

## Vanni, Mark

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**From:** CampaignGuidance <SJElections@sanjoseca.gov>  
**Sent:** Monday, February 28, 2022 11:57 AM  
**To:** Tony Barra-Gibson; CampaignGuidance  
**Subject:** RE: Contribution requirements

Mr. Barra-Gibson,

As I understand your question, a remittance form would be a letter sent along with the contribution to briefly explain what it is for. Such a form is not required by the San Jose Municipal Code. The Code, however, does not permit anonymous contributions and requires the name, address, occupation and employer of the contributor is on file in the written records of the candidate receiving the contribution.

The Code also requires that contributions be reported in accordance with the Political Reform Act. For questions on interpreting the Political Reform Act, the FPPC should be contacted. The FPPC provides advice on the requirements of the Political Reform Act through its Advice Line at 1-866-ASK-FPPC (1-866-275-3772) or [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).

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**From:** Tony Barra-Gibson <[REDACTED]>  
**Sent:** Tuesday, February 22, 2022 1:30 PM  
**To:** CampaignGuidance <SJElections@sanjoseca.gov>  
**Subject:** Contribution requirements

You don't often get email from [REDACTED]. [Learn why this is important](#)

[External Email]

Hello –

I'd like to ask for a clarification on required documentation for political contributions to candidates in the city of San Jose. Are signed remittance forms specific to the campaign required for each contribution made with a written instrument to be able to deposit – or, if at all? I'm looking at the Municode link in Part 2 and can't find anything specifically mentioning this requirement, but was under the impression of its' requirement.


Please let me know at your earliest convenience.

Much appreciated,

**Tony Barra-Gibson | Operations Manager**

(Pronouns: he/him/his)

S.E. Owens & Company



***We hope that you are staying safe. S.E. Owens is doing our best to provide uninterrupted service to our clients. A couple of things to be aware of, based on changes in the last couple days. Our Clay Street office will no longer be accepting in-person appointments. If you have items for us such as checks, there are two options:***

*You can send them to us via U.S. Mail. As things stand now, we will be checking our office mail a few times per week and assume as long as mail service is normal we will receive items as normal. If you have a large batch of checks or sensitive items, you can send via Priority/Tracked Mail via US Postal Service. Please do not send UPS or Fedex expedited delivery, as we can't guarantee someone will be there to receive.*

*If you would like to exercise the option of making your own bank deposits, that can be available to you. Please contact myself separately for information on making bank deposits. I'll need a spreadsheet of check information filled out, and check images sent to us electronically beforehand.*

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