



**ETHICS IN GOVERNMENT ACT**  
**PERIODIC TRANSACTION REPORT**

# Instruction Guide for Completing Ethics In Government Act Periodic Transaction Reports

Members, officers, and employees who qualify as “senior staff” under the Ethics in Government Act of 1978 are required to file Periodic Transaction Reports (PTRs or Reports). In general, you must report on a PTR each purchase, sale, or exchange involving **stocks, bonds, commodities futures, or other securities owned by you**, or held jointly with your spouse or any other person, **when the amount of the transaction exceeds \$1,000**. For sales transactions, the \$1,000 threshold is based on the total dollar value of the transaction, not your gain or loss made on the sale.

**Note:** You are not required to report on a PTR transactions involving assets wholly owned by your spouse or dependent child (and not you). However, those transactions must still be reported on your annual Financial Disclosure (FD) Statement.

**Purchase transactions** which must be disclosed include:

- Individual purchases involving an asset listed above in which the transaction amount exceeds \$1,000; or
- Reinvestment of income (such as dividends or interest) in a reportable asset in which the amount of the reinvestment transaction exceeds \$1,000.

**Sales transactions** which must be disclosed are:

- Individual sales involving an asset in which the transaction amount exceeds \$1,000.

**Exchange transactions** are somewhat rare and refer only to a single set of circumstances that involves the exchange of stock certificates following the purchase of one company by another or a merger of two companies. Please consult with Committee staff for further guidance.

**You are not required to report on a PTR any transactions in a widely held investment fund (e.g., a mutual fund) if:**

1. **You neither exercise control over nor have the ability to exercise control over the financial interests held by the fund, and**
2. **(a) The fund is publicly traded; or  
(b) The assets of the fund are widely diversified.**

A fund is widely diversified if it both:

1. Holds no more than 5% of the value of its portfolio in the securities of any issuer (other than the U.S. government), and
2. Holds no more than 20% of the value of its portfolio in any particular economic sector or geographic region.

Further explanation of these terms is available in the General Advisory Memo titled, “Periodic Reporting of Personal Financial Transactions Pursuant to the STOCK Act,” available on the Committee Web site, [www.ethics.house.gov](http://www.ethics.house.gov).

**Note:** Transactions in these assets must still be reported on your annual FD Statement.

**Purchase and sales transactions involving assets held within self directed retirement accounts such as 401(k) plans and IRAs must be disclosed.** For example, if you have a 401(k) plan and direct the plan administrator to sell or purchase stocks, bonds, or other securities, you must separately disclose on a PTR each of these transactions valued over \$1,000. Likewise, the reallocation of funds among currently-held assets within these accounts is also considered purchase and sales transactions and must be disclosed.

The reporting threshold for disclosure of transactions is reached when the *gross* amount of a single purchase or sales transaction exceeds \$1,000. *This includes transactions that result in a net loss.* Thus, a sales transaction of

an asset for \$5,000 for which you previously paid \$7,000 must be disclosed even though it resulted in a \$2,000 net loss.

**Partnership Transactions.** You are only required to disclose transactions related to the ownership interests in partnerships and limited liability companies that were formed for the purpose of holding investments. If, for example, you are a partner in a limited partnership that transacted in five stocks, you must separately disclose each transaction for which your interest exceeds \$1,000.

## Column-by-Column Instructions

**Filer Information Section.** Provide your full name and office telephone number in the space provided. Also indicate your filer status as a Member or officer/employee of the House. Members must also identify the state and congressional district they represent. An officer or employee should state the name of the Member, committee, or office by which the filer is employed. Employees of a Member’s personal office should state the Member’s name, not the state and district the Member represents.

You must also indicate whether **you were allocated any shares to purchase in an Initial Public Offering** by checking the appropriate box.

**Jointly Held Column.** For transactions, you may, *but are not required to*, indicate that a transaction involves an asset that is held jointly by including a “JT” for jointly held property. If you use this distinction on your annual FD Statement, please use it on your PTR.

**Asset Column.** Provide the complete name of the asset for which a reportable transaction has occurred. Do not use ticker symbols.

**Type of Transaction Column.** Indicate the type of transaction (purchase, sale, or

exchange) by placing an “X” in the appropriate box.

**Date of Transaction Column.** Indicate the month, day, and year of the transaction. For securities, the transaction date is generally the date the security was traded.

**Date Notified of Transaction Column.** Indicate the month, day, and year that you were notified of the transaction.

**Amount of Transaction Column.** Report the category of value of the total purchase price or total sales price (or the fair market value in the case of an exchange) of the transaction. As explained above, use the *gross* amount of a transaction to determine in which category of amount to disclose a transaction. The extent of any capital gain or loss on the transaction is irrelevant for the purposes of determining the transaction amount.

***Due to impending electronic filing requirements, you may not send brokerage statements in lieu of completing, or as an attachment to, the PTR form.***

#### Exclusions

The following transactions are not required to be disclosed on a PTR:

- Any transaction in real property;
- The purchase or sale of any widely held investment fund that is either publicly traded or widely diversified and is not controlled by the filer;
- Any transaction in a mutual fund or Exchange Traded Fund (ETF);
- Any transaction in an asset owned solely by your spouse or dependent child (and not you), or in a trust that benefits your spouse or dependent child (and not you);
- Any transactions solely by and between you, your spouse, or your dependent child;
- Stock splits and spin-offs;
- Bequests or inheritances;

- Any transaction in a federal retirement program, such as the Thrift Savings Plan (TSP);
- The opening or closing of bank or similar accounts (such as money market funds), or deposits or withdrawals from a bank account;
- The purchase or sale of certificates of deposit; and
- The rollover of assets from one retirement account to another.

