

Sample Template -Assuming Office Notice (For Designated Filers)

Subject: Action Required - Your Assuming Office Form 700 is Due [DAY], [DATE]

Dear [NAME],

Congratulations on your new position as [POSITION] in [DEPARTMENT]!

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:

- **Assuming Office Form 700**
 - Reporting for the period [MM/DD/YYYY] through [MM/DD/YYYY] (12 months prior to the date you assume office through your start date)
- **Assuming Office 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.

Your Assuming Office Form 700 and Assuming Office Ethics Training are due no later than [MM/DD/YYYY].

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 ("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: [CITY-ISSUED EMAIL ADDRESS]

If you are a new NetFile account holder, 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" and click 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 Reportable Assets to Report on your Form 700?** 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.

■ **Your Disclosure Category is:** **X**

- **Avoid over-reporting!** Your disclosure category and its description are available in your NetFile account after you log in. 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 on the date you assumed the office or position; **and**
 - Income (including loans, gifts, and travel payments) received during the 12 months prior to the date that you assumed the office or position (i.e., start date).

■ **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 at: [Form 700 Home Page](#).
- For reporting-related questions and technical support: [Ethics Commission Form 700 Support Portal](#)

Sincerely,

[Filing Officer Signature Block]

