

## STATEMENT OF ECONOMIC INTERESTS INSTRUCTIONS

### GENERAL INFORMATION

The Alabama Ethics Law requires that certain public officials and employees complete the Statement of Economic Interests form. Public interest requires that the law protect against conflict of interests. Financial disclosure, coupled with appropriate ethical standards, is designed to accomplish this objective. All questions in this form are required by the Alabama Ethics Law, which was enacted by the Alabama Legislature. The full text of the Ethics law is codified in §36-25-1 through 36-25-30, Code of Alabama, 1975, as amended.

**WHO MUST FILE** – This form is to be completed, **even if there have been no changes since your last filing**, covering the period of the last full calendar year by the following:

1. Any person elected to public office by the vote of the people at the State, County or Municipal level of government or their instrumentalities.
2. Each employee of the Legislature or of agencies, including temporary committees and commissions established by the Legislature, and each employee of the judicial branch of government including active supernumerary district attorneys and judges other than those employed in maintenance, clerical, secretarial, or similar positions.
3. All candidates must file simultaneously with the date he or she becomes a candidate, or the date the candidate files his or her qualifying papers, whichever comes first. (See amended law as defined in §17-5-2, Code of Alabama, 1976, as amended.)
4. Members of the Alabama Ethics Commission and appointed members of boards and commissions having statewide jurisdiction (but excluding members of solely advisory boards).
5. All full-time non-merit employees, other than those employed in maintenance, clerical, secretarial, or other similar positions.
6. Chief clerks and chief managers; chief county clerks and chief county managers; chief administrators and chief county administrators.
7. Any public official or public employee whose primary duty is to invest public funds.
8. Chief and assistant county building inspectors.
9. Any county or municipal administrator with power to grant or deny land development permits.
10. Chief municipal clerks; chiefs of police; fire chiefs.
11. City and county school superintendents and school board members; city and county school principals or administrators.
12. Purchasing or procurement agents having the authority to make any purchase.
13. Directors and assistant directors of state agencies.
14. Chief financial and accounting directors; chief grant coordinators.

15. Any person appointed as a public official and any public employee at the State, County or Municipal level of government or their instrumentalities who earns \$50,000 or more annually.
16. **Each person who meets the necessary criteria regardless of whether they served/worked in the public position for even a portion of one day during last year, is required to file.**

**PENALTY FOR FAILURE TO FILE** – Any person required to file the disclosure form who fails to do so is subject to a fine, of \$10 a day for each day the disclosure statement is delinquent or the proper information is unreported, not to exceed \$1,000 annually. **Failure to timely file will also result in this fine and, for intentional failure to file, fines or a Class A Misdemeanor.**

**GENERAL INSTRUCTIONS** – The form is completed by filling in the appropriate blanks, checking the appropriate blocks or circling the appropriate words. Please pay special attention to the following reminders:

1. If appropriate, be sure to list the public position you are seeking as a candidate for elective public office.
2. If appropriate, be sure to list your principal occupation, if different than your government position, including the name and address of the business, partnership, etc.
3. If appropriate, be sure to include occupation of spouse as well as the name and address of the business, partnership, etc. or governmental agency for which he or she works.
4. In Item 04.3, be sure to list the names of all family members regardless of where they reside.
5. In Items .06 through .06.4, be sure to name/list the other sources from which you, your spouse or dependents received income during the reporting year.
6. In Item .07, remember that only candidates for public office and elected or appointed officials are required to complete this section.
7. In Item .08, check the aggregate amount of indebtedness for each category; i.e., if you, your spouse or dependents owe \$25,000 to each of 5 banks, check the \$100,000 or more block.
8. In Item .09, if you or your spouse have not received any income during the reporting year for professional or consulting services and anticipate no receipt of annual retainer income for the next reporting year, please check the statement to that effect.
9. The reporting person must sign and date the form.

Check the form to be sure that the information you have provided pertains to the period of January 1 through December 31 of the proper reporting year. If you have already completed and filed a form for this year, you need not do so again. If you were employed anytime, whether one day or all year, you MUST

file. Call 242-2997 if you have questions about this financial disclosure requirement.

**POSTAGE is required – the state does not pay postage for individuals. See your local post office for current rates.**

**WHEN TO FILE** – For all appointed officials and public employees who earn \$50,000 or more annually and who fall in the required categories and, all elected officials, regardless of salary, **the Statement of Economic Interests form is due no later than April 30 of each year.**

Filing for all candidates should be simultaneously with the date he or she becomes a candidate as defined in §17-22A-2 of the Code or the date the candidate files his or her qualifying papers, whichever comes first.

**PLEASE DO NOT IGNORE THIS NOTICE** – Your name was provided to our office by your employer and is currently on a list at the Alabama Ethics Commission as being required to file a financial disclosure form covering the preceding calendar year. Mail the original form and keep a copy for your records. A handling fee of 50¢ per page will be charged for ALL requested copies. If you believe our records are incorrect, please contact your personnel officer and have them contact this office at 334-242-2997.

**PLEASE DO NOT MAIL THE INSTRUCTIONS WITH YOUR FORM AS THEY MAY INCREASE YOUR POSTAGE. THEY SHOULD BE DESTROYED OR RETAINED WITH YOUR COPY OF YOUR FORM.**