LINE-BY-LINE INSTRUCTIONS FOR COMPLETING THE DOWNLOADABLE STATEMENT OF ECONOMIC INTERESTS FORM

The Legislature feels for matters of the public trust, certain individuals should be required to file Statements of Economic Interests, disclosing potential conflicts of interest. These financial disclosures do not violate the United States Constitution and do not intrude on the employee's financial privacy. While the list of job responsibilities set out in Section 36-25-14 is not all-inclusive, it does give a great deal of guidance. In addition, Section 36-25-2(c) states that: "*This chapter shall be liberally construed to promote complete disclosure of all relevant information and to insure that the public interest is fully protected.*"

There may be sections of this form that do not apply to you personally, but this form was created to best apply to over 50,000 public officials, public employees, candidates for public office, and members of boards, commissions, committees, authorities, councils, etc.

If you received this form or instructions for downloading from your employer, your name has been submitted to the Alabama Ethics Commission as being required to file for the previous year. Public officials and public employees who are required to file annual Statements of Economic Interests may be fined $10.00 per day not to exceed $1,000.00 for failure to timely file a Statement of Economic Interests with the Ethics Commission, or be charged with a Class A misdemeanor for intentional failure to file [36-25-14(d) & (e)]. Each person who meets the necessary criteria, regardless of whether they retired the previous year or served/worked in the public position **for any time (even a portion of one day) during the previous year**, is required to file.

General Information

Top of form: Candidate Information: **Are You a Candidate?** Circle Yes or No (REQUIRED)**For Office In -** Check City, County, or State Check Entity Type (REQUIRED IF ABOVE ANSWER IS YES) **For Office Of** Write in Name of Office for which you are a Candidate.

Law Enforcement Information: **Are you in Law Enforcement?** Circle Yes or No (REQUIRED) If you circled NO, continue to Question 01. **If you circled Yes, Check the appropriate Classification of Law Enforcement.**

01. REQUIRED FIELDS - Print your entire name, beginning with your Last Name, and include your nickname, if applicable. Print your entire home address and include your business phone number only.

02. REQUIRED FIELDS - Circle appropriate designation elected official, appointed official, employee. Circle appropriate public entity with which you are associated. Print the name and address of your public position.

02.1 REQUIRED FIELDS - Circle appropriate designation elected, appointed, official, employee. Print your job title/position for your public employment or office held during the reporting year.

02.2 REQUIRED FIELD OR N/A - Print the name of any **other** public authority (board, commission, committee, authority, council) of which you were a member during the reporting year.

02.3 REQUIRED FIELD - Circle the amount that applies to your earnings in 02. through 02.2

03. REQUIRED FIELD OR N/A - Print the name of the position(s) in which you or your spouse spent 1/3 or more of your time or your spouse's time, whether public or private, other than the aforementioned public position(s) in 02.2.

03.1 REQUIRED FIELDS OR N/A - Print the name and address of the business associated with the position mentioned in 03. above. (Print name and address of self-employment in line 03.)

03.2 REQUIRED FIELD OR N/A - If the position mentioned in 03.was associated with self-employment, print the name and address of that business.

03.3 REQUIRED FIELD - Circle the appropriate amount of earnings as listed in the employment specified in 03. This is employment for you, your spouse and dependents **other than** compensation for your public position.

03.4 REQUIRED FIELD OR N/A - Circle the appropriate response if you, your spouse, or your dependent(s) owned 5% or more stock in the company listed in 03.1 and/or 03.2.

03.5 REQUIRED FIELD OR N/A - Circle the applicable response if your spouse or you were a consultant and earned more than $1,000 from the business(es) listed in 03.1 and/or 03.2.

03.6 REQUIRED FIELD OR N/A - Circle the appropriate response if you and/or your spouse served as an officer/director/trustee of the business listed in 03.1 and/or 03.2.

Information on Family Members

04. REQUIRED FIELDS - Print your spouse's name, address and occupation/business. Print additional family members' names where applicable.

Other Income

05. through 05.4 - REQUIRED FIELDS OR N/A

Other than previously mentioned income, list all income such as stocks, fees, dividends, profits, commissions and interest, including interest on bank accounts. Also, include any income or salary in which you spent any amount of time earning but have not listed thus far.

