

Use this form for: Who Uses Form 497

- State and local Candidates and certain committees that make or receive contributions that total in the aggregate \$1,000 or more in the 90 days before an election or on the date of the an election.
- State candidates and state primarily formed ballot measure committees that file electronically and receive a contribution of \$5,000 or more at any time other than a 90-day election cycle.
- State recipient committees that file electronically and make reporting contributions of totaling \$5,000 or more to in connection with a state ballot measure committee.
- Certain recipient committees that make contributions totaling \$5,000 or more to support or oppose the **qualification** of a local ballot measure.¹

State Committees - When a Form 497 is Required

State committees must file a Form 497 when in the following situations:

- Contributions that total in the aggregate \$1,000 or more within the 90-day election cycle that are either:
 - made to a candidate, officeholder or a primarily formed committee to support or oppose a candidate or ballot measure committee in the 90 days before or on the date of an election; or
 - received by a candidate, officeholder or a primarily formed committee to support or oppose a candidate or ballot measure committee in the 90 days before or on the date of an election.

- Contributions that total in the aggregate \$1,000 or more received by a committee primarily formed to support or oppose a state candidate(s) or measure(s) within the 90-day election cycle.
- Contributions that total in the aggregate \$1,000 or more are made to and or received by a state or county political party committee within the 90 days before or on the date of any state election.
- Contributions that total in the aggregate \$1,000 or more are made to or received by a candidate in a CalPERS or CalSTRS election in the 90 days before an election or on the date of the election. The date of a CalPERS or CalSTRS election is the deadline to return ballots.
- A single contribution of \$5,000 or more is received by a state candidate's committee or a state primarily formed ballot measure committee of \$5,000 or more from a single contributor at any time other than during a
 - Required of state e-filers only
- Contributions are made by a recipient committee that totaling \$5,000 or more to support or oppose a single state ballot measure committee.
 - Required of state e-filers only
 - Complete Parts 1 and 2 of this form

- Not required when a primarily formed ballot measure committee makes a contribution to another primarily formed committee formed for the same measure or another measure on the same ballot. This exception does not apply to the \$1,000 90-day report noted in the first bullet above. (Refer to FPPC Regulation 18466 for additional information.)
- Contributions totaling \$5,000 or more are made by a recipient committee to support or oppose the **qualification** of a single local ballot measure.
 - Complete Parts 1 and 2 of this form
 - Note special filing location below*

State Committees - Where to File

Except as noted below, state committees file this Form 497 **electronically** with the Secretary of State. This applies even to committees that have not reached the \$25,000 threshold for filing other reports electronically. No paper copies of this report are required, and no copies are required to be filed with other filing officers.

*For contributions related to the qualification of local measures, the Form 497 must be filed in the place(s) a primarily formed committee for the local measure is required to file. This Form 497 must be filed by fax, guaranteed overnight delivery, personal delivery or email. Some jurisdictions require electronic submissions. Check with the local elections office.

¹ A measure includes certain LAFCO proceedings.

497 24-hour/10-day Contribution Report Instructions

Local Committees – When a Form 497 is Required

Local committees must file a Form 497 when in the following situations:

- Contributions that total in the aggregate \$1,000 or more within the 90 days before an election or on the date of the election that are either:
 - made to a candidate or a primarily formed committee to support or oppose a candidate or ballot measure committee in the 90 days before or on the date of an election; or
 - received by a candidate or a primarily formed committee to support or oppose a candidate or ballot measure committee in the 90 days before or on the date of an election.
- Contributions that total in the aggregate \$1,000 or more made to committees primarily formed to support or oppose a local candidate(s) or measure(s) 90 days prior to or on the date of the election. A measure includes certain LAFCO proceedings.
- Contributions that total in the aggregate \$1,000 or more are made to a state or county political party committee in the 90 days before prior to or on the date of any state election.
- Contributions that total in the aggregate \$1,000 or more are made to a candidate in a CalPERS or CalSTRS election in the 90 days before an election or on the date of the election.

- Contributions totaling \$5,000 or more are made by a recipient committee to support or oppose the qualification of a single local ballot measure.
 - Complete Parts 1 and 2 of this form
 - Not required to be filed by a committee primarily formed to support or oppose the measure
 - Note special filing location below*

Local Committees – Where to File

Local committees file Form 497 at the same location(s) you it regularly files campaign statements.

*For contributions related to the qualification of local measures, the Form 497 must be filed in the place(s) a primarily formed committee for the local measure is required to file.

Regular mail may not be used. The Form 497 must be filed by fax, guaranteed overnight delivery service, or personal delivery or email. Some jurisdictions require electronic submissions. Check with your the local elections office.

