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ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

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July 13, 2020

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
Theodore E. Deutch, Chairman
Kenny Marchant, Ranking Member

SUBJECT: Reminder of Financial Disclosure Filing Deadline & Assistance Available

The Committee has automatically granted all House Members and employees who are required to file an annual financial disclosure (FD) statement the full 90-day extension of the May 15th filing deadline as permitted by the Ethics in Government Act (EIGA). **Please be reminded that the deadline is August 13, 2020, exactly one month away. By law, no further extension is allowed beyond August 13, 2020.** This automatic extension does not apply to Members or staffers filing new employee reports or termination reports. Additionally, this automatic extension does not apply to candidates for the U.S. House of Representatives.

Assistance Available with Financial Disclosure

Committee staff are available by phone and by email to provide FD guidance. While our physical offices are temporarily closed due to the Coronavirus outbreak and the need for social distancing, our staff continue to be available to assist you during normal business hours. Simply call the Committee at (202) 225-7103, select option “4,” and leave a brief message. A member of the Financial Disclosure team will return your call promptly. You may also email your inquiries to financial.disclosure@mail.house.gov for assistance. Although the temporary closure of our physical offices prohibits the Committee from prescreening draft filings for staff, prescreening is available for Members.¹

In addition, the Committee will offer virtual senior staff trainings that ***will*** satisfy either the annual ethics training requirement or the additional hour of training required for senior staff for the 116th Congress. These trainings will cover general information about the requirement to file FD statements and Periodic Transaction Reports. These trainings will take place on the following dates, at the listed times, and via the WebEx audio platform:

¹ Due to the Committee’s limited ability to prescreen filings prior to submission, a larger number of amendment requests are anticipated for annual financial disclosure statements.

Senior Staff Financial Disclosure Trainings		
Date	Time	Virtual Audio Platform
Wednesday, July 29	1:00 p.m. – 2:00 p.m.	WebEx
Thursday, August 6	11:00 a.m. – 12:00 p.m.	WebEx

All attendees are ***required to pre-register*** for each training with the Congressional Staff Academy Website at <https://house.csod.com/samldefault.aspx>.

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> or by 2) mailing/delivering pre-printed forms. 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 or hand-delivering hard copies of the pre-printed forms to the LRC. In-person delivery to the LRC is available Monday through Friday from 10 a.m. to 3 p.m. Eastern Standard Time. Members must submit the original, signed form with 2 photocopies. Staff must submit the original, signed form with 1 photocopy. Forms may 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.

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