

# Nonprofit Travel Payments, Advances and Reimbursements

## Donor Disclosure List

A Public Document

<b>1. Nonprofit Organization Information</b> <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)(4)		Date Stamp	<b>California Form 807</b> For Official Use Only
Name of Organization			
Street Address			
Designated Contact Person <i>(Name and title)</i>		<input type="checkbox"/> Amendment <i>(See Part 3)</i>	
Area Code/Phone Number	Email	Date of Original Filing: _____ <i>(month, day, year)</i>	

**2. Donor Information** (For additional donors, include an attachment with the information)

Name of Donor \_\_\_\_\_

Street Address \_\_\_\_\_

Elected Official's Name and Position \_\_\_\_\_

Travel Destination and Purpose \_\_\_\_\_

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Name of Donor \_\_\_\_\_

Street Address \_\_\_\_\_

Elected Official's Name and Position \_\_\_\_\_

Travel Destination and Purpose \_\_\_\_\_

**3. Amendment Description and/or Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Verification**

I certify, under penalty of perjury under the laws of the State of California, that to the best of my knowledge, the information contained herein is true and complete.

Date Signed: \_\_\_\_\_                      Signature: \_\_\_\_\_

# Nonprofit Travel Payments, Advances and Reimbursements Donor Disclosure List

Form 807 is used by 501(c)(3) or 501(c)(4) nonprofit organizations that meet each of the following criteria:

- Regularly organize and host travel that is reasonably related to a legislative or governmental purpose, or to an issue of state, national, or international public policy, for state and local elected officials
- Make travel payments, advances, or reimbursements totaling more than \$10,000 in a calendar year, or totaling more than \$5,000 in a calendar year for a single state or local elected official
- Have donors of \$1,000 or more who accompanied an elected state or local official, either personally or through an agent, employee, or representative, for any portion of travel

An organization “regularly organizes and hosts travel for elected officials” if the organization’s expenses that relate to the following types of activities with regard to elected officials were greater than 1/3 of its total expenses reflected on the organization’s IRS Form 990:

- Travel
- Study tours
- Conferences, conventions, and meetings

## When to File

File Form 807 by April 30 of the calendar year following the year the organization meets the above criteria.

## Where to File

[Form807@fppc.ca.gov](mailto:Form807@fppc.ca.gov)

## Instructions

**Part 1 - Nonprofit Organization Information:** Indicate whether the organization is a 501(c)(3) or a 501(c)(4), identify the name of the nonprofit, the address, and the contact information. Mark the amendment box if changing information on a previously filed Form 807.

**Part 2 - Donor Information:** Identify donors of \$1,000 or more who accompanied an elected state officer or local elected officeholder, either personally or through an agent, employee, or representative, for any portion of the travel specified above. Also include the name and position of the elected official(s), including the official’s jurisdiction or agency, whom the donor accompanied, the date(s) of travel, and the destination and purpose of the travel.

**Part 3 - Amendment Description and/or Comments:** Complete this section if amending a previously filed Form 807 or to provide additional or clarifying information.

**Part 4 - Verification:** The organization’s contact person must date and sign the form under penalty of perjury.