

## **Statement of Organization (Form 410) Fact Sheet**

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Effective June 7, 2009, the Secretary of State must reject a committee's Statement of Organization (Form 410) that does not contain all the required information. An identification number will not be issued, if required information is missing. Further, the Political Reform Act (Act) does not provide for an extension from late filing penalties if a Form 410 is not accepted by the Secretary of State within 10 days of qualifying as a committee. The committee could be subject to other violations of the Act.

**Important: Complete All Required Fields or Form 410 will be rejected!**

### **Page 1: All Committees Must Complete:**

- "Statement Type" - mark: initial, amendment, or termination.
- Initial statements must state the date of qualification or mark the box labeled "not yet qualified."
- Termination statements must identify date terminated.
- The committee identification number, if the filing is an amended statement.
- The full and proper committee name, as required by the Act and Commission regulations, street address, and telephone number. See information below regarding committee names.
- The treasurer's full name, street address, and telephone number.
- Signed verification by the treasurer or assistant treasurer including the date.

### **Also Required:**

#### **Candidate Controlled Committees for an Elective Office:**

- **(Page 1)** Signed verification of controlling officeholder, candidate, or state measure proponent.
- **(Page 2)** The full name and office sought, including district number, if applicable, and, if the committee has qualified, the name and address of the financial institution where the campaign bank account is located and the account number.

#### **General Purpose Committees:**

- **(Page 1)** Provide the name and street address of each principal officer. (Not applicable to a candidate controlled general purpose ballot measure committee)
- **(Page 3)** Mark the city, county or state box and provide a brief description of the committee's activity. Sponsored committees must list the full name, street address, and telephone number of each sponsor and the industry group or affiliation.

#### **Primarily Formed Ballot Measure Committees:**

- **(Page 1)** Provide the name and street address of each principal officer. (Not applicable to a candidate controlled primarily formed ballot measure committee)
- **(Page 2)** Identity of the measure and jurisdiction and whether the committee is supporting or opposing the measure.

### **Primarily Formed Candidate Committees:**

- **(Page 1)** Provide the name and street address of each principal officer.
- **(Page 2)** Identity of the candidate and jurisdiction and whether the committee is supporting or opposing the candidate.

### **Amendments**

So long as the Form 410 on file contains all the required information noted above, an amended statement need only include the committee name, identification number, if assigned, and completed verification along with the new information requiring an amendment. It is not necessary to resubmit a fully completed form. For example, if a committee is only changing the treasurer's address, the amendment will be accepted so long as on Page 1 the new address is provided along with the committee name, identification number and completed verification.

## **Committee Name Requirements**

**Candidate Controlled Committees.** The name for all state and local committees **established for an election held after January 1, 2009**, must include the **candidate's name, office sought and year of the election**. This is required even if the committee was formed before the amendment to Regulation 18402 became effective. The district number or name of the city or county is not required (*e.g. Jones for Council 2010 and Smith for Assembly 2010*).

**Primarily Formed Committees to Support or Oppose Candidates.** A committee that is primarily formed to support or oppose a candidate, but not controlled by the candidate, must include the last name of the candidate, the office sought, year of the election, and whether the committee supports or opposes the candidate (*e.g. Committee to Support Clarke for Senate 2010*).

**Primarily Formed Ballot Measure Committees.** Each state or local primarily formed ballot measure committee must list the economic or other special interests of their \$50,000 donors, in descending order, in its committee name. A candidate that contributes \$50,000 or more must also be identified. This list must precede and not be interspersed with constituencies such as "concerned citizens," or "taxpayers." Also, the committee must, within 30 days of designation, indicate whether it is supporting or opposing the measure by identifying its number or letter (*e.g. Committee to Support Measure A, sponsored by the California Health Care Association, major funding from Senator Jones*).

**Ballot Measure Committees Controlled by State Candidates.** The committee name for each ballot measure committee controlled by a *state candidate or officeholder* must include the candidate's last name and also expressly indicate it is a ballot measure committee in the committee name (*e.g. Senator Wagner's Ballot Measure Committee to Save Jobs*).

For additional information, see Gov. Code Sections 84107 and 84504; FPPC Regulations 18402, 18410, and 18450.3.