



**SAN FRANCISCO ETHICS COMMISSION**  
**FORM SFEC 162**  
**ELECTIONEERING COMMUNICATION REPORT**  
(S.F. Campaign and Governmental Conduct Code § 1.162)

25 Van Ness Ave, Suite 220  
San Francisco CA, 94102  
Phone 415-252-3100  
Fax 415-252-3112  
[www.sfethics.org](http://www.sfethics.org)  
[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org)

**How to use this form:**

- Payments for electioneering communications must be reported **during the 90 days prior to a City election** if the cost of the communication attributable to any one City candidate referenced in the communication is **\$1,000 or more**.
- File Form 162 by email ([ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org)) or personal delivery within 24 hours of making the electioneering communication.
- A copy of the electioneering communication, including any script or recording, must be filed with the Form 162.
- Ballot measure ads: Expenditures for communications that advocate for or against a ballot measure may trigger electioneering communications reporting obligations if the communications reference a City candidate.

**Fast Facts:**

**What is an “electioneering communication”?**

An “electioneering communication” is any communication (e.g., a mailing) that refers to a clearly identified City candidate and is distributed within 90 days prior to an election for the City office sought by the candidate. To qualify as an electioneering communication, the communication must be sent or made available to 500 or more individuals who are registered to vote or eligible to register to vote in the election for the City candidate identified in the communication. There is a rebuttable presumption that any broadcast, cable, satellite, or radio communication and any sign, billboard or printed advertisement is distributed to 500 or more such individuals.

Reporting example 1: A company distributes 1,000 copies

of a mailer to San Francisco residents, referencing two City candidates 90 days before an election. The mailer costs \$4,000 and features the candidates equally. The company must file a Form 162, include a copy of the mailer, and disclose a \$2,000 payment for each candidate.

Reporting example 2: A committee distributes a \$500 electioneering communication regarding a City candidate 60 days before an election and a second electioneering communication regarding that candidate of \$600, 20 days before the election. A Form 162 is required 24 hours after the second payment, because the \$1,000 threshold is only met after that second payment is made.

Note that certain communications are exempted from this filing requirement, including independent expenditures for or against City candidates and candidate campaign communications. Contact the Ethics Commission for more information.

**How to Complete Form 162:**

**Report Number.** Assign a unique identifying number to each Form 162.

**Part 1. Persons Exercising Direction and Control.** Identify any individual sharing or exercising direction and control over the filer. If the filer is an individual, this part may be left blank.

**Part 2. Electioneering Communications.** Provide the distribution date and a description (e.g., radio advertisement, billboard, mailing) of the electioneering communication as well as the name of the referenced candidate and the office sought. Indicate whether each communication supports, opposes or is neutral with respect to the candidate. *Be sure to use a separate line for each referenced candidate.* Finally, list the amount of the payment attributable to the candidate as well as the

amount of the filer’s annual total for electioneering communications concerning that candidate. Use continuation sheets if necessary.

**Part 3. Verification.** The report must be signed by the filer or the filer’s representative.

**Part 4. Payments Received.** Disclose payments of \$100 or more received from any other person which were used for making electioneering communications. If no donor earmarked or otherwise understood that its payments would be used for electioneering communications, identify donors using a “last in, first out” (“LIFO”) method.

Disclose the name and address of the donor and, if the donor is an individual, his or her occupation and the name of his or her employer. If the donor is self-employed, disclose the name of the donor’s business. Also disclose the date and amount of the contribution, the contributor code, and total amounts received from that person during the calendar year to make electioneering communications. Use continuation sheets if necessary.

**Amendments.** Describe the amendment. If the cumulative to date total is accurate on the most recent Form 162 filed, the committee is not required to amend the cumulative to date total amount on previous reports.

**Attachment.** Indicate the number of electioneering communications submitted and briefly describe. Only one copy of each communication is required.

This form was prepared by the San Francisco Ethics Commission (SFEC). For filing deadlines, forms, and detailed information on campaign reporting requirements, visit the SFEC’s website: [www.sfethics.org](http://www.sfethics.org) or call (415) 252-3100.



**SAN FRANCISCO ETHICS COMMISSION**  
**FORM SFEC 162**  
**ELECTIONEERING COMMUNICATION REPORT**  
 (S.F. Campaign and Governmental Conduct Code § 1.162)

For SFEC use

<b>NAME OF FILER</b>		<b>Date of This Filing</b> _____	<b>Reason for Amendment</b>
AREA CODE/PHONE NUMBER	I.D. NUMBER <i>(if applicable)</i>	<b>Report No.</b> _____	_____
STREET ADDRESS		<input type="checkbox"/> <b>Amendment to Report No.</b> _____ <small>(explain below)</small>	<b>Number of Communications Attached</b> _____
CITY	STATE      ZIP CODE		<b>Type of Communication</b> _____

**1. Individuals Sharing or Exercising Direction and Control of Filer**

<b>A. NAME</b>	<b>B. NAME</b>	<b>C. NAME</b>	<b>D. NAME</b>

**2. Electioneering Communications Made** *Number of continuation sheets attached* \_\_\_\_\_.

DATE	DESCRIPTION OF ELECTIONEERING COMMUNICATION	NAME OF CANDIDATE & OFFICE	POSITION	AMOUNT	TOTAL/CANDIDATE (ANNUAL)
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		

**3. Verification**

I verify under penalty of perjury that the information provided in this disclosure statement is accurate and complete.

Executed on \_\_\_\_\_  
Date

By \_\_\_\_\_  
Signature of Filer or Responsible Officer



NAME OF FILER	I.D. NUMBER	REPORT NUMBER
---------------	-------------	---------------

**2. Electioneering Communications Made (CONTINUED)** Continuation sheet \_\_\_\_\_ of \_\_\_\_\_.

DATE	DESCRIPTION OF ELECTIONEERING COMMUNICATION	NAME OF CANDIDATE & OFFICE	POSITION	AMOUNT	TOTAL/CANDIDATE (ANNUAL)
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		
			<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE <input type="checkbox"/> NEUTRAL		

