

This form **may** be used to report a late contribution. It must be filed by fax, telegram, guaranteed overnight delivery service or personal delivery. **Regular mail may not be used.**

In addition to the paper copy, certain state committees may be required to file this form electronically.

## Definition

A late contribution is a monetary or nonmonetary contribution, including a loan, or a combination of monetary and nonmonetary contributions and loans, that:

- Totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or a committee primarily formed to support or oppose a candidate(s) or measure(s); and
- Is made or received during the 16 days immediately preceding the election in which the recipient candidate or measure is to be voted on. (Gov. Code Section 82036.)

A late contribution includes contributions or loans from a candidate's personal funds to his/her campaign committee during the late contribution period.

## Where to File

File the Late Contribution Report at the same locations you regularly file campaign statements.

## When to File

### Late Monetary Contributions:

File the Late Contribution Report **within 24 hours** of receiving or making a late contribution.

### Late Nonmonetary ("In-Kind") Contributions:

- If you make a late nonmonetary contribution:
  - File a Late Contribution Report within 24 hours of making the late nonmonetary contribution; and
  - The recipient must receive a notice of the value of contribution within 24 hours of the date the contribution was made.

The notice of value sent to the recipient of the late nonmonetary contribution is not required to be filed with a filing officer and there is no standardized form. You should send the notice by personal delivery, fax or guaranteed overnight mail and keep a copy for your records.

- If you receive a late nonmonetary contribution:
  - File a Late Contribution Report within 48 hours of the date the contribution was received.

For more information on filing a Late Contribution Report, consult the FPPC [Information Manual on Campaign Disclosure](#).

## How to Complete

**Report Number.** Assign a unique identifying number to each late contribution report you file. You may use any number (such as 1, 2, 3, PR-1, PR-2, PR-3, etc.); the report numbers do not have to be sequential.

**Amendments.** To amend a late contribution report, assign a new unique identifying number as the Report Number, check the Amendment box, and enter the identifying number of the report you are amending. (Committees filing electronically with the Secretary of State: Use the filing number assigned

by Cal-ACCESS.) Describe the amendment in the space provided at the bottom of the form.

Provide the full name, address, and telephone number of the candidate or committee filing the report. If the filer is a recipient committee, enter the committee's identification number.

## Late Contribution Received

Complete this section if you have **received** a late contribution. Provide the contributor's full name and street address. If the contributor is an individual, enter the contributor's occupation and employer or, if self-employed, enter the name of the contributor's business. Provide the date the late contribution was received and the amount.

## Late Contribution Made

Complete this section if you have **made** a late contribution. Provide the recipient's full name and street address. If the late contribution was made to a candidate, enter the office sought or held (i.e. Assembly District 45), or for a ballot measure, enter the ballot number or letter and jurisdiction in which the measure is being voted upon. Indicate the date the contribution was made and the amount.

The date of election must be entered by a filer making a late contribution if the filer's filing officer is the Secretary of State and a late contribution is made to a city or county committee.

### NOTE:

*Also report late contributions on the next regular campaign statement (Form 450, 460, or 461) you file.*

# Late Contribution Report

Type or print in ink.  
Amounts may be rounded to whole dollars.

LATE CONTRIBUTION REPORT

<b>NAME OF FILER</b>  AREA CODE/PHONE NUMBER _____ I.D. NUMBER (if applicable) _____  STREET ADDRESS _____  CITY _____ STATE _____ ZIP CODE _____		<b>Date of This Filing</b> _____  <b>Report No.</b> _____  <input type="checkbox"/> <b>Amendment to Report No.</b> _____ <small>(explain below)</small>  <b>No. of Pages</b> _____	Date Stamp _____	<div style="background-color: black; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">             CALIFORNIA FORM 497           </div> For Official Use Only
---	--	---	------------------	--

## Late Contribution(s) Received

DATE RECEIVED	FULL NAME, MAILING ADDRESS AND ZIP CODE OF CONTRIBUTOR <small>(IF COMMITTEE, ALSO ENTER I.D. NUMBER)</small>	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER <small>(IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</small>	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"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		
		<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH <input type="checkbox"/> PTY <input type="checkbox"/> SCC		

\*Contributor Codes

IND – Individual	PTY – Political Party
COM – Recipient Committee (other than PTY or SCC)	SCC – Small Contributor Committee
OTH – Other	

Reason for Amendment: \_\_\_\_\_

# Late Contribution Report

Type or print in ink.  
Amounts may be rounded to whole dollars.

LATE CONTRIBUTION REPORT

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

## Late Contribution(s) Made

DATE MADE	FULL NAME, MAILING ADDRESS AND ZIP CODE OF RECIPIENT <small>(IF COMMITTEE, ALSO ENTER I.D. NUMBER)</small>	CANDIDATE AND OFFICE OR MEASURE AND JURISDICTION	AMOUNT OF CONTRIBUTION	DATE OF ELECTION <small>(IF APPLICABLE)</small>

Reason for Amendment: \_\_\_\_\_