

497 24-hour/10-day Contribution Report Instructions

CALIFORNIA
FORM 497

Who Files the 24-hour/10-day Contribution Report Uses Form 497

Local Candidates and Committees Use This Form

- Candidates and certain committees that make or receive contributions that total in the aggregate \$1,000 or more in the 90 days before or on the date of 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 contributions totaling \$5,000 or more to 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 Candidates and Committees - When a Form 497 is Required

File Electronically and Do Not Use This Form

- Candidates and certain committees that make or receive contributions that total in the aggregate \$1,000 or more in the 90 days before or on the date of an election.
- State candidates and state primarily formed ballot measure committees that receive a contribution of \$5,000 or more at any time other than a 90-day election cycle.
- State recipient committees that make contributions totaling \$5,000 or more to 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 - Where to File

Except as noted below, state committees file 24-hour/10-day Contribution Report Form 497 **electronically** with the Secretary of State electronically (www.sos.ca.gov). 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 24-hour/10-day Contribution Report Form 497 must be filed in the place(s) a primarily formed committee for the local measure is required to file. This report, when filed in paper format, 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.

State Committees - When to File

State committees must file a 24-hour/10-day Contribution Report Form 497 when:

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

- Contributions that total in the aggregate \$1,000 or more are made to or received by a state or county political party committee in 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 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 at any time outside the 90-day election cycle.
 - Required of state e-filers only
- Contributions are made by a recipient committee totaling \$5,000 or more to a 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*

¹ A measure includes certain LAFCO proceedings.

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Local Committees – When a 24-hour/10-day Contribution Report (Form 497) is Required

Local committees must file a 24-hour/10-day Contribution Report (Form 497) when:

- Contributions that total in the aggregate \$1,000 or more are either:
 - made to a candidate or a primarily formed committee to support or oppose a candidate or ballot measure in the 90 days before or on the date of an election; or
 - received from a single source by a candidate or a primarily formed committee to support or oppose a candidate or ballot measure in the 90 days before or on the date of an election.
- 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 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 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 24-hour/10-day Contribution Report (Form 497) at the same location(s) it regularly files campaign statements.

*For contributions related to the qualification of local measures, the 24-hour/10-day Contribution Report (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 report Form 497 must be filed by fax, guaranteed overnight delivery, personal delivery, or email. Some jurisdictions require electronic submissions. Always check with the your local jurisdiction to determine your specific filing requirements. elections office.

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Amounts may be rounded to whole dollars.

NAME OF FILER		Date of This Filing _____	Date Stamp	CALIFORNIA FORM 497 For Official Use Only
AREA CODE/PHONE NUMBER	I.D. NUMBER (if applicable)	Report No. _____		
STREET ADDRESS		Amendment to Report No. _____ (explain below)		
CITY	STATE	ZIP CODE		

1. Contribution(s) Received

DATE RECEIVED	FULL NAME, STREET ADDRESS, AND ZIP CODE OF CONTRIBUTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER) (IF LLC, REFER TO INSTRUCTIONS FOR WHAT TO ENTER)	CONTRIBUTOR CODE*	TYPE OF CONTRIBUTION	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	AMOUNT RECEIVED	CUMULATIVE AMOUNT (JAN 1 - DEC 31)	PER ELECTION TO DATE (IF REQUIRED)
		IND COM OTH PTY SCC	MONETARY NON-MONETARY LOAN		CHECK IF LOAN % PROVIDE INTEREST RATE		
		IND COM OTH PTY SCC	MONETARY NON-MONETARY LOAN		CHECK IF LOAN % PROVIDE INTEREST RATE		
		IND COM OTH PTY SCC	MONETARY NON-MONETARY LOAN		CHECK IF LOAN % PROVIDE INTEREST RATE		

Reason for Amendment: _____

* 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

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Filing Deadlines:

24-Hour Deadline

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

Exceptions:

- Those who receive a late non-monetary or in-kind contribution must file **the report 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 the election, are extended to the next business day.