In the first column print the name of the employer, bank, stock, etc. from which the income was derived. In the second column, list the type of income, i.e. interest. In the following columns, check the column with the appropriate amount listed. Add attachments as necessary.

05.1 REQUIRED FIELD OR N/A - Circle the appropriate designation where you earned more than $5,000 for one of the incomes mentioned in 05.

05.2 REQUIRED FIELD OR N/A - Circle the appropriate designation where you earned more than $1,000 but less than $5,000 for one of the incomes mentioned in 05.

05.3 REQUIRED FIELD OR N/A - If you, your spouse or one of your dependents served as an officer, director, trustee or consultant last year in one of the businesses from which you received income listed in 05., circle the appropriate designation.

05.4 REQUIRED FIELD OR N/A **-** List any business or subsidiary thereof listed above in which you, your spouse or your dependents jointly or severally owned 5% or more stock and/or served as an officer during the reporting year.

Real Estate Holdings

06. This section should be completed **ONLY** by **elected officials, appointed officials or candidates for office**. **DO NOT include your homestead**. Skip this section and go to 07., if you are **NOT** an elected or appointed official or a candidate for office.

06.1 If you checked **YES** that you, your spouse and/or your dependents owned real estate **for investment** during the reporting year, list each piece below and check the appropriate boxes. Add attachments as needed.

06.2 If you checked **YES**, list any and all **rent/lease income from any government agency in Alabama** that you, your spouse or your dependents received during the reporting year. Also, the detailed lease/rent agreement shall be filed with the Ethics Commission.

Indebtedness Information

07. Report debts owed to all businesses operating in Alabama** **as of December 31** of the reporting year. Include debts for **YOU, YOUR SPOUSE and DEPENDENT CHILDREN.**
Doing business in Alabama, regardless of where their home office is located or where you mail your payment.**

In the column **"How many do you OWE?"** provide the actual **number** of companies with outstanding balances at the **end of reporting year** and Check the corresponding COMBINED Dollar Amount owed. (i.e., if you, your spouse or dependents owe $25,000 to each of 5 banks, check the $100,000 or more block.)

DO NOT INCLUDE indebtedness associated with your **homestead** (residence/home) in which you live.

07.1 REQUIRED FIELD OR N/A **-** Include the number of banks, including credit cards where you, your spouse or your dependents have indebtedness.

07.2 REQUIRED FIELD OR N/A **-** Include the number of credit unions and savings and loan associations in which you, your spouse or your dependents have indebtedness and include credit cards, if any.

07.3 REQUIRED FIELD OR N/A **-** Include the number of insurance companies where you, your spouse or your dependents have indebtedness.

07.4 REQUIRED FIELD OR N/A - Include the number of mortgage companies, **except your homestead**, where you, your spouse or your dependents have indebtedness.

07.5 REQUIRED FIELD OR N/A **-** Include the number of stockbrokers and/or bond firms where you, your spouse or your dependents have indebtedness.

07.6 REQUIRED FIELD OR N/A - Include the number of individuals and/or any other businesses, including store cards, where you, your spouse or your dependents have indebtedness.

07.7 REQUIRED FIELD OR N/A – Include the number of student loans in which you, your spouse or your dependents have indebtedness.

Professional or Consulting Services

08. Complete this section **ONLY** if you or your spouse received income during reporting year for **professional or consulting activities**, (i.e., **legal, accounting, medical or health-related, real estate, banking, insurance, educational, farming, engineering, architectural management, or other professional services or consultations).**

List the number of clients in the appropriate areas and check the dollar amount (range) received. **If this section DOES NOT apply to you, check the appropriate box, skip this section and go to 09.**

Declaration of Reporting Person

09. Read the declaration, sign your full name, include the date signing, and **legibly print** your full name.

Mail your completed form to the Alabama Ethics Commission to the address on the first page.

CANDIDATE INFORMATION VERY IMPORTANT

Section 36-25-15 requires candidates at every level of government to file a completed Statement of Economic Interests form for the previous calendar year with the appropriate election official simultaneously with the date he or she becomes a candidate as defined in Section 17-22A-2, Code of Alabama, 1975, or the date such candidate files his or her qualifying papers with the appropriate election official, whichever date occurs first. Failure to comply with this section will result in the candidate being deemed not qualified, and their name being removed from the ballot. (36-25-15(c)).