



Things to Remember List

1. Be informed.

Study FPPC Campaign Manual 2. Check with your Election Official for any local campaign restrictions.

2. Before raising or spending any money.

File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$2,000 is raised or spent, get an identification number by filing Form 410. File Form 501 with your local election official, and file the original and one copy of Form 410 with Secretary of State, along with a check for \$50 (also provide a copy to local election official).

3. Mark your calendar.

Know the due dates for campaign statements and file on time. **You must continue to file until you terminate your campaign.**

4. Keep good records.

Maintain complete details on contributions and expenditures of \$25 or more. Refer to recordkeeping guidelines in Manual 2.

5. \$100 or more in cash?

Never accept or spend \$100 or more in cash.

6. Using personal funds for campaign expenses.

All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee or ballot statement fee.

7. Contributions of \$100 or more.

For contributions of \$100, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

8. Report late contributions.

If \$1,000 or more is received from one contributor during the 90 days before and including Election Day, disclose within 24 hours – even if it is from your personal funds.

9. Itemize contributors.

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

10. If an agent buys campaign goods or services for the campaign.

Itemize expenditures of \$500 or more made by the agent or consultant.

11. Identify candidate or committee on mailings.

Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

12. No personal use of campaign funds.

Use campaign funds only for political, governmental, or legislative purposes.

13. Be more informed.

Contact the FPPC General Contact Line: (916)322-5660 OR the Advice Line: 1-866-ASK-FPPC (1-866-275-3772).

<http://www.fppc.ca.gov/>