

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Kelle A. Strickland
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

April 4, 2023

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
Michael Guest, Chairman
Susan Wild, Ranking Member

SUBJECT: Upcoming Financial Disclosure Clinics & Training

The due date for annual Financial Disclosure (FD) Statements is **May 15, 2023**.¹ All Members are subject to financial disclosure filing requirements. House staff may be subject to financial disclosure filing requirements for a number of reasons, which include: 1) they are paid at or above the senior staff rate for 60 days or more during the calendar year, even if on a temporary basis; 2) they are designated a “principal assistant” for financial disclosure filing purposes by their employing Member; or 3) they are a shared employee of three or more offices, regardless of their rate of pay.² The Committee on Ethics (Committee) provides assistance to filers in a number of ways.

Assistance Available For Your Financial Disclosure Filings

First, the Committee’s nonpartisan staff is available to review FD Statements prior to submission for House Members, officers, and employees. Please note, the Committee will prioritize Member prescreen requests; therefore, staff should submit their prescreen request as early as possible. If staff prescreen requests are submitted close to the deadline, the Committee may not be able to complete the review before the deadline, and staff may need to file an extension. You may email your prescreen request to financial.disclosure@mail.house.gov with the subject line “Prescreen Request.”

Second, the Committee will offer six Financial Disclosure Clinics before the May 15th deadline.

¹The Committee is authorized by statute to grant extensions of the annual filing deadline of up to ninety (90) days. Extensions may be requested through the [FD Online Reporting system](#); or by delivering the [paper extension request form](#) to financial.disclosure@mail.house.gov.

² House officers and employees who were paid at the rate of \$135,468 (\$11,289 monthly salary) for at least 60 days during 2022 will be required to file a Statement by May 15, 2023. For 2023, senior staff are House officers and employees whose basic rate of pay is equal to or greater than \$141,022 (\$11,752 monthly salary) for at least 60 days during 2023.

The clinics give filers a chance to work closely with the financial disclosure staff to address individual filers’ questions. Filers should bring with them their laptops and financial statements. The clinics also serve to help filers use the online filing system to input and submit FD Statements and Periodic Transaction Reports (PTR). **Please note that participation in the clinics will not satisfy any House-mandated training requirements.**

The date, time, and location for each clinic is provided below. Attendees are welcome to walk in at any time during the listed times below. You can find the FD Instruction Guide and additional information about financial disclosure requirements on the [Committee's Website](#).

| Clinics | | |
|----------------------------|----------------------|-----------|
| Date | Time | Location |
| Monday, April 17 | 10:00am – 1:00pm EDT | LHOB B248 |
| Wednesday, April 19 | 1:00pm – 5:00pm EDT | LHOB B248 |
| Tuesday, April 25 | 1:00pm – 5:00pm EDT | LHOB B248 |
| Wednesday, April 26 | 10:00am – 1:00pm EDT | LHOB B248 |
| Monday, May 1 | 1:00pm – 5:00pm EDT | LHOB B248 |
| Tuesday, May 2 | 10:00am – 1:00pm EDT | LHOB B248 |

Third, the Committee will offer three Senior Staff Trainings before the May 15th deadline that ***will*** satisfy the additional hour of training required for senior staff for the 118th Congress but does not satisfy the annual ethics training. Senior Staff training provides additional ethics guidance to staff who are required to file FD Statements pursuant to the Ethics in Government Act (EIGA). This training will cover general information about the requirement to file FD Statements and Periodic Transaction Reports. The date, time, and location for each training is provided below.

To receive credit for this training, Senior Staff are ***required to pre-register*** by clicking on the links provided in the “Location” section. Training is being offered in-person or via Webex.

| Trainings | | |
|--------------------------|-----------------------|--|
| Date | Time | Location |
| Friday, April 21 | 2:00pm – 3:00pm EDT | HVC 215 or via Webex |
| Tuesday, April 25 | 10:00am – 11:00am EDT | HVC 215 or via Webex |
| Monday, May 1 | 10:00am – 11:00am EDT | RHOB 2186 Gold Room or via Webex |

Finally, the Committee's nonpartisan staff can provide informal guidance to filers. Clinics and training sessions are offered as an additional service to the House. The Committee's nonpartisan staff is also available to provide one-on-one assistance. This includes meeting with a filer's spouse, accountant, or attorney to answer questions pertaining to financial disclosure reporting requirements. For assistance with financial disclosure questions or to schedule a meeting, please call the Committee at (202) 225-7103 or email the financial disclosure staff at financial.disclosure@mail.house.gov.

The Committee strongly recommends that filers use the [FD Online Reporting system](#) to submit all filings. Filers can grant access to designated third-party preparers. A blank copy of the paper form can be downloaded from the [Committee's website](#). Committee staff will provide assistance to both paper filers and online filers. If you need to file electronically, but did not receive login information, or you have lost your temporary password, please contact the Legislative Resource Center at (202) 226-5200 for assistance.

If you have any questions, please contact the Committee at (202) 225-7103.