



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
1102 Q Street • Suite 300 • Sacramento, CA 95814
(916) 322-5660 • Fax (916) 322-0886

SAMPLE NOTIFICATION LETTER - NON FILERS (Campaign)

Option 1 – Non-Specific Written Notice: *(Allows filing officer to waive late fine.)*

Dear (Committee Name and/or Treasurer),

Our records indicate that your campaign statement, Form 460, due on _____, has not yet been received.

The Political Reform Act prohibits filing officers from extending a filing deadline. Please file your late statement immediately and include an explanation for your late filing.

If you have filed this statement, please contact our office so that we may verify our records.

Option 2 – Specific Written Notice: *(A filing officer **may not** waive a late fine if a statement is filed after the due date set out in Specific Written Notice.)*

Note: You may send both written notifications using the Option 1 template and that would suffice for the FPPC's handling of non-filers. If sending specific written notice, use 10 days unless the late statement is the second pre-election statement, then use 5 days.

Dear (Committee Name and/or Treasurer),

On _____, our office wrote to you stating that we have not received your campaign disclosure statement, Form 460, which was due on _____. To date, our office has not received this statement. Please file your campaign statement within *(10 days/5 days)* of the date of this letter. A late filing penalty cannot be waived if the statement is filed after this date.

Government Code Section 91013 imposes a fine of \$10 per day after the filing deadline until the statement is filed. The liability is limited to the cumulative amount of contributions received or expenditures made for the period covered by the late statement or \$100, whichever is greater.

This matter will be referred to the Fair Political Practices Commission's Enforcement Division if the statement is not filed by *(10 days/5 days deadline date)*.