A late contribution report does not need to be filed when a transfer is made between two campaign committees for elective state office controlled by the same candidate.

Ballot Measure Contribution Reports

- A recipient committee that makes contributions totaling \$5,000 or more to support or oppose a single state ballot measure must file Form 497 **electronically with the Secretary of State within 10 business days.**
- The report must disclose the contribution(s) made as well as contributions received by the committee filing the report.

This report is not required to be filed by:

- a primarily formed ballot measure committee making contributions to another primarily formed committee supporting or opposing the same measure or another measure on the same ballot
- a recipient committee that has not reached the \$25,000 threshold to file all reports electronically

497 Contribution Report

Type or print in ink.
Amounts may be rounded to whole dollars.

497 CONTRIBUTION REPORT

NAME OF FILER		Date of This Filing _____	California FORM 497 For Official Use Only
AREA CODE/PHONE NUMBER	I.D. NUMBER <i>(if applicable)</i>	Report No. _____	
STREET ADDRESS		<input type="checkbox"/> Amendment to Report No. _____ <small>(explain below)</small>	
CITY	STATE	ZIP CODE	
		No. of Pages _____	

1. Contribution(s) Received

DATE RECEIVED	FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR <small>(IF COMMITTEE, ALSO ENTER I.D. NUMBER)</small>	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER <small>(IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</small>	AMOUNT RECEIVED
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		<input type="checkbox"/> Check if Loan _____% <small>Provide interest rate</small>
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		<input type="checkbox"/> Check if Loan _____% <small>Provide interest rate</small>
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		<input type="checkbox"/> Check if Loan _____% <small>Provide interest rate</small>

Reason for Amendment: _____

****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

90-Day Election Cycle Reports (State Candidates and Ballot Measure Committees Only)

- During the 90 days preceding an election in which a state candidate or state ballot measure will be voted on, if any of the state candidate's committees or a primarily formed ballot measure committee **receives** a contribution of \$1,000 or more from a single contributor, a Form 497 must be **filed electronically with the Secretary of State within 24 hours**.
- This requirement only applies to a single contribution of \$1,000 or more and is not cumulated with any other contributions from the same source, except during the 16-day late reporting period before the election.

\$5,000 Reports (State Candidates and Ballot Measure Committees Only)

- If any of a state candidate's committees or a state primarily formed ballot measure committee **receives** a contribution of \$5,000 or more from a single contributor at any time other than during a 90-day election cycle, a Form 497 must be **filed electronically with the Secretary of State within 10 business days**.
- This requirement only applies to a single contribution of \$5,000 or more and is not cumulated with any other contributions from the same source.

- The \$5,000 reports are required at all times (other than the 90-day election cycle) and are not limited to a specific time period prior to an election.

How to Complete Form 497

Report Number: Assign a unique identifying number to each Form 497 report that you file. You may use any numbering system (such as 1, 2, 3, PR-1, PR-2, PR-3).

Amendments: To amend an electronically filed Form 497, describe the amendment in the space provided at the bottom of the form and assign a new unique identifying number as the Report Number, check the Amendment box, and enter the identifying number of the report you are amending.

Date of Election: If the contribution was made to a city or county committee, you must enter the date of the election.

16-day Late Contributions Received:
Complete Part 1.

16-Day Late Contributions Made:
Complete Part 2.

Ballot Measure Contribution Reports:
Complete Parts 1 and 2. When filling out Part 1, report all contributions of \$100 or

more received since the closing date of the last campaign statement (Form 450 or 460) filed. Once you have disclosed a contribution on Form 497, you do not need to report that contribution on any additional Form 497 filings.

Election Cycle and \$5,000 Reports:
Complete Part 1.

NOTE: Contributions listed on this form must also be reported on the next regular campaign statement (Form 450 or 460) filed.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC campaign disclosure manual for your type of committee. Campaign filing deadlines, forms, and other informational materials are available on the FPPC website (www.fppc.ca.gov).

497 Contribution Report

Type or print in ink.
Amounts may be rounded to whole dollars.

497 CONTRIBUTION REPORT

NAME OF FILER		Date of This Filing _____	Date Stamp	CALIFORNIA FORM 497
AREA CODE/PHONE NUMBER	I.D. NUMBER (if applicable)	Report No. _____		For Official Use Only
STREET ADDRESS		<input type="checkbox"/> Amendment to Report No. _____ <small>(explain below)</small>		
CITY	STATE	ZIP CODE		No. of Pages _____

2. Contribution(s) Made

DATE MADE	FULL NAME, STREET ADDRESS AND ZIP CODE OF RECIPIENT <small>(IF COMMITTEE, ALSO ENTER I.D. NUMBER)</small>	CANDIDATE AND OFFICE OR MEASURE AND JURISDICTION	AMOUNT OF CONTRIBUTION	DATE OF ELECTION <small>(IF APPLICABLE)</small>

Reason for Amendment: _____