



# 2018 ANNUAL STATEMENT OF ECONOMIC INTERESTS



Your agency's conflict of interests (COI) code identifies your position as one that participates in making governmental decisions, which means you are required by law to file an annual statement of economic interests (SEI). *If you started your position on or after October 1, 2017, you are not required to file an annual SEI this year.*

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.

*This year's SEIs must be completed, signed, and submitted to your agency's ethics liaison by*

**Monday, April 2, 2018**

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

### 1. Determine which forms make up your SEI.

- ◆ Every designated filer must file **Form 700**.
- ◆ If you are an *elected official, agency head, board member, or commissioner*, you must also file **Form 60**. HACLA, WIB, and IDA officials are not required to 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 you must report.
- ◆ 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 investments and interests in real property held by your spouse, registered domestic partner, or dependent child.
- ◆ Interests identified in your disclosure category must be reported if they were held at any time from January 1 through December 31, 2017. If you started in your position from October 1 through December 31, 2016, you must report interests held from your start date through December 31, 2017.
- ◆ The enclosed Form 700 reference pamphlet provides useful definitions and examples of commonly reported interests.

#### 4. Complete Form 700.

- ◆ Complete the enclosed Form 700 **or** file Form 700 electronically through **eDisclosure**. Contact your ethics liaison to create an eDisclosure account for you. You will need to provide an email address.

#### 5. Complete 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 annual 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 by April 2, 2018.

Ethics Liaison's Contact Information
Name:
Address:
Phone:

As a reminder, **late penalties** of \$10 per day (\$100 maximum) for Form 700, and \$25 per day (\$500 maximum) for Form 60 must 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!***