

## **Sample Template – 1st Late Notice**

Subject: Late Filing Notice

[Date of Notice]

Dear [Filer Name],

According to our records, you have not filed your [Filing Event] Form 700 statement, which was due on [DATE].

**Action Required:** To avoid possible administrative enforcement, you must:

- E-File your Form 700 statement [online](#) immediately

**Please remember that except for deadlines that fall on a Saturday, Sunday or an official state holiday, there is no provision in the law for an extension of a filing deadline. Late statements are subject to a \$10 per day late fine. Furthermore, persons who fail to file their Form 700 timely may also be referred to the Ethics Commission's Enforcement Division, which may impose a penalty of up to \$5,000 per violation.**

**In addition, members of Boards and Commissions, including members of committees or other bodies that hold meetings and are comprised of uncompensated Form 700 filers, who fail to file their required Form 700 or Ethics & Sunshine Ordinance Training Declaration by the applicable filing deadline are disqualified from all participation in and voting on matters listed on the meeting agenda until they have met their filing requirements, per SF Campaign and Governmental Conduct Code Section [3.1-102.5\(c\)](#).**

If you believe you have received this notice in error, please contact me immediately so that we can resolve any discrepancies.

Sincerely,

[Filing Officer Signature Block]