



# Request for Waiver of Fine for the Late Filing of a Statement of Economic Interests or Campaign Statement

OFFICE USE ONLY	
Stmnt Type:	
Date Request Recv'd:	
Past Late Filings: Yes / No	
Fee: Waived / Imposed	
Amt: _____	

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Board/Commission: \_\_\_\_\_

I, the undersigned, request a waiver of the late fine for a statement or report required by the Political Reform Act that was filed after the deadline. I affirm that the late filing was not willful and believe that this request is in accordance with the applicable Fine Assessment and Waiver Policy. I understand that, to be considered, this request must be received by the City Clerk within 30 days of the filing.

I request a waiver based on good cause<sup>1</sup> due to the reason indicated below.

*Documentation that demonstrates and confirms the reason for the waiver request is required. (Please note: Description of personal details is not required.)*

- Incapacitation for Medical Reasons** - Adequate documentation consists of a doctor's or other medical provider's statement giving the dates of incapacitation and individual's name. This information may also be provided for an immediate family member's illness.
- Hospitalization** - Adequate documentation consists of a copy of the hospital bill or doctor's statement showing the patient's name and the date(s) of the hospitalization.
- Accident Involvement** - If medical attention is provided and results in the late filing, documentation showing the patient's name and date(s) and time(s) of medical attention, is adequate. If the accident involvement results in delay or vehicle disablement which causes the late filing, adequate documentation consists of a police report showing the individual's name, the date and time of the accident, and if applicable, whether or not the vehicle was disabled.
- Loss or Unavailability of Records** - The loss or unavailability of records must be due to a fire, flood, theft, or similar reason. Adequate documentation shall consist of a police, fire, or insurance report, containing the date of the occurrence and the extent of the loss or damage.
- Other Good Cause<sup>1</sup> as Shown** - The City Clerk may waive late fines for similar legitimate reasons beyond the filer's control. Please explain:

\_\_\_\_\_  
\_\_\_\_\_

Signature

Print Name

<sup>1</sup> Reasons not considered "good cause" include: Not receiving notice of filing requirements or deadline, not being available to sign forms, not sending filing to proper official, not knowing where to get forms, not having complete information by filing deadline, secretarial error.