

Instructions for Schedule B – Part 1 Loans Received

Loans received during the period are reported in Part 1 of Schedule B. Loans include monetary loans and lines of credit.

A loan is a contribution unless it is received from a commercial lending institution in the normal course of business. A “guarantor” is a third party that co-signs, endorses, or provides security for a loan. A guarantor is also making a contribution.

If a total of \$100 or more is received from a single lender or guarantor during a calendar year, report the name, street address, city, state, and zip code of the lender or guarantor, and the amount loaned or guaranteed this period. For each loan that is a contribution and for each guarantor, also provide cumulative amount received from the lender or guarantor since January 1 of the current calendar year.*

After each guarantor’s name and address, provide the name of the applicable lender in parentheses, for example (Bank of XYZ).

Loans of less than \$100 received during a calendar year are totaled and reported as a lump sum on Line 2 of the Schedule B Summary.

Loan guarantees are not included in the Schedule B Summary, but are carried forward in a lump sum to Line 17 of the Summary Page.

Date Received:

A loan has been received when the candidate or committee, or an agent of the candidate or committee, receives or obtains control or use of the funds.

Loans Received Summary:

The Schedule B Summary reflects the “net change” in your loan activity. That is, loan payments made during the period are subtracted from new loans received. When the loan payments number is larger than the amount of new loans received, Line 7 will be a negative figure. For example, if \$200 is paid during the period and only \$100 is received in new loans, report the net change on Line 7 as “- \$100” or “(\$100)”. Be sure to carry this figure to the Summary Page as a negative figure to be subtracted from Summary Page totals.

Additional Important Information:

Refer to the [Instructions for Schedule A](#) for important information about:

- Contributor Codes
- Contributions from Individuals
- Contributions from Committees
- Intermediaries
- Cumulative to Date - Other

Refer to the FPPC [Information Manual on Campaign Disclosure](#) for important information about recordkeeping, prohibitions on cash contributions, returning contributions, and more, including the following:

*There are exceptions to the calendar year “cumulation period” for candidate elections and ballot measure elections held in January and early February, and for ballot measure qualification activities.

Schedule B – Part 1 (Continuation Sheet)

Loans Received

Type or print in ink.
Amounts may be rounded
to whole dollars.

Statement covers period from _____ through _____	CALIFORNIA FORM 460
Page _____ of _____	I.D. NUMBER

NAME OF FILER _____

DATE RECEIVED	FULL NAME, MAILING ADDRESS AND ZIP CODE OF LENDER OR GUARANTOR (IF COMMITTEE, ALSO ENTER I.D. NUMBER)	CONTRIBUTOR CODE *	IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER (IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)	LENDER INFORMATION			GUARANTOR INFORMATION	
				DUE DATE/ INTEREST RATE	(a) AMOUNT OF LOAN	CUMULATIVE TO DATE	(b) AMOUNT GUARANTEED	CUMULATIVE TO DATE
	<input type="checkbox"/> Lender <input type="checkbox"/> Guarantor	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH		DUE DATE INTEREST RATE _____ %	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	
	<input type="checkbox"/> Lender <input type="checkbox"/> Guarantor	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH		DUE DATE INTEREST RATE _____ %	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	
	<input type="checkbox"/> Lender <input type="checkbox"/> Guarantor	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH		DUE DATE INTEREST RATE _____ %	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	
	<input type="checkbox"/> Lender <input type="checkbox"/> Guarantor	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH		DUE DATE INTEREST RATE _____ %	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	
	<input type="checkbox"/> Lender <input type="checkbox"/> Guarantor	<input type="checkbox"/> IND <input type="checkbox"/> COM <input type="checkbox"/> OTH		DUE DATE INTEREST RATE _____ %	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	CALENDAR YEAR \$ _____ OTHER \$ _____	
SUBTOTAL \$							\$	Enter (b) on Summary Page, Line 17 only.

*Contributor Codes
 IND – Individual
 COM – Recipient Committee
 OTH – Other

**Instructions for
Schedule B – Part 2
Repayments Made on Loans Received, Loans
Forgiven, and Loans Repaid by a Third Party**

Report loan repayments on Part 2 of Schedule B. Also complete Part 2 if a loan is forgiven by the lender or if a third party, such as a guarantor, makes a payment on a loan.

Only payments of \$100 are required to be itemized. Loan payments and loan forgiveness of less than \$100 are totaled and reported as a lump sum on the Schedule B Summary, Line 5.

Forgiven Loans/Third Party Payments:

When a loan is forgiven by the lender or a third party makes a payment on a loan, you have received a monetary contribution from the lender or third party. Report the loan forgiveness or third party payment on Schedule A as well as Part 2 of Schedule B.

Interest Paid:

Interest paid on a loan is reported separately from payments made on the loan principal. Interest payments are reported in Column (d) of Part 2, Schedule B and the total is transferred to the Schedule E Summary.

**Instructions for
Schedule B – Part 3
Annual Report of Outstanding Loans Received**

**CALIFORNIA
FORM 460**

Part 3 of Schedule B is completed once each year. Complete Part 3 when you file the semi-annual statement that covers the period ending December 31, or when you file your termination statement.

Complete Part 3 if any part of a loan was outstanding between January 1 of the current calendar year and December 31 (or between January 1 and your termination date). Even if a loan has been repaid by December 31 or your termination date, include the loan on Part 3 if any part of the loan was outstanding on January 1.

To report more than one loan from a single lender, you can list the name of the lender once and report all of the required information for each loan.