

# 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)

## 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](mailto:T10@fppc.ca.gov). In the subject line, you must include your committee ID number.

## When to File

- *Within two business days* 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 Part 4 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 two business days* 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**

A committee primarily formed to support or oppose a state ballot measure(s) must indicate the measure number(s), and mark support or oppose. **If the ballot measure number has not yet been assigned, list the Attorney General's office tracking number.**

**Part 2b: Candidate Supported or Opposed**

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

**Part 3: 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.

**Part 4: Top 10 Contributors: \$10,000 or More**

Identify the top 10 contributors who have made the largest cumulative contributions of \$10,000 or more to the committee. List the 10 contributors in order from the largest 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.

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FORM T10

**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.

**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.

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.
- **Select N/A, Recipient Committee or Major Donor.**
- Enter Contributor ID number assigned by the Secretary of State for recipient committee or major donor, if applicable.
- **Part 5 Completed. Select Yes or No. Select Yes and complete Part 5 if a state recipient committee is listed in Part 4 and that committee received \$50,000 or more from a single source in the current two-year election period as displayed on the Secretary of State's Cal-Access system, <http://cal-access.sos.ca.gov/>.**

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FORM T10

## Select No When:

- The top 10 contributor is not a state recipient committee; or
- A state recipient committee listed in Part 4 has submitted a Form T10 for the same election; or
- A state recipient committee listed in Part 4 has not received a contribution from a single source of \$50,000 or more during the current two-year election period.

**Note:** Update Part 5 when the state recipient committee makes additional contributions to the primarily formed committee completing the Form T10.

- Contributor city
- Contributor state
- Cumulative amount of contributions

## Part 5: State Recipient Committees: Top Two Contributors of \$50,000 or More

Complete Part 5 when a state recipient committee is listed as a top 10 contributor and the state recipient committee has received contributions aggregating \$50,000 or more, from a single source, during the current two-year election period as displayed on the Secretary of State's Cal-Access system: <http://cal-access.sos.ca.gov/>. List only the contributors' names, not the amounts or addresses. Disclose the most recent contributor when two or more contributors of identical amounts qualify as top two contributors.

Example: A primarily formed ballot measure committee ("PFBMC") for a November election received over \$1 million in total contributions and listed five separate donors of \$10,000 or more in Part 4; one donor is a state recipient committee. The PFBMC must access the Secretary of State's Cal-Access database, enter the committee's ID number, select contributions received and late contributions received, and list in Part 5 the top two largest contributors of \$50,000 or more. If two or more contributors of identical amounts are included in the top two, disclose the most recent contributor(s).

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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.