Non-Filer Notification

- Notify Non-Filers
- Enforcement Referrals

Notify Non-Filers

Filing officers must promptly notify all persons and known committees which have failed to file a statement required by law in a timely manner.

When, upon reviewing your agency’s campaign statement log, you become aware that a candidate, officeholder, or committee has an obligation to file a campaign disclosure statement and has failed to do so, you must notify the candidate, officeholder, or committee of the obligation to file a statement.

You may notify the candidate, officeholder or committee by telephone. Example letters are available from FPPC and may be used when sending written notice or specific written notice. Feel free to use these letters or to edit the letters to suit your specific needs.

Keep a record of the call, written notice, or specific written notice.

Tip

- When you set up your log of campaign statements filed, use a format that will allow you to automatically generate address labels to be used for any correspondence with the filer.

Enforcement Referral Sheet

To expedite an enforcement referral, use the Campaign Disclosure Statements Non-Filer Enforcement Referral sheet attached to this fact sheet. Two written notifications must be made before referring matters to the Commission’s Enforcement Division.