

**SAN FRANCISCO
ETHICS COMMISSION**



San Francisco Ethics Commission
25 Van Ness, Suite 220
San Francisco, CA 94102
Phone: (415) 252-3100
Fax: (415) 252-3112
Email: ethics.commission@sfgov.org
Web: www.sfethics.org

Checklist for Candidates for City Elective Office – November 8, 2016 Election

Form Number	Form Name	When to File	Where to File
N/A	Declaration of Intent to Solicit or Accept Contributions	Prior to soliciting or accepting contributions	Dept. of Elections
N/A	Deadline for Filing Nomination Papers	Candidates for Board of Supervisors: June 14, 2016 Candidates for Other Offices: August 12, 2016	Dept. of Elections
FPPC Form 700	Candidate Statement of Economic Interests	Submit with Nomination Papers	Dept. of Elections
FPPC Form 501	Candidate Intention Statement	Prior to soliciting or accepting contributions	Ethics Commission
FPPC Form 410	Statement of Organization	Within 10 days of reaching \$2,000 in activity	Orig. w/ Secy. of State; 2 copies w/ Ethics Comm.
FPPC Form 460	Campaign Disclosure Statement	<ul style="list-style-type: none"> • Due 8/1/16 for period ending 6/30/16 • Due 9/29/16 for period ending 9/24/16 • Due 10/27/16 for period ending 10/22/16 • Due 1/31/17 for period ending 12/31/16 • If committee has not terminated by 12/31/2016, after 12/31/16 it must file for every semi-annual period until it terminates 	Ethics Commission
FPPC Form 497	Late Contribution Report	Within 24 hours of receiving or making late contributions during 8/10/16 – 11/8/16 period	Ethics Commission
SFEC-107	Training for Candidates and Treasurers	12 months to 30 days prior to election	Ethics Commission
¹ SFEC-128	Acceptance of Voluntary Expenditure Ceiling	August 12, 2016	Ethics Commission
² SFEC-134	Candidate's Notice of Exceeding 100 Percent of the Voluntary Expenditure Ceiling	Within 24 hours of receiving, spending or having funds that exceed 100 percent of the applicable expenditure ceiling.	Ethics Commission
SFEC-161	Itemized Disclosure Statement for Mass Mailings	Within 5 working days of the mailing date or within 48 hours if the date of the mailing occurs in the final 16 days before the election; file 2 pieces of the original mail with the itemized disclosure statement	Ethics Commission

Additional Requirements Pertaining to Candidates for the Board of Supervisors are listed on the reverse side of this checklist.

¹ This form does not apply to candidates for Mayor or the Board of Supervisors. A candidate of any other City elective office is required to file this form only if he/she wants to accept the Voluntary Expenditure Ceiling.

² This form does not apply to candidates for Mayor or the Board of Supervisors. This form applies only when the expenditure ceiling is in place.

Additional Checklist for Candidates for the Board of Supervisors – November 8, 2016 Election

³ SFEC-108	Campaign Contingency Account	1) Within 10 days of opening a Campaign Contingency Account; and 2) Within 10 days after the date of the election	Ethics Commission
⁴ SFEC-142(a)	Statement of Participation or Non-Participation in Public Financing Program	No later than June 14, 2016	Ethics Commission
³ SFEC-152(a)-1/ 152(b)-1	Threshold Form	Within 24 hours of receiving or spending funds of: <ul style="list-style-type: none"> • \$10,000 for supervisorial candidates 	Ethics Commission
⁴ SFEC-152(a)-2/ 152(b)-2	Threshold Form (required in races in which at least one candidate is publicly funded)	1) Within 24 hours of receiving or spending \$100,000; and 2) within 24 hours of each time the candidate receives or spends an additional \$10,000.	Ethics Commission
⁵ SFEC-142(b)-1/ 142(c)-1 or 142(b)-2/ 142(c)-2	Qualifying Request	February 8 through August 30, 2016 (Qualifying contributions must be received by August 29, 2016)	Ethics Commission
N/A	First Date on Which Public Funds May be Disbursed	June 20, 2016	
⁵ SFEC-144(d)-1/ 144(d)-2 or 144(c)-1 and 144(c)-2	Matching Request	After certification of eligibility to receive public funds through December 8, 2016	Ethics Commission

Committees may be subject to additional filing requirements.

³ Applies only to candidates for Mayor or the Board of Supervisors seeking public financing who have reached their Trust Account Limit.

⁴ Applies to all candidates for Mayor or the Board of Supervisors.

⁴ Applies to all candidates for the Board of Supervisors or Mayor in a race where at least one candidate is certified as eligible to receive public funds.

⁵ Applies only to candidates for the Board of Supervisors or Mayor interested in seeking public funds.