

Template -- Annual Notice for Designated Filers

Dear [NAME],

This notification is to inform you that Your Annual Statement of Economic Interests (Form 700) is due no later than April 1, 20[XX].

The Political Reform Act requires certain officials, employees, and consultants who serve in positions designated in an agency's conflict-of-interest code to disclose their financial interests as specified by their position's disclosure category on a form called a **Statement of Economic Interests (Form 700)**.

The Form 700 provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their own personal finances. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

The following filings have been set up for you to complete:

- **Annual Form 700**
 - Reporting for the period [01/01/YYYY] through [12/31/YYYY]
- **Annual Ethics Training Declaration**
 - Allow 1.5 hours to complete. You may start and resume the session.
 - Complete all steps or your training will not be considered complete.

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.

Please note that failure to timely file your Form 700 or Certificate of Ethics Training may result in enforcement action and administrative penalties.

How To File

Effective January 1, 2022, all persons occupying positions designated in the City's Conflict of Interest Code are required to file their Form 700 statements in electronic format using the Ethics Commission's NetFile e-filing system.

If you received this notice, your NetFile account has been created. Follow the steps below to access your account:

- **Forgot your password?**
 - Your **NetFile User E-mail Address** is the e-mail address that received this notice and is generally your City-issued e-mail address.
 - Enter your e-mail address and click "Submit." Thereafter, an e-mail will be sent to you with instructions for selecting a system-generated password or creating one of your own. If this will be your first time e-filing your Form 700 statement using NetFile, or you've lost your NetFile password, click here to [Request a New Password](#), choosing. Check your spam/junk folder if you do not receive the e-mail within a few minutes. Be sure to save your password in a safe place.
 - If the system is unable to locate your account, please [click here to request assistance](#).
- **Login to NetFile:** Proceed to the Ethics Commission's [Form 700 Filers Page](#).

- Click on "E-File Form 700" button to access the NetFile filer login screen.
- Enter your NetFile User E-mail Address and Password.
- **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 to Your Reportable Assets?** The system retains the information from your last filing. If you do not have any changes, go to the links in the upper right-hand corner and click on **Review Draft & E-File**. This shortcut allows you to bypass the schedules where you have no changes to report.

What's reported on your Annual Form 700?

- Based on requirements of your disclosure category:
 - reportable investments and interests held during the previous 12-month calendar year (Jan 1- Dec 31); **and**
 - income (including loans, gifts, and travel payment) received during the previous 12- month calendar year (Jan 1- Dec 31).
- **Avoid over-reporting!** Your disclosure category and its description are available in your NetFile account. 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.
- **Start your Ethics Training Declaration:**
 - In the "Filings to Complete" table, select the "check box" in the Create column next to "Ethics Training" and click the "Start Selected Document" button.
 - Complete all steps or your training will not be considered complete.

Questions?

- Find important information about filing deadlines, reporting requirements, and more on the Ethics Commission's [Form 700 Home Page](#).
- For questions regarding your filing status, disclosure category, etc., contact your [departmental filing officer](#).
- For reporting-related questions, login assistance, and technical support, connect with Ethics Commission staff through the Ethics Commission's [Form 700 Support Portal](#).

Sincerely,
[Signature Block]

