



Congratulations on your new position. Because your position is designated on your agency's conflict of interests (COI) code, you are required by law to file an **assuming office statement of economic interests (SEI)** **within 30 days** of starting your new position.

Financial disclosure serves two important purposes:

- a. It helps you monitor your financial interests and avoid participating in government decisions when those interests might be affected.
- b. It helps assure the public that, as decision makers, we are taking steps to avoid conflicts of interests.

For these reasons, complete and timely SEI filings are one of the cornerstones of open and accountable City government.

### **Here's how to file your SEI...**

#### **1. Determine which forms make up your assuming office SEI.**

- ◆ Every designated filer must file **Form 700**.
- ◆ If you are an *elected official, agency head, board member, or commissioner in an agency other than HACLA, WIB, and IDA* you must also file **Form 60**.

#### **2. Review your position's disclosure category.**

- ◆ Based on your position and decision-making authority, your disclosure category specifies the types of financial interests that must be reported on your Form 700.
- ◆ Your disclosure category is located in your agency's enclosed COI code.

#### **3. Review your reportable interests.**

- ◆ Your disclosure category identifies which financial interests you must report. They may include income, gifts, investments, interests in real property, and business positions.
- ◆ You may also be required to report 50 percent of your spouse's or registered domestic partner's income, as well as your spouse's, registered domestic partner's, and dependent child's investments and interests in real property.
- ◆ Income and gifts identified in your disclosure category must be reported if received by you, your spouse, or registered domestic partner within the 12 months prior to the date you started in your position.
- ◆ Investments and interests in real property identified in your disclosure category must be reported if held by you, your spouse, registered domestic partner, or dependent child on the day you started in your position. Business positions identified in your disclosure category that you held on the day you started must also be reported.
- ◆ The enclosed Form 700 reference pamphlet provides useful definitions and examples of commonly reported interests.

**4. Complete your assuming office Form 700.**

- ◆ Complete the enclosed Form 700 as an assuming office statement **or** file Form 700 electronically through **eDisclosure**. To create an eDisclosure account, please contact your ethics liaison.

**5. Complete your assuming office Form 60, if applicable.**

- ◆ If you are an *elected official, agency head, board member, or commissioner in an agency other than HACLA, WIB, and IDA* you *must* complete the enclosed Form 60 or file Form 60 electronically through eDisclosure. Contact your ethics liaison to create an eDisclosure account for you. You will need to provide an email address.

**6. File your complete assuming office SEI.**

- ◆ Sign your completed Form 700 and, if applicable, Form 60.
- ◆ Make a copy of the signed form(s) for your personal records.
- ◆ Submit the signed form(s) to your agency’s ethics liaison within 30 days of starting in your designated position.

<b>Ethics Liaison’s Contact Information</b>
<b>Name:</b>
<b>Address:</b>
<b>Phone:</b>

As a reminder, **late penalties** of \$10 per day (\$100 maximum) for Form 700 and \$25 per day (\$500 maximum) for Form 60 may be assessed for forms not filed by the deadline.

If you have questions or need assistance, please contact the Ethics Commission at (213) 978-1960.

***THANK YOU for doing your part to foster open and accountable City government!***