10-Business Day Deadline

- 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 **10-day Contribution Report Form 497** within 10 business days. **This applies to electronic filers only.**
- A state recipient committee that **files electronically and** makes contributions totaling \$5,000 or more to a state ballot measure committee must file a **10-day Contribution Report 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 a **10-day Contribution Report Form 497** within 10 business days.

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.
- Reportable contributions 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 **their** **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 **24-hour/10-day Contribution Report Form 497** is required if a single source made two \$500 contributions to the same candidate.
- A **24-hour/10-day Contribution Report Form 497** is not required when a transfer is made between two campaign committees for elective office controlled by the same candidate.
- Contributions listed on **the 24-hour/10-day Contribution Report Form 497** must also be reported on the next regular campaign report (e.g., pre-election or semi-annual). **statement (Form 450 or 460).**

How to Complete **24-hour/10-day Contribution Report Form 497**

Name and Address of Filer: Identify the committee's name, phone number, street address, city, state, and zip code. In the case of a committee that is a limited liability company (LLC), also disclose the name of the committee's responsible officer, as defined in Regulation 18402.2, in the name of filer field. Provide, if applicable, the committee's ID number.

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

Contributions Received: Complete Part 1.

Per Election to Date: If a contribution is made to a candidate that is subject to state contribution limits (or if required by local ordinance), disclose the total amount contributed to the committee in connection with each limitation cycle and identify the election year. The primary and general elections are separate elections. For example, a \$5,900 contribution to a candidate for the primary election in 2026 would be disclosed as "\$5,900 P-26."

"Per Election to Date" Column			
Limitation Cycle		Year of Election	
Primary	P	2026	26
General	G	2027	27
Special	S	2028	28
Runoff	R	2029	29

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Cumulative Amount: When filing a 24-hour contribution report, if a total of \$100 or more is received from a single contributor during a calendar year, report the cumulative amount received from the contributor since January 1 of the current calendar year. Include monetary contributions, nonmonetary contributions, and loans when reporting the cumulative amount. There are exceptions to the calendar year "cumulation period" for candidate elections and ballot measure elections held in January and early February, and for ballot measure qualification activities. (See the FPPC Campaign Disclosure Manuals for candidates and ballot measure committees.)

For contributions received from a limited liability company (LLC) that has qualified as an Independent Expenditure Committee or Major Donor, disclose the name of the LLC, as well as the name of the LLC's responsible officer as defined in Regulation 18402.2. If the contributor is an LLC that has qualified as a recipient committee, disclose the name of the LLC's committee and the name of its principal officer as defined in Section 82047.6. If the contributor is an LLC that has not qualified as a committee, report the name of the LLC and the name of the individual primarily responsible for approving the contribution. If more than one individual shares in the primary responsibility for approving a contribution, at least one such individual must be identified.

Contributions Made: Complete Part 2.

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

Committees required to disclose making contributions of \$5,000 or more (see "When a 24-hour/10-day Contribution Report 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 report statement (Form 450 or 460) filed. Such contributions are not required to be reported on more than one ballot measure contribution report (24-hour/10-day Contribution Report Form 497).

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).

Authority cited: Government Code Sections 81007, 81007.5, 82018, 82036, 84203, 84203.3, 84204.5, 84250, 84605, and 85309; and FPPC Regulations 18421.1, 18425, 18416 and 18466.

497 Contribution Report

Amounts may be rounded to whole dollars.

NAME OF FILER		Date of This Filing _____	Date Stamp	CALIFORNIA FORM 497 For Official Use Only
AREA CODE/PHONE NUMBER	I.D. NUMBER (if applicable)	Report No. _____		
STREET ADDRESS		Amendment to Report No. _____ (explain below)		
CITY	STATE	ZIP CODE		

2. Contribution(s) Made

DATE MADE	FULL NAME, STREET ADDRESS AND ZIP CODE OR 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: _____