

# 497 24-hour Contribution Report Instructions

## Use this form for:

- State and local committees making or receiving contribution(s) that total in the aggregate \$1,000 or more in the 90 days before an election or on the date of the election.
- Committees reporting contributions of \$5,000 or more in connection with a state ballot measure.
- State candidates and state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle.

## State Committees

State committees must file a Form 497 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 ballot measure committee; or
  - received by a candidate, officeholder or ballot measure committee.
- 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 made to and received by a state or county political party committee within 90 days before or on the date of any state election.
- Contributions that total in the aggregate \$1,000 or more made to a candidate in a CalPERS or CalSTRS election 90 days before an election or on the date of the election.

- Contributions made by a recipient committee that total \$5,000 or more to support or oppose a single state ballot measure.
  - 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. (Refer to FPPC Reg. 18466.)
- A single contribution 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 90-day election cycle.

**State committees file this form 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.

## Local Committees

Local committees must file a Form 497 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 ballot measure committee; or
  - received by a candidate or ballot measure committee.
- 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 made to a state or county political party committee 90 days prior to or on the date of any state election.
- Contributions that total in the aggregate \$1,000 or more made to a candidate in a CalPERS or CalSTRS election 90 days before an election or on the date of the election.

File Form 497 at the same location(s) you regularly file campaign statements. Regular mail may not be used. The Form 497 must be filed by fax, guaranteed overnight delivery service, or personal delivery. Some jurisdictions require electronic submissions. Check with your local elections office.

# 497 Contribution Report

Amounts may be rounded to whole dollars.

NAME OF FILER		Date of This Filing _____  Report No. _____  <input type="checkbox"/> Amendment to Report No. _____ (explain below)  No. of Pages _____	Date Stamp	<b>CALIFORNIA FORM 497</b> For Official Use Only
AREA CODE/PHONE NUMBER	I.D. NUMBER (if applicable)			
STREET ADDRESS				
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)	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 _____% Provide interest rate
		<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 _____% Provide interest rate
		<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 _____% 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

The Form 497 is due within 24 hours of receiving or making contributions of \$1,000 or more.

### Exceptions:

- Reports due on a weekend or state holiday, other than the weekend before an election, are extended to the next business day.
- 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.

### 10 Business Day Deadline

- A recipient committee that makes a contribution totaling \$5,000 or more to support or oppose a single state ballot measure 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.
- If any of a state candidate's committees or a state primarily formed ballot measure committee **receives** a contribution of \$5,000 or more from a single contributor at any time other than during a 90-day election cycle, a Form 497 must be filed **within 10 business days**.

## Fast Facts:

Refer to the FPPC filing schedule for deadlines, and the local jurisdiction's filing schedule, where applicable.

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.

Contributions of \$5,000 or more received from a non-recipient 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 for elective office committees controlled by the same candidate.

## How to Complete:

**Report Number:** A unique identifying number to each Form 497 is required and amendments to a report must clearly identify the original report and 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 Ballot Measure Contribution Reports:**  
Complete Parts 1 and 2. In Part 1, report all contributions of \$100 or more received since the closing date of the last campaign statement (Form 450 or 460) filed.

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](http://www.fppc.ca.gov)).

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AREA CODE/PHONE NUMBER	I.D. NUMBER (if applicable)			
STREET ADDRESS				
CITY	STATE ZIP CODE			

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: \_\_\_\_\_  
\_\_\_\_\_