

San Francisco Ethics Commission - Filing Requirements during the Late Reporting Period

	162 Electioneering Communication Report	163 Member Communication Report	496 Late Reports (Must be filed in electronic format by San Francisco committees)	497 Late Reports (Must be filed in electronic format)
Filer Type	90 days prior to the November 8, 2016 election (August 10, 2016 to November 7, 2016)		For the November 8, 2016 election, the Late Reporting Period covers the period from August 10, 2016 through November 8, 2016	
Candidates	Not applicable	Not applicable	Not applicable	✓ <u>File Form 497 within 24 hours of:</u> <ul style="list-style-type: none"> receiving or making a late monetary contribution or loan; or making a late in-kind contribution. <u>File Form 497 within 48 hours of:</u> <ul style="list-style-type: none"> receiving a late in-kind contribution.
Primarily Formed Ballot Measure Committees	✓ File Form 162 within 24 hours of making an electioneering communication(s) of \$1,000 or more referencing a City candidate. <i>Note: Email communication and reference the report number(s).</i>	✓ File Form 163 within 24 hours of making a member communication(s) of \$1,000 or more referencing a City candidate. <i>Note: Email communication and reference the report number(s).</i>	Not applicable	✓ <u>File Form 497 within 24 hours of:</u> <ul style="list-style-type: none"> receiving or making a late monetary contribution or loan; or making a late in-kind contribution. <u>File Form 497 within 48 hours of:</u> <ul style="list-style-type: none"> receiving a late in-kind contribution.
Primarily Formed Candidate Committees	✓ File Form 162 within 24 hours of making an electioneering communication(s) of \$1,000 or more referencing a City candidate. <i>Note: Email communication and reference the report number(s).</i>	✓ File Form 163 within 24 hours of making a member communication(s) of \$1,000 or more referencing a City candidate. <i>Note: Email communication and reference the report number(s).</i>	✓ File Form 496 within 24 hours of making an independent expenditure of \$1,000 or more supporting or opposing a single City candidate. <i>Note: Email communication and reference the report number(s).</i>	✓ <u>File Form 497 within 24 hours of:</u> <ul style="list-style-type: none"> receiving or making a late monetary contribution or loan; or making a late in-kind contribution. <u>File Form 497 within 48 hours of:</u> <ul style="list-style-type: none"> receiving a late in-kind contribution.
General Purpose Committees (including Major Donors and Independent Expenditure Committees)	✓ File Form 162 within 24 hours of making an electioneering communication(s) of \$1,000 or more referencing a City candidate. <i>Note: Email communication and reference the report number(s).</i>	✓ File Form 163 within 24 hours of making a member communication(s) of \$1,000 or more referencing a City candidate. <i>Note: Email communication and reference the report number(s).</i>	✓ File Form 496 within 24 hours of making an independent expenditure of \$1,000 or more supportin/opposing a single candidate. <i>Note: Email communication and reference the report number(s).</i>	✓ <u>File Form 497 within 24 hours of:</u> <ul style="list-style-type: none"> making a late monetary contribution, loan, or in-kind contribution to a candidate or ballot measure committee formed for the November 8, 2016 election. <i>Note: Form 497 is also required if you make a late contribution to a State Political Party.</i>