

## Sample Template – Leaving Office Notice (for Designated Filers)

Subject: Your Leaving Office Form 700 is Due [DAY], [DATE]

Hello, [NAME]

A Leaving Office Form 700 has been set up for your submission. Except for deadlines that fall on Saturday, Sunday or an official state holiday, there is no provision in the law for an extension of a filing deadline. Late statements are subject to a \$10 per day late fine.

**Your Leaving Office Form 700 is due no later than [MM/DD/2022].**

The period covered for your statement is [01/01/XX] through [MM/DD/YY] (your last day in the position).

**Please remember that except for deadlines that fall on a Saturday, Sunday or an official state holiday, there is no provision in the law for an extension of a filing deadline. Late statements are subject to a \$10 per day late fine. Furthermore, persons who fail to file their Form 700 timely may also be referred to the Ethics Commission's Enforcement Division, which may impose a penalty of up to \$5,000 per violation.**

### How To File

Effective January 1, 2022, all persons occupying positions designated in the City 's conflict of interest code ("code") file their assuming office, annual, and leaving office Form 700 statements in electronic format using the Ethics Commission 's NetFile e-filing system.

- Visit [Form 700 Filers Page](#) to submit your filings electronically.
- Your NetFile User E-mail Address is: [EMAIL ADDRESS]
  - If you are a new NetFile account holder or have forgotten your password, click here to [Request a New Password](#). Thereafter, an e-mail will be sent to you with instructions for selecting a system-generated password or creating one of your choosing.
- **Start your Form 700 filing:**
  - In the "Filings to Complete" table, select the "check box" in the Create column next to "Fppc700 Annual" and click the "Start Selected Document" button.
  - If applicable you may **combine your Annual & Leaving Office Form 700** by selecting the "check box" in the rows for **both** filings **before** clicking the "Start Selected Document" button.
  - Your Form 700 cover page is pre-filled with the information entered when your account was created. Follow the on-screen prompts to complete the form and submit your statement.

- When you start a filing, the system retains the information you've entered when you log out. If you are unable to complete your filing in one sitting, be sure to log out of the system. When you are ready to resume your filing, log back in and click "Edit" next to the filing in the Filings to Complete table.
- **No changes since your most recent e-filing?**
  - NetFile retains your filing entries from your last e-filed statement, so you only need to enter information that has changed since the last time you e-filed using NetFile.
  - If nothing has changed since your last e-filed statement, skip the last step by going to the Form 700 Links in the upper right-hand corner of your filing. Click **Review Draft & E-File**.
- **Your Disclosure Category is: [X]**
  - **Avoid over-reporting!** Your disclosure category and its description are available in your NetFile account after you login. You can also refer to your department's section of the [conflict of interest code](#) to find your disclosure category, which is listed next to your position.
- **What's reported on your Assuming Office Form 700?:**
  - Based on requirements of your disclosure category:
  - Reportable investments and interests held; **and**
  - Income (including loans, gifts, and travel payments) received during the period covered.
    - Generally, the period covered is January 1 through the date you left the office or position.

### Questions?

- Find important information about filing deadlines, reporting requirements, and more at: [Form 700 Home Page](#).
- For reporting-related questions and technical support: [Ethics Commission Form 700 Support Portal](#)

Sincerely,

[Filing Officer Signature Block]