

# HELPFUL SUGGESTIONS WHEN FILING YOUR FORM 700

January 2024

Kathleen Krause, Clerk of the Board

The following suggestions are provided to help you with accurately completing the cover page of the Form 700. These suggestions are not intended to be comprehensive. Please refer to the FPPC Fact Sheet and Instructions when completing your Statement of Economic Interests, Form 700.

If you have any questions at any time regarding your filing obligations, you are encouraged to contact the FPPC at their **toll free number 1-866-ASK-FPPC (1-866-275-3772)**.

**COVER PAGE** - (Refer to the instructions attached to your statement)

➤ **Top Line - Complete your name, LAST, FIRST, MIDDLE**

➤ **Part 1:**

**Line 1:** Agency Name - Examples: Greenfield Union School District; Kern County Public Works Department; Lost Hills Water District

**Line 2:** Division, Board, or District, if applicable - Examples: District 5, Board of Directors  
Your Position - Examples: Board member, Executive Director, Road Commissioner

**Line 3:** If filing for multiple positions (Expanded Statement) - Use only if you have multiple filing obligations and list all agencies. If more than one, type "SEE ATTACHED" on this line and attach a list including the Agency names and positions held to the Form 700. Include this page in your total page count.

➤ **Part 2:** Jurisdiction of Office - Review the instructions; if uncertain, seek advice from your legal counsel or contact the FPPC. **Be sure to check at least one box.**

➤ **Part 3:** Type of Statement - Review the instructions; if uncertain, seek advice from your legal counsel or contact the FPPC. **Be sure to check at least one box and do not change the period covered dates.**

➤ **Part 4:** Schedule Summary - If you have nothing to report on any schedules, check the "None - No reportable interests" box and send only the signed Cover Page for filing. Otherwise, check the appropriate box for all schedules which you are completing. **Please discard any schedule on which you have nothing to report.**

***Enter the total number of pages, including the cover page.***

➤ **Part 5:** Verification - Complete your mailing address, telephone number and e-mail address. ***This document is available for public review and, as such, you may list your business or office mailing address instead of your home address.***

**Date and sign.** An original signature is required on Form 700 submissions.

**REMINDERS: FOR ANNUAL STATEMENTS, FILING DEADLINE IS  
TUESDAY, APRIL 2, 2024.**

**ASSUMING AND LEAVING OFFICE STATEMENTS MUST BE FILED  
30 DAYS AFTER ASSUMING OR LEAVING OFFICE.**

Review the Form 700 Instructions carefully before completing  
the Statement of Economic Interests.

## DATES TO REMEMBER

**April 2, 2024** Annual statements are due.

**Leaving or Assuming Office:** Must be filed 30 days after leaving or assuming office.

We appreciate receiving statements filed before the deadline to help us manage our workload. Please do not forward statements to the Clerk of the Board for those designated employees required to file with your agency. Review your Conflict of Interest Code for this information.

## WHAT'S NEW THIS YEAR?

### FORM 700 REVISIONS

- A separate reference pamphlet is included to provide to all filers. Please refer to the FAQ document on the FPPC web site for questions about gift limits and disclosure requirements.

## HELPFUL HINTS

- Filers may use the interactive form available on the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov). Click on the “File a Form 700” icon to access helpful information, the interactive Form 700, and the FAQs.
- Keep a copy of each statement forwarded for public inspection and review.
- Newly elected/appointed and leaving officeholders must file assuming or leaving office statements within **30 days** of assuming or leaving office. Re-elected officeholders are not required to file leaving and assuming office statements – these filers continue filing annual statements.

- Filers who leave office between January 1, 2024 and April 2, 2024, may file a combined annual/leaving office statement instead of two separate statements as long as the statement is filed within 30 days of leaving office or by April 2, 2024, whichever is earlier.

- Filers who assumed office between October 1, 2023, and December 31, 2023 and filed assuming office statements are not required to file the 2023 annual statement. The next annual statement for calendar year 2024 should cover the day after their assuming office date through December 31, 2024 and will be due on April 1, 2025.

- New Regulation 18723.1 - Update of Rules Regarding the Filing of Expanded Statements of Economic Interests by Public Officials with Multiple Positions: A filer may file one original signed expanded statement for their “primary position” and file a copy of the Form 700 with each other agency. This replaces the requirement to file “original signature” forms with all agencies. On the expanded statement page which you will include behind the Form 700 cover page, please highlight the agency to which you are filing on each Form 700.