



# CAMPAIGN NON-FILER REFERRAL CHECKLIST

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## REQUIRED INFORMATION

- Committee name, ID number, and (if a candidate-controlled committee): candidate's name and office sought or held.
- Committee treasurer's name.
- Current contact information (address, phone number(s), e-mail address) for the committee, candidate, and treasurer.
- Information regarding the Filing Officer's attempts to gain compliance, including the address(es) – e-mail and/or mailing – where the written notifications were sent.
- Date and phone number where at least one phone call was made to attempt to gain compliance.
- Filing methods available or required for your jurisdiction (i.e., electronic and/or paper).

## REQUIRED DOCUMENTATION

- Copies of at least two written notifications sent to the Committee regarding their delinquent campaign statement(s).
- Copy of most recently filed campaign statement (entire statement), if one.

## REMINDERS

- Referrals must be submitted through the [FPPC's Electronic Complaint System](#).  
*For information not specifically required in a field of the Electronic Complaint System, please add it and any other pertinent information to the "Complaint Comments" section.*
- If the missing statement(s) is filed after you referred the filer to Enforcement, please send a copy of the statement(s) to [complaint@fppc.ca.gov](mailto:complaint@fppc.ca.gov) within 7 days of receipt.
- You will be notified when the matter is resolved.