

San Francisco Ethics Commission  
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For SFEC use

**FORM SFEC-113:  
 IMPORTANT NOTICE FOR INITIATIVE, RECALL AND REFERENDUM PETITIONS**  
 (S.F. Ethics Commission Regulation 1.113-4)

**1. Instructions:**

The proponent of any petition that is circulated to qualify a measure for the ballot must inform the Ethics Commission that the proponent has begun to circulate the petition. The notification must occur within one business day of the first date that the petition is circulated. By completing this form, an e-mail notification will be sent to the Ethics Commission.

**2. Required Information:**

Filing Type	
Name of Proponent(s) (If the proponent is a committee, state the name here as it appears on most recent FPPC Form 410.)	
Proponent Email Address	
Proponent Telephone Number	
Proponent's Committee ID No (if any):	
Title of petition that is being circulated:	
First date petition was circulated:	
Date of election for which petition is being circulated:	
Name and Title of person completing this form:	

**3. Disclosure Requirements during Circulation of Petition:**

Any committee that is raising or spending funds to support or oppose a measure during the circulation of the measure must file supplemental campaign statements with the Ethics Commission, as described below.

- A committee primarily formed to support or oppose the qualification of a measure on the ballot or a recipient committee that is the proponent of such a measure must use the FPPC Form 460.
- A general purpose committee that also qualifies as a recipient committee must use the FPPC Form 460.
- An independent expenditure committee that does not qualify as a recipient committee must use the FPPC Form 461.

<b>Filing deadline</b>	<b>Reporting Period</b>
the 5 <sup>th</sup> day of every month	covering through the last day of the previous month
the 20 <sup>th</sup> day of every month	covering through the 15 <sup>th</sup> day of the month
the 5 <sup>th</sup> day of the month following the end of the circulation period to disclose contributions or expenditures made during the signature gathering period	covering through the last day of the previous month

If you have questions, contact the Ethics Commission.

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