497 Contribution Report

Amounts may be rounded to whole dollars.

NAME OF FILER _____ AREA CODE/PHONE NUMBER _____ LD. NUMBER (if applicable) _____ (STREET ADDRESS) _____ CITY _____ STATE _____ ZIP CODE _____		Date of This Filing _____ Report No. _____ <input type="checkbox"/> Amendment to Report No. _____ <small>(caption below)</small> No. of Pages _____	Date Stamp _____	CALIFORNIA FORM 497 FILING DUES ONLY
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1. Contribution(s) Received

DATE RECEIVED	FULL NAME, (STREET ADDRESS) AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER LD. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	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 actual date</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 actual date</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 actual date</small>

***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

Reason for Amendment: _____

497 24-hour/10-day Contribution Report Instructions

Filing Deadlines:

24-Hour Deadline

Except for the 10-day deadline noted below, the Form 497 is due within 24 hours of making or receiving or making contributions that total in the aggregate of \$1,000 or more.

Exceptions:

- Those who receive a late non-monetary or in-kind contribution must file Form 497 within 48 hours of the date the contribution was received.
- Reports due on a weekend or state holiday, other than the weekend before an the election, are extended to the next business day.

10-Business Day Deadline

- If Any of a state candidate's committees or a state primarily formed ballot measure committee that receives a contribution of \$5,000 or more from a single contributor at any time other than during a 90-day election cycle, must file a Form 497 must be filed within 10 business days. This applies to electronic filers only.
- A state recipient committee that files electronically and makes a contributions totaling \$5,000 or more to a support or oppose a single state ballot measure committee must file Form 497 within 10 business days. If all required information is reported on a 90-day election cycle report, this 10-business day report is not required.
- A recipient committee that makes contributions totaling \$5,000 or more to support or oppose the qualification of a single local ballot measure must file Form 497 within 10 business days.

Fast Facts Other Important Information:

- Refer to the FPPC filing schedules located at www.fppc.ca.gov, or the local jurisdiction's filing schedule when applicable, for specific filing dates, deadlines, and the local jurisdiction's filing schedule, where applicable.
- Reportable contributions that must be reported include monetary and non-monetary contributions, loans, 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 and contributions to a legal defense committee.
- The donor of a non-monetary contribution must notify the recipient of the contribution's value within 24 hours of the date the contribution was made. Notifications due on a weekend or state holiday, other than the weekend before the election, are extended to the next business day.
- Contributions of \$5,000 or more received from a nonrecipient committee require a major donor notification to be sent to the donor.
- The \$1,000 reports are required for contributions that total in the aggregate \$1,000 during the 90-day election cycle. For example, during the 90-day period before an election, a Form 497 is required if a single source made two \$500 contributions to the same candidate.
- The \$5,000 reports are required only if a single contribution of \$5,000 or more is made. It is not cumulated with other contributions from the same source.
- Form 497 is not required when a transfer is made between two campaign committees for elective office committees controlled by the

same candidate.

- Contributions listed on Form 497 must also be reported on the next regular campaign statement (Form 450 or 460).

How to Complete Form 497

Report Number: Provide a unique identifying number on to each Form 497 filed. is required and Amendments to a report must clearly identify show the original report identification number and state the reason for the amendment.

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

Contributions Received: Complete Part 1.

Contributions Made: Complete Part 2.

State and Local Ballot Measure Contribution Reports: Complete Parts 1 and 2. In Part 1, report Committees required to disclose making contributions of \$5,000 or more (see "When a Form 497 is Required" on previous pages): Report on Part 1 all contributions of \$100 or more received since the closing date of the last campaign statement (Form 450 or 460) filed. Such contributions are not required to be reported on more than one ballot measure contribution report (Form 497).

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

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

Amounts may be rounded to whole dollars.

NAME OF FILER _____ AREA CODE/PHONE NUMBER _____ I.D. NUMBER (if applicable) _____ (STREET ADDRESS) _____ CITY _____ STATE _____ ZIP CODE _____		Date of This Filing _____ Report No. _____ <input type="checkbox"/> Amendment to Report No. _____ (explain below) No. of Pages _____	Date Stamp _____	CALIFORNIA FORM 497 FOR CALIFORNIA USE ONLY
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2. Contribution(s) Made

DATE MADE	FULL NAME, (STREET ADDRESS) AND ZIP CODE OF RECIPIENT (if COMMITTEE, ALSO ENTER I.D. NUMBER)	CANDIDATE AND OFFICE OR MEASURE AND JURISDICTION	AMOUNT OF CONTRIBUTION	DATE OF ELECTION (if applicable)

Reason for Amendment: _____