**Note: You may still be required to report some of these transactions on your annual FD Statement.**

#### Signature

You must sign and date the signature page after completing the PTR. By your signature, you are certifying that the report is accurate and complete to the best of your knowledge and belief. This page must be signed by you *personally*, not by someone acting on your behalf, even if someone else prepared or assisted you in completing the Report. **Note: This page WILL NOT be made available to the public.**

#### Due Date of Filing

Reports are considered timely if they are *received or postmarked* on or before the due date: 30 days from when you became aware of the transaction, but no later than 45 days after the transaction. Unless it is the 45<sup>th</sup> day, if the due date falls on a weekend or holiday, that date is extended to the next business day. If the due date is the 45<sup>th</sup> day the due date will be the last business day before the holiday or weekend.

Extensions will not be granted for PTRs. If, by law or binding agreement to which you are not a party, you are not entitled to prompt notice of a reportable transaction, please contact the Committee for guidance.

***A \$200 penalty shall be assessed against anyone who files more than 30 days late.***

#### Where to File and Number of Copies

The PTR (and any amendments) must be filed with the Clerk of the House of Representatives, Legislative Resource Center, Room B-106 Cannon House Office Building, Washington, D.C. 20515. Members should submit one original (with an original signature) and two photocopies of their completed and signed Report. Officers and employees should submit one original (with an original signature) and one photocopy of their completed and signed Report.

#### Getting Assistance

Filers are encouraged to carefully read these instructions. Any filer who has questions concerning the reporting requirements or how to fill out the PTR should call the Committee at (202) 225-7103. Additional copies of the form can be obtained by visiting the Committee Web site at [www.ethics.house.gov](http://www.ethics.house.gov) and clicking on the “Financial Disclosure” tab. If you would like additional information about financial disclosure requirements generally, it can be found in the FORM A Instruction Guide, also available on the Web site.

**Note: PTRs are required by the Ethics in Government Act of 1978, as amended. The reports will be available to the public and will be reviewed by the Committee on Ethics or its designee. Any individual who knowingly and willfully falsifies, or who knowingly and willfully fails to file a PTR may be subject to civil penalties and criminal sanctions. See section 104 of the Ethics in Government Act (5 U.S.C. app. 4 §§ 101-111) and 18 U.S.C. § 1001.**

**THE PERIODIC TRANSACTION REPORT MUST BE SIGNED AND DATED BY THE REPORTING INDIVIDUAL.**

**UNITED STATES HOUSE OF REPRESENTATIVES**  
**ETHICS IN GOVERNMENT ACT**  
**PERIODIC TRANSACTION REPORT**

Please provide the following information. Your address and signature WILL NOT be made available to the public.

(Print Full Name)	(Daytime Telephone)
(Complete Address – Office or Home)	

**Filer Status:**     **Member**         **Officer or Employee**

**CERTIFICATION – THIS DOCUMENT MUST BE SIGNED BY THE REPORTING INDIVIDUAL AND DATED**

The attached Periodic Transaction Report (PTR) is required by the Ethics in Government Act of 1978, as amended. The PTR will be available to the public and will be reviewed by the Committee on Ethics or its designee. Any individual who knowingly and willfully falsifies or who knowingly and willfully fails to file the attached report may be subject to civil penalties and criminal sanctions. See Section 104 of the Ethics in Government Act (5 U.S.C. app. 4, §§ 101-111) and 18 U.S.C. § 1001.

Certification	Signature of Reporting Individual	Date
<b>I CERTIFY that the statements I have made on the attached Periodic Transaction Report are true, complete, and correct to the best of my knowledge and belief.</b>		

**Members must file a signed original and two photocopies thereof. Employees must file a signed original and one photocopy thereof.**

**\*\*\*FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW\*\*\***

Certification	Signature of Certifying Official	Date
<b>It is my opinion, based on the information contained in this Periodic Transaction Report, that the reporting individual is in compliance with title I of the Ethics in Government Act (5 U.S.C. app. 4, §§ 101-111).</b>		



FULL ASSET NAME		TYPE OF TRANSACTION			DATE OF TRANSACTION	DATE NOTIFIED OF TRANSACTION	AMOUNT OF TRANSACTION									
							A	B	C	D	E	F	G	H	I	J
JT	Provide full name, not ticker symbol.	PURCHASE	SALE	EXCHANGE	(MO/DA/YR)	(MO/DA/YR)	\$1,000-\$15,000	\$15,001-\$50,000	\$50,001-\$100,000	\$100,001-\$250,000	\$250,001-\$500,000	\$500,001-\$1,000,000	\$1,000,001-\$5,000,000	\$5,000,001-\$25,000,000	\$25,000,001-\$50,000,000	Over \$50,000,000

FOOTNOTE NUMBER	FILER NOTES (optional)