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ONE HUNDRED SEVENTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

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April 14, 2022

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

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

SUBJECT: Upcoming Financial Disclosure Clinics & Training

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The Committee on Ethics will offer three Financial Disclosure Clinics in advance of the upcoming May 16, 2022, due date for the filing of all annual Financial Disclosure Statements (FD Statements).<sup>1</sup> In addition, the Committee will hold three Senior Staff Financial Disclosure Trainings before the May 16<sup>th</sup> 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, which include 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.<sup>2</sup>

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 Monday, May 2, 2022, to ensure that the prescreening is completed by the filing deadline. You may email your prescreen request to [financial.disclosure@mail.house.gov](mailto:financial.disclosure@mail.house.gov) with the subject line “Prescreen Request.”

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<sup>1</sup> The Committee is authorized by statute to grant extensions of the annual filing deadline of up to ninety (90) days. Extensions may be requested through the [FD Online Reporting system](#); or by delivering the [paper extension request form](#) to [financial.disclosure@mail.house.gov](mailto:financial.disclosure@mail.house.gov).

<sup>2</sup> House officers and employees who were paid at the rate of \$132,552 (\$11,046 monthly salary) for at least 60 days during 2021 will be required to file a Statement by May 16, 2022. For 2022, senior staff are House officers and employees whose basic rate of pay is equal to or greater than \$135,468 for at least 60 days during 2022.

Financial Disclosure Clinics give filers a chance to work closely with financial disclosure staff to address individual filers’ questions. Filers are encouraged to bring with them their laptops and financial statements. Financial Disclosure Clinics also serve to help filers use the online filing system to input and submit Statements and Periodic Transaction Reports. **Please note that participation in the Clinics will not satisfy any House-mandated training requirements.**

The date, time, and location for each Clinic is provided 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](#).

<b>Clinics</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Thursday, April 21</b>	10:00am – 1:00pm EDT	LHOB B248
<b>Wednesday, April 27</b>	10:00am – 1:00pm EDT	LHOB B248
<b>Monday, May 2</b>	1:00pm – 5:00pm EDT	LHOB B248

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 117<sup>th</sup> Congress (staff must choose one or the other). Senior staff training provides additional ethics guidance to staff who are required to file Statements pursuant to the Ethics in Government Act (EIGA). This training will cover general information about the requirement to file Financial Disclosure and Periodic Transaction Reports. The date, time, and location for each training is provided below.

Training is being offered in-person or via Webex. To receive credit for this training, senior staff are ***required to pre-register*** by clicking on the links provided in the “Location” section.

<b>Trainings</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Wednesday, April 20</b>	1:30pm – 2:30pm EDT	<a href="#">RHOB 2186 Gold Room</a> or <a href="#">via Webex</a>
<b>Tuesday, April 26</b>	2:00pm – 3:00pm EDT	<a href="#">CHOB 401</a> or <a href="#">via Webex</a>
<b>Thursday, May 5</b>	3:00pm – 4:00pm EDT	<a href="#">RHOB 2186 Gold Room</a> or <a href="#">via WebEx</a>

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 [FD Online Reporting system](#) to submit all filings. Filers can grant access to designated third-party preparers. A blank copy of the paper form can be downloaded from the [Committee's website](#). Committee staff will provide assistance to both paper filers and online filers. 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.

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If you have any questions, please contact the Committee at (202) 225-7103.