



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

Here's how to file your SEI...

1. Determine which forms make up your leaving 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.
- ◆ Interests identified in your disclosure category must be reported if you (or your spouse, registered domestic partner, or dependent child) held them any time from the last day covered by your most recent SEI through the last day in your position. Usually the time period is January 1 through the last day in your position.
For this reason, you cannot file your leaving office SEI before your last day.
- ◆ The enclosed Form 700 reference pamphlet provides useful definitions and examples of commonly reported interests.

4. Complete your leaving office Form 700.

- ◆ Complete the enclosed Form 700 as a leaving office statement **or** file Form 700 electronically through **eDisclosure**. Contact your ethics liaison to create an eDisclosure account for you.

5. Complete your leaving 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 also complete the enclosed Form 60 or file Form 60 electronically through **eDisclosure**. Contact your ethics liaison to create an eDisclosure account for you.

6. File your complete leaving 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.

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 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!