

Theodore E. Deutch, Florida
Chairman
Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David Arrojo
Counsel to the Chairman

Chris Donesa
Counsel to the Ranking Member

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

April 10, 2019

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

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

SUBJECT: Upcoming Financial Disclosure Clinics & Training

The Committee on Ethics will offer three Financial Disclosure Clinics in April in advance of the upcoming May 15, 2019, due date for the filing of all annual Financial Disclosure Statements (FD Statements). In addition, the Committee will hold two Senior Staff Financial Disclosure Trainings before the May 15th deadline.

As a reminder, all Members are subject to financial disclosure filing requirements. 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.¹

In addition to the Clinics and Training sessions, the Committee’s nonpartisan staff is available to review forms in advance of filing for House Members, Officers, and employees. Employees, however, must submit their forms to the Committee for prescreening no later than Wednesday, May 1, 2019, to ensure that the prescreening is completed by the filing deadline. You may email your prescreen request to financial.disclosure@mail.house.gov.

Financial Disclosure Clinics give filers a chance to work closely with financial disclosure staff to address individual filers’ questions. Financial Disclosure Clinics also serve to help filers use the online filing system to input and submit Statements and Periodic Transaction Reports.

Senior staff training provides additional ethics guidance to staff who are required to file Statements pursuant to the Ethics in Government Act (EIGA). Attendance at Senior Staff Training

¹ House officers and employees who were paid at the rate of \$126,148 (\$10,512 monthly salary) for at least 60 days during 2018 will be required to file a Statement by May 15, 2019. For 2019, senior staff are House officers and employees whose basic rate of pay is equal to or greater than \$127,914 for at least 60 days during 2019.

will satisfy either the annual ethics training requirement or the requirement that senior staff complete an additional hour of specialized training per Congress. **Please note that participation in the Clinics will not satisfy any House-mandated training requirements.**

The date, time, and location for each Clinic are included below. Committee staff will be available for the entire time for each Clinic, attendees are welcome to walk in at any time, and may stay for as long as they need. You can find this and additional information about financial disclosure requirements on the Committee’s website at <https://ethics.house.gov>.

Clinics		
Date	Time	Location
Tuesday, April 16	10:30am – 11:30am	B249 Longworth HOB, Rooms B-C
Wednesday, April 24	10:30am – 11:30am	B249 Longworth HOB, Rooms B-C
Tuesday, April 30	2:00pm – 3:00pm	216 Ford HOB

Members, officers, and employees are invited to attend these Clinics. We recommend that interested participants pre-register for the Clinics as space is limited.

To register:

1. Visit <https://registerme.house.gov>
2. Click on “Ethics,” then “All Staff”
3. Add desired Financial Disclosure Clinic
4. Select “Register” on the left of the page
5. Login and Submit

In addition to the Clinics, the Committee will offer senior staff training that **will** satisfy either the annual ethics training requirement or the additional hour of training required for senior staff for the 116th Congress (staff must choose one or the other). This training will cover general information about the requirement to file Financial Disclosure and Periodic Transaction Reports. These trainings will take place on the following dates, at the listed times, and in the listed locations:

Trainings		
Date	Time	Location
Wednesday, April 17	11:00am – 12:00pm	224 Ford HOB
Monday, April 29	2:00pm – 3:00pm	HVC-215, Capitol

In order to receive credit for this training, senior staff are **required to pre-register** by following the same directions as above and adding the desired Financial Disclosure Training in step three.

Financial Disclosure 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 any filing questions. For assistance with financial disclosure questions or to schedule a meeting, please call the Committee at (202) 225-7103.

The Committee strongly recommends that filers use the online filing system to make all filings, but will provide assistance to both paper filers and online filers. Filers (and designated third-party preparers) can log onto the system at <https://fd.house.gov>. You can also download a blank copy of the paper form on the Committee's website at <https://ethics.house.gov>. If you need to make a filing, but did not receive login information, or if 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.