

**Sample Notice of Non-Filing  
(Specific Written Notice)**

Re: Statement of Economic Interests

Dear (name):

Your statement of economic interests, which was due on (date), has not been received.

Government Code Section 91013 imposes a \$10 per day fine up to a maximum of \$100 for the late filing of a statement of economic interests. However, if you file your statement within 30 days of the date of this letter, and attach an explanation for the late filing, all or part of the fine can be waived. State law prohibits the waiving of any portion of a fine if the statement is not filed within 30 days of the date of this letter.

If you have any questions regarding this letter, please contact me at (telephone number).

Sincerely,

Enclosures