

**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: [Depending on which requirement is due, choose either requirement or both]

- E-File your Form 700 statement [online](#) immediately
- E-File your Ethics Training Declaration [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: California Government Code Section 91013 imposes a fee of \$10 per day, up to the cumulative amount stated in the late Form 700 or one hundred dollars (\$100), whichever is greater. Failure to fulfill your outstanding filing requirement may result in an enforcement action taken by the Commission, where the maximum penalty is \$5,000 or three times the value of the financial interests you failed to report on the Form 700, whichever is greater. SF Charter § C3.699-13(c)(i)(3).

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]