

Instructions for Committees Primarily Formed for State Ballot Measures or Candidates Top Ten Contributor List

(Government Code Section 84223)

CALIFORNIA
FORM **T10**

Who Files

- Committees primarily formed to support or oppose a state ballot measure that raise \$1,000,000 or more and have received contributions of \$10,000 or more from a single source
- Committees primarily formed to support or oppose a state candidate that raise \$1,000,000 or more and have received contributions of \$10,000 or more from a single source (this does not include a committee controlled by a state candidate for his or her own election)

(Section 84223, effective July 1, 2014.)

Where to File

The Form T10 must be filed with the Fair Political Practices Commission (FPPC) by email. Send the form to T10@fppc.ca.gov. In the subject line, you must include your committee ID number.

When to File

Initial Submissions

Committees that have raised \$1,000,000 or more on or before September 4, 2014:

Initial list is due by **September 5, 2014**

Committees that have not raised \$1,000,000 or more on or before September 4, 2014 must submit their initial list:

- *Within 24 hours (or the next business day)* of meeting or exceeding the \$1,000,000 threshold if the threshold is met within the 16-day period before the election, or
- *Within three business days* of meeting or exceeding the \$1,000,000 threshold if the threshold is met at any time other than during the 16-day period before the election

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Subsequent Submissions

A committee must provide an updated top 10 contributor list when any of the following occurs:

- A new person qualified as a top 10 contributor
- A person who is an existing top 10 contributor made additional contributions
- The relative ranking order of the top 10 contributors changed
- The reporting committee changed its name to add or delete a ballot measure or candidate

If a committee is required to submit an updated list, as described above, the deadlines are as follows:

- *Within 24 hours (or the next business day)* of the change if there are changes to the top 10 list within the 16-day period before the election
- *Within three business days* of the change if there are changes to the top 10 list at any time other than during the 16-day period before the election

Completing the Form T10

Part 1: Committee Information

Provide your committee name, ID number, date of submittal, report number (e.g., 1, 2), the name, phone number, and email address of the committee's contact person, the name of the committee's treasurer, the date of the election, and indicate if the committee is primarily formed to support or oppose a measure(s) or candidate.

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Part 2a: Measure(s) Supported or Opposed

If your committee is primarily formed to support or oppose a state ballot measure(s), indicate the measure number(s), and mark support or oppose.

Part 2b: Candidate Supported or Opposed

If your committee is primarily formed to support or oppose a state candidate, indicate the candidate's name, office sought, district number, and mark support or oppose.

Part 3: Top Contributors

Identify the top 10 contributors who have made the largest cumulative contributions of \$10,000 or more to the committee. The 10 contributors must be listed in order from the largest contribution amount to the smallest amount. If two or more contributors of identical amounts meet the threshold for inclusion, the order of disclosure must be made beginning with the most recent contributor of that amount.

There may be more than 10 contributors listed if contributions of the same amount are received on the same day. The aggregation rules in Government Code Section 85311 and Regulations 18428 and 18537 must be applied when identifying the top contributors.

Ballot Measure Committees: A committee primarily formed to support or oppose a state ballot measure must count the cumulative amount beginning 12 months prior to the date the committee made its first expenditure to qualify, support, or oppose the measure and ending with the current date.

Primarily Formed Candidate Committees: A committee primarily formed to support or oppose a state candidate must count the cumulative amount of contributions from a person for the primary and general elections combined.

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For each of the top 10 contributors, provide the following:

- Contributor name
 - Individuals. Last Name, First Name.
 - Committees. Full committee name as registered with the Secretary of State.
 - Other (i.e., business entities). Full name used for legal purposes.
- If the contributor is a committee, indicate whether it is a recipient committee or a major donor
- Contributor ID number assigned by the Secretary of State for recipient committee or major donor, if applicable
- Contributor city
- Contributor state
- Cumulative amount of contributions

Part 4: Reason for Update

When updating a top 10 contributor list, check at least one box to identify the reason(s) for the update. If “other” is marked, provide a brief explanation.

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FAQs

- Q:** Are state candidate controlled committees required to submit a top 10 contributor list?
- A:** No, committees controlled by a state candidate are not required to submit a top 10 contributor list. Only non-candidate controlled committees that are formed primarily to support or oppose a state candidate and committees that are formed primarily to support or oppose a state ballot measure(s) must submit the top 10 contributor lists.
- Q:** Is a committee that has not yet raised \$1,000,000, but has received a contribution of \$10,000, required to submit a top 10 contributor list?
- A:** No. Committees are not required to submit a top 10 contributor list unless they have raised \$1,000,000 and have at least one contributor of \$10,000 or more.
- Q:** Are there potential penalties for not complying with the requirement to submit a top 10 contributor list?
- A:** Yes. Late fines of up to \$10 per day and penalties of up to \$5,000 per violation may be assessed.