LEAVING OFFICE Form 700 + Ethics/Sunshine Training | Appointing Authorities & Filing Liaisons | City Officers Appointing Authority Complete Notice of Resignation/ Start **Leaving Office Form** via Docusign Department Filing Liaison Help Ensure Timely Assist with Department Filing of Form 700 Dissemination Point-ofand ETH/SUN of Notices/ Contact Information Trainings Complete Leaving Office Form 700 Review → Passed Review? —Yes End Statement Filed w/i 30 days after Leaving Office Date? Send Leaving Office Set-up Leaving Office Send Amendment Notice to Filer Statement (cc Liaison) Request to Filer in Netfile (if applicable; review exceptions) -No-Refer Non-Start Late Fee Compliant Filer to **Notice Protocal** Enforcement Agency >90 days