

# Statement of Organization (Slate Mailer Organization)

CALIFORNIA  
FORM **400**

## What is a Slate Mailer?

“Slate mailer” means a mass mailing that supports or opposes a total of four or more candidates or ballot measures.

## What is a Slate Mailer Organization?

A slate mailer organization is any individual or entity which, directly or indirectly, does both of the following:

- Is involved in the production of one or more slate mailers and exercises control over the selection of the candidates and measures to be supported or opposed in the slate mailers.
- Receives or is promised payments totaling five hundred dollars (\$500) or more in a calendar year for the production of one or more slate mailers.

## **Slate Mailer Organizations do not include any of the following:**

- A candidate or officeholder or a candidate’s or officeholder’s controlled committee.
- An official committee of any political party.
- A legislative caucus committee.
- A committee primarily formed to support or oppose a candidate, officeholder, or ballot measure.

## **When is a Slate Mailer Organization required to register and file a Statement of Organization, Form 400?**

A Statement of Organization (Form 400) must be filed within 10 days after the slate mailer organization receives or is promised \$500 or more for producing one or more slate mailers.

However, a slate mailer organization qualifying during the 16 days prior to an election in which it must file pre-election statements must file, by fax, guaranteed overnight delivery, or personal delivery, within 24 hours of qualifying as a slate mailer organization, the information required to be reported in the Statement of Organization. In addition, a Form 400 must be filed within 10 days of qualifying as explained above.

## **Where is a Slate Mailer Organization required to file its Statement of Organization?**

The original and one copy of the Form 400, and the 24-hour Statement of Organization, are filed with the Secretary of State’s office. A copy of the Form 400 or 24-hour Statement also must be sent to the filing officer with whom the organization is required to file the originals of its campaign statements (if different than the Secretary of State).

## **Amending a Slate Mailer Organization’s Statement of Organization:**

If any of the information on the Form 400 changes, the slate mailer organization must file an amendment to the statement within 10 days of the change.

To amend, provide the changed information on another Form 400; check the amendment box at the top of the form; enter the organization’s name and previously issued identification number in the appropriate box on page one.

## **24 Hour Amendment:**

If, during the 16 days prior to an election in connection with which a slate mailer organization is required to file pre-election statements, there

is a change in (1) the name of the slate mailer organization, (2) the organization’s treasurer or other principal officers or (3) the name of any person who authorizes the content of a slate mailer, an amendment must be filed by fax, guaranteed overnight delivery, or personal delivery within 24 hours to report these changes. The amendment must be filed with the filing officer with whom the organization files the originals of its campaign statements. In addition, an amended Form 400 must be filed as explained above.

## **Terminating a Slate Mailer Organization:**

A slate mailer organization must file campaign disclosure statements until it no longer receives payments or makes disbursements in connection with the production of slate mailers. To terminate, the organization must file a Statement of Termination (Form 402).

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual (available from your filing officer or the FPPC). Campaign filing deadlines, forms, and other informational materials are available on the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).

# Statement of Organization (Slate Mailer Organization)

(Government Code Sections 84100, 84101, 84103, 84104, 84108)

Type or Print in Ink.

STATEMENT OF ORGANIZATION

<p><b>Please check one box to indicate the organization's level of activity:</b></p> <p>CITY _____ STATE _____ COUNTY _____</p>	<p><b>File original and one copy of this form with:</b> Secretary of State Political Reform Division 1500 11th Street, Room 495 Sacramento, CA 95814</p>	<p><b>And, if applicable, file one copy of this form with:</b> The city or county officer, if any, with whom the organization must file its original campaign disclosure statements.</p>	<p><b>Amendment</b> Check box if an Amendment and enter I.D. number: # _____</p>	<p>Date Stamp</p>	<p><b>CALIFORNIA FORM 400</b> For Official Use Only</p>
			<p><b>Date qualified as a Slate Mailer Organization:</b> (Month, Day, Year) _____</p>		

## I Slate Mailer Organization Information

FULL NAME OF SLATE MAILER ORGANIZATION: \_\_\_\_\_

STREET ADDRESS OF SLATE MAILER ORGANIZATION: (NO AND STREET)				AREA CODE	PHONE NUMBER
CITY	STATE	ZIP CODE	COUNTY	OPTIONAL: FAX / E-MAIL ADDRESS	

MAILING ADDRESS OF FILER (IF DIFFERENT THAN ABOVE): \_\_\_\_\_

**A** OFFICIAL USE ONLY

**B** OFFICIAL USE ONLY

## II Treasurer And Other Principal Officers

POSITION	NAME AND PERMANENT ADDRESS	(AREA CODE) DAYTIME PHONE NO.
<b>TREASURER</b>		

Attach additional information on appropriately labeled continuation sheets.

# Instructions for Completing Statement of Organization (Slate Mailer Organization)

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## Level of Activity:

If the organization produces one or more slate mailers supporting or opposing candidates or measures being voted upon in a state election, or in more than one county, check the “state” box. If slate mailers are produced which support or oppose candidates or measures being voted upon in one county, or more than one city within one county, check the “county” box. If slate mailers are produced which support or oppose candidates or measures being voted upon in one city, check the “city” box.

## Name and Address of Slate Mailer Organization:

Provide the organization’s full name and street address.

## Date Qualified as a Slate Mailer Organization:

Date qualified is the date the organization received or was promised payments totaling \$500 or more in a calendar year for the production of one or more slate mailers.

## Treasurer and Other Principal Officers:

The treasurer’s name, home or business address, and a phone number where the treasurer can be reached during business hours must be listed.

If the organization has “principal officers” other than the treasurer, such as a president, secretary, or chairperson, they must be identified.

# Statement of Organization (Slate Mailer Organization)

(Government Code Sections 84100, 84101, 84103, 84104, 84108)

Type or Print in Ink.

STATEMENT OF ORGANIZATION

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FULL NAME OF SLATE MAILER ORGANIZATION:

## III Individuals Who Authorize Contents Of Slate Mailers *(See instructions on reverse)*

FULL NAME	ADDRESS (NO. AND STREET, CITY, STATE, ZIP CODE)	(AREA CODE) DAYTIME PHONE NO.

Attach additional information on appropriately labeled continuation sheets.

## IV Is This Organization A "Committee" Pursuant To Government Code Section 82013?

YES (PROVIDE THE NAME AND, IF RECIPIENT COMMITTEE, THE IDENTIFICATION NUMBER OF THE COMMITTEE.) NO

NAME \_\_\_\_\_ ID NO. \_\_\_\_\_

## V Verification

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_ At \_\_\_\_\_ By \_\_\_\_\_  
DATE CITY AND STATE SIGNATURE OF RESPONSIBLE OFFICER

Name of Responsible Officer \_\_\_\_\_ Title \_\_\_\_\_  
TYPE OR PRINT

# Instructions for Completing Statement of Organization (Slate Mailer Organization)

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## Individuals Who Authorize Contents of Slate Mailers:

List the full name, street address, and business telephone number of each individual with final decision making authority as to which candidates or measures will be supported or opposed in the organization's slate mailers.

## Verification:

The statement must be signed and verified by a responsible officer of the slate mailer organization.