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ONE HUNDRED SEVENTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

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### MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics  
Theodore E. Deutch, Chairman  
Jackie Walorski, Ranking Member

SUBJECT: Upcoming Financial Disclosure Filing Deadline & Automatic Extension

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The Ethics in Government Act (EIGA) subjects all Members of the House and certain House employees to financial disclosure (FD) filing requirements. In general, Members and staff who are subject to FD filing requirements must file two types of reports: 1) annual FD Statements, which must be filed regardless of a filer's holdings or financial activity, as well as upon beginning and terminating House employment, and 2) periodic transaction reports (PTRs) that a filer may be required to file throughout the year on an ongoing basis, depending on their actual financial activity. The purpose of this memorandum is to remind filers of the filing requirement and to detail the step the Committee is taking to address the difficulties of complying with the May 17, 2021 annual FD deadline.

#### Automatic Extension for Annual Financial Disclosure Statements

**The Committee has automatically granted all House Members and employees who are required to file an annual FD Statement the full 90-day extension permitted by EIGA. Therefore, the deadline for all annual filers is now August 13, 2021.** Annual filers are welcome to submit FD Statements as soon as practicable, or any time before August 13, 2021. There is no need to request the extension or take any other action. As the Committee is granting an extension to the maximum extent allowed by law, the Committee is not authorized to grant any additional extensions. This automatic extension does not apply to staffers filing new employee reports or termination reports. Additionally, this automatic extension does not apply to candidates for the U.S. House of Representatives.<sup>1</sup>

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<sup>1</sup> EIGA also does not permit the Committee to grant extensions for PTRs.

Which Staff Must File Financial Disclosure Statements

House staff may be subject to financial disclosure filing requirements for a number of reasons, including 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.

“Senior Staff” are those House employees whose “rate of basic pay is equal to or greater than 120 percent of the minimum rate of basic pay payable for GS-15 of the General Schedule” for at least 60 days at any time during a calendar year. Therefore, House employees who were paid at the rate of \$131,239 (\$10,936 monthly salary) for at least 60 days during 2020 will be required to file a Statement by August 13, 2021.<sup>2</sup> It is each employee’s responsibility to know if you are senior staff and to comply with the ethics requirements that attach to that designation.

At least one employee in every Member’s personal office must file an annual FD Statement. Most offices will have at least one employee who is paid at or above the senior staff rate and therefore is required to file an annual FD Statement. If a Member does not have an employee paid at or above the senior staff rate, the Member must designate at least one current employee as a “principal assistant” to file an annual FD Statement. To designate a principal assistant, the Member must sign and transmit to the Clerk of the House a letter that identifies the designee. A form for this purpose is available on the Clerk’s website, <https://clerk.house.gov>.

Some shared employees are also required to file an annual FD Statement pursuant to a Committee on House Administration Resolution. Each House employee who is employed simultaneously by three or more offices for more than 60 days in a calendar year is required to file an annual FD Statement the following year regardless of their rate of pay.

Financial Disclosure Trainings

The Committee will offer senior staff trainings that will satisfy either the annual ethics training requirement or the additional hour of training required for senior staff for the 117<sup>th</sup> Congress (staff must choose one or the other). These trainings will cover general information about the requirement to file FD Statements and PTRs. In addition, the trainings will end with an opportunity for participants to ask questions about financial disclosure generally. Each training will take place virtually on the following dates and times:

<b>Trainings</b>		
<b>Date</b>	<b>Time</b>	<b>Platform</b>
<b>Wednesday, April 28</b>	2pm-3pm EST	Congressional Staff Academy
<b>Thursday, May 6</b>	2pm-3pm EST	Congressional Staff Academy

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<sup>2</sup> For 2021, senior staff are House officers and employees whose basic rate of pay is equal to or greater than \$132,552 (\$11,046 monthly salary) for at least 60 days during 2021.

Members, officers, and employees are invited to attend FD trainings. To receive credit for one of the trainings, senior staff are **required to pre-register** using the following steps:

1. Go to the Congressional Staff Academy page on HouseNet;
2. Click “Access the Staff Academy Website to Sign Up for Trainings”;
3. Click on the calendar icon on the top right of the screen;
4. Search for “Financial Disclosure Webinar” on April 28 or May 6; and
5. Follow the prompts to register for your training of choice.

### How to File Financial Disclosure Statements

Annual FD Statements may be filed with the Legislative Resource Center (LRC) by 1) using the online filing system available at <https://fd.house.gov>; 2) mailing in pre-printed forms; or by 3) delivering pre-printed forms to the LRC. These forms may not be filed by email, scan, or fax.

The Committee strongly encourages all filers to use the online filing system for submission. The system can be used from any place where internet access is available and does not require any physical contact with the LRC. The login and password for the system remain the same from year to year. If you need to have your login or password reset, please call the LRC at (202) 226-5200 for assistance.

Financial disclosure forms may also be filed by mailing hard copies of the pre-printed forms to the LRC, located in the Cannon House Office Building, Room B-81. In-person delivery to the LRC is also available until 3pm EST (5pm EST when the House is in session). Members must submit the original, signed form with 2 photocopies. Staff must submit the original, signed form with 1 photocopy. Forms may also be sent to the following mailing address:

The Clerk, U.S. House of Representatives  
Legislative Resource Center  
B-81 Cannon House Office Building  
Washington, DC 20515-6612.

Prescreening of draft financial disclosure statements is available to Members. To have Committee staff review a draft filing and receive feedback before it is filed, simply email a PDF draft of the filing to [financial.disclosure@mail.house.gov](mailto:financial.disclosure@mail.house.gov) with “MEMBER PRESCREEN REQUEST” in the subject line. The Committee staff will respond promptly to requests in the order in which they are received.

Additional information about financial disclosure requirements may be found on the Committee’s website at <https://ethics.house.gov> under the “Financial Disclosure” tab.

If you have any questions regarding financial disclosure, please contact the Committee at (202) 225-7103 or [financial.disclosure@mail.house.gov](mailto:financial.disclosure@mail.house.gov).

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