

**From:** [Ethics Commission, \(ETH\)](#)  
**Subject:** Important Notice Regarding New eForms pertaining to the Statement of Economic Interests (Form 700) Program  
**Date:** Tuesday, February 23, 2021 5:36:50 PM  
**Attachments:** [image001.png](#)  
**Importance:** High

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Dear Appointing Authorities, Department Heads, and Filing Officers,

This notice is being provided by the Ethics Commission's Engagement and Compliance division to familiarize you with several new eForms associated with the Statement of Economic Interests (Form 700) program that will replace existing paper forms effective **March 1, 2021**. The sections below provide a description of each eForm, filing requirements, and clarify related business processes.

Please note that this notice is intended to serve as general guidance regarding these requirements and is not meant to substitute for other compliance materials or advice provided by Ethics Commission staff.

#### **Requirements:**

- **Notice of Appointment and Reappointment**

- *Filed by Appointing Authority or designee*

Per SF Campaign and Governmental Conduct Code (C&GCC) [Sec. 3.1-105](#), every appointing authority whose appointees file Statements of Economic Interests (Form 700) with the Ethics Commission must provide written notice to the Ethics Commission of the name of the appointee who has assumed office or employment within 15 days of the City officer or employee assuming office or employment. Correspondingly, whenever the Mayor or a board or commission appoints a department head, the official or the secretary to the board or commission who makes the appointment must inform the Ethics Commission of the appointment within 15 days of the department head's assuming office date. Please note that the date that a person "assumes office or employment" is the date that a person is sworn in, or begins to perform the duties of the position, whereas the date of appointment or nomination to an office is the date the appointment or nomination is submitted to the confirming body.

*eForm:* [SFEC Form NAR - Notice of Appointment or Reappointment](#)

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- **Notice of Resignation / Leaving Office**

- *Filed by Appointing Authority or designee*

Per C&GCC [Sec. 3.1-105](#), every appointing authority whose appointees file Statements of Economic Interests (Form 700) with the Ethics Commission must provide written notice to the Ethics Commission of the name of the appointee who has left office or

employment within 15 days of the City officer leaving office or employment. Correspondingly, whenever the Mayor or a board or commission receives the resignation or retirement notice from a department head, the official or the secretary to the board or commission who receives the resignation or retirement notice must inform the Ethics Commission of the resignation or retirement within 15 days of the department head's departure from office. Please note that the date that a person "leaves office or employment" is the date that the person is no longer authorized to perform the duties of the office, and stops performing those duties.

*eForm:* [SFEC Form NRLO - Notice of Resignation / Leaving Office](#)

#### ■ **Department Contact Change Form**

- *Filed by Department designee*

The Ethics Commission disseminates important compliance information to City departments pertaining to political and governmental activities, including the Statement of Economic Interests (Form 700), conflicts of interest, and open government. This information is sent to department heads, departmental filing officers and/or filing liaisons. Accordingly, City departments should inform the Ethics Commission of changes to your department's Form 700 filing officer, filing liaison, or department head as they occur. Please note that forms submitted without department head authorization will not be accepted.

*eForm:* [SFEC Form DCC - Department Contact Change Form](#)

#### ■ **Filer Electronic Account Set-up**

- *Initiated by the Ethics Commission staff; Completed by Departmental Filing Liaison*

Per SFEC [Regulation 3.1-103-2](#), persons required to file a Statement of Economic Interest (Form 700) with the Ethics Commission in electronic format must provide specific information to their filing officer ("Ethics Commission") within 15 days of the date the person assumed office or employment. Within 5 days of receipt, the Ethics Commission will use the information to create an electronic filing account for the filer and provide the filer with the information necessary to access the account and file required statements. Please note that the date that a person "assumes office or employment" is the date that a person is sworn in, or begins to perform the duties of the position.

Upon receipt of a Notice of Appointment and Reappointment, Ethics Commission staff will initiate and send **SFEC Form 700 FEAS – Filer Electronic Account Set-up Form** via DocuSign to the department's designated filing liaison for completion in DocuSign.

Upon receipt of completed form, Ethics Commission staff will set-up the electronic filer account and contact the filer with account access information and filing instructions.

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Our office is working to update all applicable web pages to reflect the information contained in this notice by March 1, 2021. In the meantime, if you have any questions, please contact Pat Petersen, Engagement & Compliance Officer at [ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) or (415) 252-3100.

Regards,

**Rachel Gage**

Engagement & Compliance Manager

San Francisco Ethics Commission

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[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org)



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The Ethics Commission's physical office is currently closed for the duration of the City's Shelter-in-Place Public Health Order, however, we are open for business and continue to be available by phone and email to provide assistance remotely. Please contact us at [ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) or (415)-252-3100. For the latest news and updates from the Ethics Commission, please visit [www.sfethics.org](http://www.sfethics.org).

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PLEASE NOTE THAT NOTHING IN THIS E-MAIL IS INTENDED TO CONSTITUTE A WRITTEN FORMAL OPINION OF THE SAN FRANCISCO ETHICS COMMISSION, AND THE RECIPIENT MAY NOT RELY ON THIS E-MAIL AS A DEFENSE IN ANY ENFORCEMENT PROCEEDING.