




## 2023 Statement of Economic Interests (SEI) – Form 700 Filing Officer Informational Fact Sheet Multi-County Agencies

**\*\*Don't forget to continue to update FPPC system when filers leave and assume office\*\***

### **FPPC Contacts**

Molly Rengchup  
[Form700@fppc.ca.gov](mailto:Form700@fppc.ca.gov) 916-324-7602

**Annual Deadline: April 3, 2023**

- Late finemay be imposed if the statement is filed passed the due date. 
- Filers whose statements are forwarded to FPPC will use either their agency's FPPC certified electronic filing system or FPPC's electronic system to file their Form 700s.
- If a filer passes away, please notify your FPPC Contact. This way a notice will not be sent to the family.

### **Questions:**

Please send questions regarding electronic filing or questions if you need to file or received a letter to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).

Reporting:  
Call: 1-866-275-3772 or  
E-mail: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

### **Training Workshops and Webinars:**

Watch our on-demand video and sign up for workshops and webinars!

- [Training](#) video
- Continue to check for [dates and locations](#)

## ➤ **Gift Limit**

The gift limit is \$520 for 2022 which remains in effect until December 31, 2022. As of January 1, 2023, the gift limit is \$590 (2023-2024). For more information on gift limits and disclosure, review the Gift, Honoraria, Travel & Loans fact sheet on FPPC website.

## **All Electronic Filings:**

### ***Your Checklist for Agencies Using FPPC's E-Filing System***

- **Keep filers' information current in the electronic system including assuming and leaving office information (*Regulation 18115, 18115.1 and 18115.2*)**
- *Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)*

#### **For statements retained by your agency:**

- Supply filers disclosure categories and forms or a link to a website where filers can download a form.
- Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.
- Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines on the FPPC website for guidance.

### ***Your Checklist for Agencies Using Their Own E-Filing System***

- *Keep filer information current in both your agency's system and the FPPC system (system automatically notifies filers). **Please ensure the information in your system exactly matches FPPC's system. (Regulation 18115, 18115.1 and 18115.2)***
- *Communicate with FPPC regularly about filer status.*
- *Provide public access.*

#### **For statements retained by your agency:**

- *Keep filer information current (system automatically notifies filers).*
- Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.
- Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines on the FPPC website for guidance.
- Provide public access.
- *Continue to monitor when assuming office, leaving office, and candidate statements should be filed.*

## **All Paper Filings:**

*Forward original Annual Form 700s to the FPPC **within 5 days of the due date.***

### **Send Paper Statements to:**

*Fair Political Practices Commission  
1102 Q Street, Suite 3000  
Sacramento, CA 95811*

## **Your Checklist - Paper**

### *Please Note:*

- ***Date stamp all paper filed statements.***
- ***Notify filers about the deadline.***
- ***Make sure you are giving out the correct year forms and amendments.***
- ***Please do not use acronyms when listing agency names.***
- *Provide the agency's conflict of interest code; the disclosure categories must be known when an individual completes the form.*
- *Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)*
- *Continue to keep filers' information current in the system. Continue to monitor when assuming and leaving office statements should be filed.*

### ***For original statements that you forward to the FPPC that aren't e-filed:***

- *Forward assuming, annual, and leaving office statements to the FPPC within five days of the filing deadlines. Remember to send the actual "wet signature" SEI and not a copy.*
- *If a filer leaves their position, please request for a forwarding e-mail address.*
- *Keep copies for four years. (Sec. 81009)*

## **Appointments – Form 806**

Do your agency members receive \$250 or more to serve on **other** boards or commissions? Click [Form 806](#) for more information.

## **New Positions – Form 804**

*Regulation 18734 requires an individual hired for a position not yet covered under your agency's conflict of interest code to file Form 700 if the individual serves in a position that makes or participates in making governmental decisions.*

*Use of the Form 804 helps agencies identify new positions and disclosure requirements for individuals serving in new positions. Use of the form is recommended as it promotes uniform reporting among agencies. [Form 804](#) is retained at your agency.*

**Example:** *Your agency recently hired an IT Specialist. This is a brand-new position, and thus is not yet included in your agency's conflict of interest code. Because this individual will make decisions on purchasing computer software, the position must be added to the code. In the meantime, this person will file Form 700 under the broadest disclosure category (or limited disclosure if provided for on Form 804) until the code is amended to include this position.*