

**Filing Schedule for  
Candidates and Controlled Committees for Local Office  
Being Voted on November 6, 2018 (File in Duplicate)**

<b>Deadline</b>	<b>Period</b>	<b>Form</b>	<b>Notes</b>
<b>Jul 31, 2018</b> <i>Semi-Annual</i>	1/1/18 – 6/30/18	<a href="#">460</a>	<ul style="list-style-type: none"> <li>▪ All committees must file Form 460</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	8/10/18 – 11/6/18	<a href="#">497</a>	<ul style="list-style-type: none"> <li>▪ File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>▪ File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or ballot measure being voted on the November 6, 2018.</li> <li>▪ The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>▪ File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Sep 27, 2018</b> <i>1<sup>st</sup> Pre-Election</i>	7/1/18 – 9/22/18	460 or 470	<ul style="list-style-type: none"> <li>▪ Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 25, 2018</b> <i>2<sup>nd</sup> Pre-Election</i>	9/23/18 – 10/20/18	<a href="#">460</a>	<ul style="list-style-type: none"> <li>▪ All committees must file this report.</li> <li>▪ Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
<b>Nov 2, 2018</b> <i>3<sup>rd</sup> Pre-Election</i>	10/21/18 – 11/1/18	<a href="#">460</a>	<ul style="list-style-type: none"> <li>▪ <a href="#">City Ordinance No. 4-91 N.S.</a></li> </ul>
<b>Jan 31, 2019</b> <i>Semi-Annual</i>	10/21/18 – 12/31/18	460	<ul style="list-style-type: none"> <li>▪ All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2018.</li> </ul>

- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$2,000 or more may file Form 470 on or before September 27, 2018. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Committees** making independent expenditures totaling \$1,000 or more to support or oppose candidates or ballot measures also file:
  - [462](#): This verification form must be e-mailed to the FPPC within 10 days of making an independent expenditure of \$1,000 or more.
  - [496](#): This form is due within 24 hours when made in the 90-day period before an election or on the date of the election. Refer to the candidate or ballot measure election filing schedule.

Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov).