

**OVERVIEW OF REPORTING REQUIREMENTS
FOR THE CALENDAR YEAR 2013
FINANCIAL DISCLOSURE STATEMENT**

Presented by the
Committee on Ethics
Spring 2014

CALENDAR YEAR 2013 FINANCIAL DISCLOSURE STATEMENT

The 2013 Financial Disclosure Statements are due on Thursday, **May 15, 2014**. The Statements should be filed at the Legislative Resource Center in B-106 Cannon. The reporting period for the report is calendar year 2013.

WHO FILES A FINANCIAL DISCLOSURE STATEMENT

- **Each Member of the House of Representatives, plus one member of his or her staff**, either by virtue of pay level or by designation of the Member as a Principal Assistant.
- All current House employees who were paid at the rate of **\$119,553.60 (that is a monthly base rate of pay over \$9,962)** or more for at least **60 days (i.e., 2 pay periods)** during calendar year 2013 (“senior staff”). Lump sum bonuses and student loan repayment benefits are **not** considered in determining your salary rate for financial disclosure purposes.
- All new House employees who are **hired at** the senior staff rate.

CHANGES TO THE DISCLOSURE FORM

With the introduction of the electronic filing system, the Committee has redesigned the form used for making the required disclosures. Previously, there was a Form A for annual and termination filers, and a Form B for candidates and new employees, both of which used numbered schedules, I through IX and I through VI, respectively. There is now one set of schedules for all filers with Schedules A through J. See the table below for a comparison of the new schedules to the old Form A:

TOPIC	NEW FORM A	OLD FORM A
Assets and Unearned Income	Schedule A	Schedule III
Transactions	Schedule B	Schedule IV
Earned Income	Schedule C	Schedule I
Liabilities	Schedule D	Schedule V
Positions	Schedule E	Schedule VIII
Agreements	Schedule F	Schedule IX
Gifts	Schedule G	Schedule VI
Travel	Schedule H	Schedule VII
Payments Made to Charity in Lieu of Honoraria	Schedule I	Schedule II

COMPLETING THE DISCLOSURE STATEMENT

CONTACT INFORMATION

- You may use your home or work address. Please use your work phone number so we can reach you if necessary. Please make sure all of your contact information is correct when you log into the electronic filing system.
- If you are using the paper form, check the box indicating your filer status (Member or House employee). In the electronic filing system, the Clerk will have designated your filing status.

PRELIMINARY INFORMATION

In the electronic filing system, please ensure that your contact information is correct. If you are filing using the paper form, provide your name and daytime telephone number. You must also provide your employing office. For staff, state the name of your employing Member or committee.

Both the paper form and the electronic filing system have a “**PRELIMINARY INFORMATION**” page. This page provides a general description of the type of information that must be reported on each schedule.

If you are using the paper form:

- Boxes A through I correspond to Schedules A through I on the following pages. You must check “Yes” or “No” to **every** question.
- Be sure you attach the appropriate completed schedule for each question to which you answer “Yes.” **You do not need to include blank schedules or schedules marked “N/A” when filing your report.**

“EXCLUSION OF SPOUSE, DEPENDENT, OR TRUST INFORMATION”

- The STOCK Act banned FD filers from participating in Initial Public Offerings (IPOs) in a manner “other than is available to members of the public generally” on or after April 4, 2012. Please note the opportunities for the general public to participate in IPOs are very limited. As a result, the Committee is asking all filers to make a representation on the annual FD Statement that they did not receive an IPO allocation during the reporting period. If you check “yes,” please contact to the Committee.
- Only rarely can you properly mark either of the “Trusts” or “Exemption” boxes “Yes.” Please check with Committee staff before doing so. If you want to set up a Qualified Blind Trust (QBT) for any of your assets, contact Committee staff. It is too late to set up a QBT for your 2013 report, but we can assist for reports on a going-forward basis.

SCHEDULE A - ASSETS AND UNEARNED INCOME

You are required to disclose the following on Schedule A:

1. **Assets** (real and personal property) held for investment or the production of income valued at more than **\$1,000** at the close of the calendar year; and
2. **Unearned income** that exceeds **\$200** during the calendar year.

Examples of Reportable Assets

- Corporate Stocks
- Real Property Held for Investment
- Mutual Funds & Real Estate Investment Trusts (REITs)
- Government Securities
- Interest-Bearing Bank Accounts
- Ownership Interests in Privately-Held Companies
- Futures and Options
- IRAs, 401(k) Plans, and Other Non-Federal Retirement Accounts
- Annuities
- Hedge Funds
- 529 College Savings Accounts
- Insurance Policies
- Debts Owed to the Filer
- Trusts
- Investment Clubs
- Collectibles
- Intellectual Property/Royalties

Examples of Reportable Unearned Income

- Dividends
- Interest
- Capital Gains
- Rents
- Royalties
- Income from Ownership Interests in Privately-Held Companies
- Income From an Interest in an Estate or Trust
- Income Resulting from the Discharge of Indebtedness.

Whose Assets and Unearned Income Must be Disclosed

You must disclose the reportable assets and unearned income of you, your spouse, and each dependent child in the same manner. You may at your option indicate they are joint (JT), spouse (SP), or a dependent child's (DC) assets in the left column of Block A. There is also an optional question in the electronic filing system. If you have used these designations in previous FD Statements or Periodic Transaction Reports, please continue to use them.

Dependent Child: To qualify as a dependent, a child must have been claimed by you as a dependent on your 2013 federal tax return or be (1) unmarried; (2) under age 21; and (3) living at home. (Note – being away at college counts as living at home).

Valuation of Assets

For each asset you disclose, you must indicate the category of its year-end value. Providing a *good faith estimate* of the fair market value of an asset if the exact value is neither known nor easily obtainable is an acceptable, and often the simplest, method of valuation. In valuing real property, for example, a good faith estimate may be based on recent sales of comparable property. You may also value assets by any of the following alternative methods:

- The year-end market value of publicly-traded securities such as stocks or mutual funds;
- The year-end book value of an interest in a privately-held company;
- A recent professional appraisal;
- The net worth of a business partnership;
- The purchase price of real property (if the filer so indicates and provides the exact purchase price and date);
- A property tax assessment adjusted to reflect 100 percent value (if the filer so indicates and provides the exact assessed value); or
- The book value of an individually-owned business.

ASSET CLASSES

401(k), 403(b), IRA, 529 accounts, and variable annuities are investment vehicles or accounts. In the electronic filing system, these accounts are called **Asset Classes**. In addition, trusts, partnerships, LLCs, and S Corporations that are organized to hold investments such as real estate and securities are also **Asset Classes**. **If you have an Asset Class that has underlying assets, you must provide the information about the Asset Class on the “Manage Asset Classes” page *prior* to entering the individual assets on your FD Statement.** Filers must provide all of the underlying holdings (*e.g.*, stocks, bonds, or mutual funds) and transactions in each Asset Class. It is not sufficient to disclose the aggregate value of the Asset Class unless the Asset Class is held only in cash (*i.e.*, a money market account). Instead, you need to disclose the value of each asset within the account.

How to Disclose Particular Assets

The following describes how you disclose different types of assets. Please note that you may aggregate the same asset held by you, your spouse, and your children and disclose them collectively on a single line (e.g., you and your spouse's bank accounts at the same institution or all shares of Google owned by you and your spouse).

Each Asset That Meets the Value (\$1,000) or Income (\$200) Tests Must Be Listed Individually and Properly Described:

- **Stocks, Mutual Funds, & Bonds** - You must disclose the specific name, year-end value, and income, if any (including all reinvested income) of each individual stock, mutual fund, or bond that you hold. Please provide the full name of the asset, not just the ticker symbol. Simply disclosing the name of a brokerage account, such as "Ameritrade Account," is not sufficient, because it is an Asset Class, not an individual asset.
 - Note: If you are using the paper form, you *may* attach brokerage statements in lieu of reporting the specific information on Schedule A. If you do so, **PLEASE REDACT ALL PERSONAL INFORMATION**, such as account numbers, social security numbers, tax ID numbers, home address, and names of dependent children. Even if you attach brokerage or other statements, **you must make an entry on the form for each account**; you can put "see attached" for columns B to E. If you attach statements from more than one account, make sure they are clearly labeled and it is clear which statement corresponds to each entry on your form. In addition, if you are using statements for Schedule B, transactions, you may need to provide statements for the entire year rather than just the year-end statement.
- **Real Property Held for Investment** – For each investment property you own (such as rental property or an ownership interest in an office building) you must provide the city and state of its location. If you own more than one investment property in the same city and state, you must provide some additional identifying information (such as "Rental House #1, Rental House #2") so that the properties can be distinguished from each other. Please use the same descriptions from year-to-year. *You do not disclose your personal residence or vacation homes unless they generate rental income.*
- **Retirement Plans - IRAs and 529 Plans** – You must disclose the individual holdings in **ALL IRAs**, 401(k) or other retirement plans, and 529 plans. Unless one of these accounts only holds cash, then it is an Asset Class. You must provide the year-end value for each asset held in the account. *You may check "tax-deferred" for income type and "Not Applicable" in the electronic system and "None" on the paper form for amount of income for tax-deferred accounts.*

In 2013, the Committee has revised its guidance regarding investment funds and accounts and is no longer using the "self-directed or not-self-directed" test and definitions. In order to exclude the holdings and transactions from disclosure on a FD Statement or PTR, an asset must meet the criteria for an Excepted Investment Fund (EIF) outlined in § 102(f)(8) of the Ethics in Government Act of 1978, which are discussed below.

For FD Statements and PTRs, filers are not required to report on an FD Statement or PTR the holdings of and/or transactions in a widely held investment fund (*e.g.*, a mutual fund, an exchange traded fund (ETF), or a defined benefit pension) if:

1. The asset is a fund;
2. The fund has 100 or more investors;
3. The filer does not exercise control over or have the ability to exercise control over the financial interests held by the fund; **and**
4. (a) The fund is publicly traded or available; **or**
(b) The assets of the fund are widely diversified.

If a fund meets these criteria, it is an Excepted Investment Fund or EIF. If you previously indicated that your asset was “not self directed” and the asset meets the EIF test, indicate that by writing “(EIF)” next to the asset name in the electronic software or checking the “EIF” box on the paper form.

If a fund is publicly traded, like a mutual fund or ETF, the fund **will meet** the criteria of an EIF as long as you, do not control or have the ability to exercise control over the financial interests in the fund. In addition, if the ticker symbol for the fund ends in an “X”, for example the Vanguard 500 Index Fund (VFINX), then the fund qualifies as an EIF unless the fund fails the control test. You do not need to indicate a publicly traded fund is an EIF on the form.

- **Trusts** – You must disclose any trust from which you receive income or in which you have a beneficial interest. The trust is an Asset Class. You must also disclose each individual holding of the trust and income generated by each specific holding. In rare or certain circumstances, disclosure of the trust assets is not required. You should contact the Committee before omitting the assets of a trust on this basis.
- **Partnerships and LLCs the hold investments** – For partnerships established to invest in real estate or securities, you must disclose each individual property or security and the year-end value and income generated, if any, for each property security, unless the partnership is an EIF. If the partnership is not an EIF, then it is an Asset Class.
- **Private Businesses engaged in a trade or business** – Disclosure of interests in a private business (*i.e.*, a business that does not have publicly traded stock) requires the name of the business, the nature of its activities, and the city and state of its location. The electronic filing system will ask you questions to ensure that you provide this information. If you are using the paper form, you must list all of this information in Block A.
- **Insurance** – If you own a **variable life insurance policy**, which can be invested at the discretion of the owner into a variety of investment products, you must disclose the name of the insurance company, the type of policy, and the identity of each investment you have selected. You must then separately provide the year-end category of value and income generated, if any, for each specific investment. This type of policy is an asset class. For **whole life or universal insurance policies**, which simply have a cash value, you must disclose only the name of the

insurance company, the type of policy, and the category of the policy's year-end cash value. There is no requirement to disclose a **term life insurance policy**. Insurance purchased through the House does not require disclosure.

For **Bank Accounts**, the following rule applies:

- Bank accounts must be disclosed only if you had more than **\$5,000** on deposit in all of the **interest-bearing accounts** of you, your spouse, and your children on December 31, 2013.
- If your deposits exceeded that level, disclose each **institution** (not each individual account) at which you had more than **\$1,000 on deposit** at the end of the year, or that paid you more than **\$200 in interest** during the year.

Reinvested Income

If reinvested income (such as dividends or capital gains) in a stock or mutual fund exceeds \$1,000 on a single occasion in the reporting period and is used to purchase additional shares of that stock or mutual fund, it must be disclosed both as income on Schedule A and as a purchase transaction on Schedule B, *unless the asset is held in a tax-deferred account*.

Changes to Your List of Assets

- Please account for any changes to your 2013 list of assets from your 2012 list
- Most differences will be the result of purchases, sales, or exchanges. For most of these transactions, the details will have to be reported on Schedule B
- Where a difference is a result of something else, it is advisable to note in either a private comment to the Committee in the electronic filing system or in the notes section on the paper form what happened, for example:
 - You received an asset as an inheritance or as a gift from a relative
 - An asset met the value or income tests in 2012 but did not meet either test in 2013
 - An asset was sold or purchased for less than \$1,000
 - A bond that was called or redeemed
 - A stock option grant

Paper filers must complete columns A through D on Schedule A - Do not leave blanks

- Columns B, C, and D each have a "None" block. Use these blocks if an asset had no value to you at the end of 2013 (*e.g.*, because you sold it during the year), or if an asset did not generate any income.
- Complete Block E only if you had a single transaction (purchase, sale or exchange) where the amount of the transaction was greater than \$1,000 and the transaction is listed on Schedule B.

SCHEDULE B - TRANSACTIONS

You must disclose each single purchase, sale, or exchange transaction involving either *securities or real property* that exceeded \$1,000 during the reporting period. The amount of a transaction is the total gross amount of the purchase or sale, whether or not it resulted in a capital gain or loss.

IMPORTANT POINT #1: If reinvested income (such as dividends or capital gains) in a stock or mutual fund exceeded \$1,000 on a single occasion in the reporting period, it must be disclosed both as income on Schedule A and as a purchase transaction on Schedule B, *unless the asset is held in a tax-deferred account*.

IMPORTANT POINT #2: If any sales transaction results in a capital gain of \$200 or more, you must check the “Capital Gains” box on Schedule B and report the capital gain as income on Schedule A.

Multiple Transactions

Multiple purchase transactions *or* multiple sales transactions involving the same asset made at regular intervals (for example, monthly) may be combined into a single entry. You **may not**, however, combine purchase and sales transactions involving the same asset into a single entry. You also **may not** combine multiple purchase transactions or multiple sales transactions if the transactions were made at irregular intervals.

You must put a specific date for each transaction. For multiple or recurring transactions at regular intervals, you may use a notation such as “monthly” or “quarterly.”

For multiple transactions that are combined in a single entry, the transaction amount should reflect the total amount of the transactions for the year, not just the amount for an individual transaction. For example, if you buy \$10,000 of Company X on the last day of each quarter, the transaction amount is \$15,001-\$50,000.

Exclusions

You do **not** need to report the following transactions:

- Opening or closing of bank accounts or money market accounts
- Purchase or redemption of CDs
- Rollover of an individual retirement account into another account (*e.g.*, Traditional IRA to a Roth IRA)
- Stock splits
- Spin-offs
- A call or redemption of a bond
- The granting of stock options by an employer
- Purchase or sale of a house used or to be used only as a personal residence (*i.e.*, it did not generate any rental income during 2013)

Although these transactions are not required to be reported, it is helpful to the Committee if you include either a private note in the electronic filing system or include a

parenthetical explanation or endnote on the paper form regarding why the asset disappeared from your report.

NOTE: You no longer need to report any transaction where the transaction amount is \$1,000 or less. Previously, for example, if you had three \$600 transactions in Company X totaling \$1,800 for the year, you would have reported those transactions on Schedule B because the amount aggregated to more than \$1,000. Those transactions no longer have to be reported, because each transactions is less than \$1,000.

SCHEDULE C - EARNED INCOME

You must disclose each of the following on Schedule C:

1. Any outside **earned income** you received in 2013 totaling **\$200 or more**, including any prior federal employment.
2. The **source and type of income** (but not the amount) of any earned income **exceeding \$1,000** received by your **spouse** in 2013, including employment by U.S. government employers.
3. **Pension and retirement benefits** you received other than from Social Security or federal retirement programs (*e.g.*, Thrift Savings Plan).
4. The **source, type, and amount** of any **honoraria** received by your spouse which exceeds \$200.

Exclusions

You do not have to report the following on Schedule C, regardless of the amount:

1. Your **employment by the House**.
2. Any other current U.S. government employment of yours, including **military pay** such as from the National Guard or military reserves.
3. Benefits from **federal retirement programs**, and benefits received under the Social Security Act
4. **Life insurance proceeds**.
5. **Earned income of a dependent child**.
6. **Disability payments** from the federal government, a state government, or a private insurance company.

Outside Income Cap

If you are a Member or you earned the senior staff rate of \$119,553.60 for more than **90 days** in 2013, your outside (non-House) earned income for services performed in 2013 should **not** exceed the 2013 outside earned income limitation of **\$26,955**. However, earned income you received in 2013 for services you performed *before* you became a Member or House employee does not count against the cap, but it must be listed on

Schedule I. Please indicate in a private note in the electronic filing system or parenthetically or as an endnote on the paper form that it was earned prior to House employment.

Prohibited Source of Income

Members and senior staff are generally **prohibited** from receiving income from the following sources:

- Income from practicing a **profession involving a fiduciary relationship**, such as law, medicine, or insurance or real estate sales.
- Compensation for serving as an **officer or director** of a corporation or any other entity, including a non-profit.
- Compensation for **teaching**, unless this activity has been approved in writing by the Committee on Ethics.
- **Advances on copyright royalties** from a book contract.

If you received income from any of these sources, contact the Committee staff for guidance.

SCHEDULE D - LIABILITIES

The general rule is that you must disclose any reportable liability that ***exceeded \$10,000 at any time during the year***. You must disclose the amount of the liability at the highest amount that was owed during the year. Typical reportable liabilities include student loans, personal loans, and mortgages on investment properties.

Exception: For ***revolving charge account debt*** (*i.e.*, credit cards), disclose such a debt only if it ***exceeded \$10,000 on December 31, 2013***, in a single account.

MEMBERS ONLY: Must report a mortgage or home equity loan secured by a personal residence (or any other real property).

Exclusions

You do ***not*** need to report:

- **STAFF ONLY:** A mortgage or home equity loan on a home used only as a personal residence (if no part of the property is rented out)
- Debts you owe to a family member
- Car loans
- Loans secured by furniture or appliances
- Loans against a life insurance policy
- Loans against a 401(k) plan or TSP

SCHEDULE F – POSITIONS

Report here if you now hold, or *any time in 2013* did hold, any of the following positions with any business, non-profit organization, labor organization, or educational or other institution:

- The reportable positions are: *officer, director, trustee, partner, proprietor, representative, or consultant.*

These positions held must be reported whether or not they are compensated, but keep in mind that Members and senior staff may not serve for compensation as an officer or director of any entity. You may want to indicate parenthetically that a position was unpaid.

You do *not* need to list:

- Honorary positions
- Positions in religious, social, or fraternal entities
- Positions with political entities such as political parties or campaign organizations (not special interest or lobbying groups).

SCHEDULE F – AGREEMENTS

You must disclose any agreements you have with a former employer for:

- Re-employment after you leave the House
- Continuation of payments from a former employer to you (*e.g.*, payments to buy out your share of the business)
- Your continued participation in any welfare or benefit plan, such as a pension or 401(k) plan, maintained by a former employer

On *termination* financial disclosure statements, you must disclose:

- Any agreements or arrangements with respect to future employment.

SCHEDULE G - GIFTS

The general rule is that you must report gifts received in 2013 from a single source other than a relative *totaling more than \$350 in value*. Gifts valued at less than \$140 need not be counted when calculating the total value of gifts received from a single source during the reporting period.

The most common gifts you must report where the value exceeds \$350 are:

- *Gifts from personal friends*, including gifts of travel, but keep in mind that a gift exceeding \$250 in value cannot be accepted on basis of personal friendship without the Committee's prior written approval.
- Gifts for which the Committee granted you a *gift rule waiver*.

- A *commemorative item* (such as a plaque or trophy) that was presented to you.
- If you have established a *legal defense fund*, contributions made to the fund.
- Member-to-Member, Member-to-staff, and staff-to-staff gifts that aggregate in value to more than \$350.
- Tickets to a charitable event if the non-tax-deductible portion of the ticket price exceeds \$350.

The following gifts are excluded from the reporting requirements:

- Gifts from family members.
- Gifts from federal, state, or local government entities.
- Gifts of personal hospitality (defined as food, lodging, and entertainment) extended for a non-business purpose by an individual at the personal residence of the individual (or their family), provided the host is not a registered federal lobbyist or foreign agent.

SCHEDULE H - TRAVEL

The general rule is that you must report travel totaling *more than \$350 in value* from any source in 2013. Four types of trips will be reported here:

1. Trips paid for by a private source that you took in connection with *outside business or employment* activities, or other kinds of outside activities, of you or your spouse.
2. Foreign trips that were paid for by a *foreign government* under the Mutual Educational and Cultural Exchange Act (*i.e.*, MECEA trips).
3. Trips paid for by a *political organization* that were *not* required to be reported in Federal Election Commission reports (*e.g.*, paid by a state Political Action Committee - PAC).
4. Trips paid for by a *charity* to enable you to attend a charity fundraising event.

Please indicate in parentheses or a footnote the nature of the trip (*e.g.*, “MECEA trip,” or “to attend charity fundraiser”).

Exclusions

You do *not* need to disclose:

- Trips paid for by a private source that you took *in connection with official duties*, for which you filed a 15-day travel disclosure form with the Clerk.
- Trips paid for by the federal government, or a state or local government entity (*e.g.*, CODELs, travel paid for by the MRA, or travel paid for by a state university using state funds)
- Political trips that were required to be reported in FEC filings

SCHEDULE I - PAYMENTS MADE TO CHARITY IN LIEU OF HONORARIA

Member, officers, and senior employees of the House are prohibited by both federal law and House rules from receiving honoraria, *i.e.*, payments for speeches, appearances, and articles. Payments in lieu of honoraria may be made, however, to qualified charities by the sponsor of the speech, appearance, or article.

- Such a donation cannot exceed **\$2,000**, and the sponsor must make the *donation directly to the charity* – you may not serve as an intermediary.
- You must disclose the recipient charities to the Committee. You may do this in the electronic filing system, where you will have a choice to share the information with the public or to share it with only the Committee. If you file on paper, you must disclose the charities in a separate, sealed envelope. Send the envelope directly to the Committee on Ethics at H2-508 in the Ford House Office Building. Filers can request a green envelope designed for this purpose from the Committee or the Legislative Resource Center, or may use a regular envelope that is labeled “GREEN ENVELOPE”.

SIGNATURE & CERTIFICATION

The filer must sign either electronically or on the paper form personally and is personally responsible for the entire contents of the form, even if someone else prepares it, or assists with its preparation.

ELECTRONIC FILING SYSTEM – SETTING UP ASSET CLASSES

When you login to the electronic filing system you will see a splash page discussing Asset Classes. Please choose the “Create you Asset Classes” button, which will take you to the page to create an Asset Class. You can use this page to manage and maintain your Asset Classes (examples: 401k, Brokerage Account, Partnership or LLC that holds investments, and Variable Insurance). Maintaining this list will assist you in filling out and filing Financial Disclosure Annual Reports and any PTRs in the future. When you are reporting an asset on Schedule A, or reporting a transaction of an asset on Schedule B or on a PTR, all of your Asset Classes will be listed in the drop-down menu for “Asset is a sub holding of.” Please select the Asset Class in which the asset you are reporting is held.

FILING CHANGES FOR 2013-2014

1. Annual and termination filers are no longer required to report privately-sponsored travel that has been approved by the Committee and reported to the Clerk of the House.

2. At the beginning of 2013, the Committee informed filers it was changing its guidance regarding the reporting of investment funds. Filers are now required to determine if their investment fund is an Excepted Investment Fund (EIF) as defined in the Instruction Book. In the book, the Committee has provided additional guidance for determining if a non-publicly traded fund is an EIF and for the disclosure of funds that do not qualify as EIFs.

3. Beginning in 2014, S Corporations must be disclosed in the same manner as all other privately-owned business, such as partnerships and limited liability companies. The change in guidance applies to PTRs filed in 2014 and for annual and termination FD Statements that report assets held in 2014 (which for annual filers will be due on May 15, 2015).

4. The Committee is also clarifying its guidance regarding the reporting of gifts. For examples, filers must report Member-to-Member, Member-to-staff, and staff-to-staff gifts that aggregate in value to more than \$350. In addition, tickets to a charitable event are reportable if the non-tax-deductible portion of the ticket price exceeds \$350.

FINAL NOTES

Filing Procedures

- Reports are filed no later than **May 15, 2014**, filed either electronically or on paper at the Legislative Resource Center at B-106 Cannon HOB.
- If you choose to file on paper:
 - Do not include blank schedules. Please number pages consecutively.
 - Members: File an original + 2 photocopies
 - Staff: File an original + 1 photocopy
 - **The Committee recommends that you bring an extra copy to have file-stamped to keep for your records.**

Electronic Filing System – You are *strongly encouraged* to use the electronic filing system in completing your financial disclosure form. The Committee has found that it reduces the numbers of errors in disclosure reports. In addition, the information can be used to prepare your next FD filing and your 2014 PTRs will be incorporated into your next FD filing. The link to the filing system is <https://fd.house.gov>. The software is internet-based and can be accessed by using any computer.

NOTE: The old FD software is no longer available.

Pre-Screening of Disclosure Reports – Committee staff will be available to pre-screen a draft of your disclosure report. Staff must submit their draft report to the Committee on or before **Monday, May 5, 2014**, to ensure the review is completed by the May 15th due date. There is no cut-off date for Members. If you are using the electronic filing system, you must print out a draft copy of the report and send it for prescreening. You may fax your draft disclosure report to 5-3713 or e-mail it to financial.disclosure@mail.house.gov.

Extension Requests – Filers may request up to a 90-day extension of the filing deadline by submitting the extension request form to the Committee. The form requires you to indicate the number of days being requested. The form is available through the electronic filing system or on the Committee's Web site, www.ethics.house.gov. If you complete the form in the electronic filing system and hit the "Finalize and Submit" button, your form will be transmitted to the Committee. If you fill out the form in paper, you must sign it, and send it to the Committee. **The request must be RECEIVED on or before May 15, 2014, at 6 p.m.** You may fax your paper extension request to 5-3713 or e-mail it to financial.disclosure@mail.house.gov.

Late Fees – A \$200 late filing fee will be imposed on any filer who files their disclosure report more than 30 days late. In 2014, reports due on May 15th must be filed on or before **Monday, June 16th** to avoid this late filing fee.

Questions – Contact the Committee at (202) 225-7103 and ask to speak with Committee staff if you have any questions.