



1. Please provide the following information with respect to each business entity transacting any business with the District Government (including sole proprietorships, partnerships, and corporations) in which you (or your spouse, if property is jointly titled) have a beneficial interest valued in excess of \$1,000 (including those held in such person's own name, in trust, or in the name of a nominee); and interest consisting of corporate stock which is registered and traded on a national exchange shall be included only if its aggregate value exceeds \$5,000. **If none, state none.**

Name of person having financial interest \_\_\_\_\_

Name of business \_\_\_\_\_

Address of business \_\_\_\_\_

2. Please provide the following information with respect to each business entity transacting any business with the District Government (including sole proprietorships, partnerships and corporations) from which you (or your spouse, if property is jointly titled) have received income for services rendered in excess of \$1,000. **If none, state none.**

Name of business \_\_\_\_\_

Address of business \_\_\_\_\_

3. Please provide the following information with respect to each business entity transacting business with the District Government (including sole proprietorships, partnerships and corporations) in which you (or your spouse, if property is jointly titled) serve as an officer, director, partner, employee, consultant, contractor or in any other formal capacity or affiliation. **If none, state none.**

Name of business \_\_\_\_\_

Title or position \_\_\_\_\_

4. Please provide the following information with respect to each outstanding liability borrowed by you (or your spouse, if such liability is joint) in excess of \$1,000. Do not include loans from a federal or state insured or regulated financial institution or member of your immediate family, or any business enterprise regularly engaged in the business of providing revolving credit or installment accounts. **If none, state none.**

Name of lender \_\_\_\_\_

Amount of liability \_\_\_\_\_

5. List actual location of all real property located in the District of Columbia (other than the personal residence actually occupied by you or your spouse) in which you (or your spouse if jointly titled) have an interest with a fair market value in excess of \$5,000. **If none, state none.**

Location \_\_\_\_\_

Location \_\_\_\_\_

6. List any professional or occupational licenses held by you issued by the District of Columbia Government. **If none, state none.**

A. \_\_\_\_\_  
B. \_\_\_\_\_

7. List all gifts with an aggregate value of \$100 or more received by you from any business entity (including sole proprietorships, partnerships and corporations) transacting any business with the District of Columbia Government (including any of its agencies, departments, boards, commissions or educational bodies). **If none, state none.**

Gifts	Name and Address of Donor	Value of Gift
A. _____	_____	_____
B. _____	_____	_____

**VERIFICATION**

I swear (or affirm) that the Financial Disclosure Statement and supplementary information have been examined by me and to the best of my knowledge and belief is true, correct and complete. I understand the willful making of a false, misleading or incomplete statement can be grounds for civil and criminal prosecution. I further state that I have not caused title to property to be placed in another person or entity for purposes of avoiding the disclosure requirements of D.C. Official Code Sections 1-1106.2 (a) and (b), as amended.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## **GENERAL INSTRUCTIONS**

### **WHO MUST FILE**

A Financial Disclosure Statement (FDS) shall be filed by the following candidates for office and public officials:

- (a) Any candidate for nomination for election, or election, to public office, except the office of Advisory Neighborhood Commissioner, at the time of candidacy, who does not occupy any such office;
- (b) All elected officials, except Advisory Neighborhood Commissioners;
- (c) Members of specific boards and commissions, pursuant to the Act;
- (d) Employees within the Legal or Excepted Service and paid at a rate of DS-13 or above;
- (e) Employees within the Management Supervisory Service (MSS) and paid at a rate of MS-13, or above;
- (f) Persons serving as subordinate agency heads pursuant to the Personnel Act;
- (g) Any other public official expressly subject to the financial disclosure provisions of the Act.

An individual shall be considered to have been a public official for the purposes of filing a Financial Disclosure Statement for the prior calendar year, if the individual has served as a public official for more than thirty (30) days during any calendar year in a position for which Financial Disclosure Statements are required. The Financial Disclosure Statement must be full and complete for the entire prior calendar year regardless of the date of candidacy or appointment to public office.

### **WHEN TO FILE**

The Financial Disclosure Statement shall be filed with the Director of Campaign Finance not later than May 15<sup>th</sup> of each year for the prior calendar year; within 90 days of the termination of a position by a public official; within thirty (30) days of any change in information represented on the Financial Disclosure Statement; and within 30 days of becoming a candidate for public office (with the exception of ANC Candidates).

A document is timely filed upon delivery to the Office of Campaign Finance by 5:30 p.m. of the prescribed filing date. Statements sent by first class mail must be received by 5:30 p.m. on the prescribed filing date to be considered timely filed. An electronic report is timely filed by midnight of the prescribed filing date.

## GENERAL INSTRUCTIONS (CONTINUED)

### HOW TO FILE

This form may be filed electronically at [www.ocf.dc.gov](http://www.ocf.dc.gov) or by delivery of an original report to the Office of Campaign Finance. If you elect to electronically file you must submit a printed signed copy of your electronically filed document. You must obtain your secure login ID and password from the Office of Campaign Finance to electronically file.

### WHERE TO FILE

A Financial Disclosure Statement must be filed or mailed to the Office of Campaign Finance, Frank D. Reeves Municipal Building, 2000 – 14<sup>th</sup> Street, NW, Suite 433, Washington, DC 20009, (202) 671-0547. An electronic report must be submitted at [www.ocf.dc.gov](http://www.ocf.dc.gov) and a printed copy of the same report mailed to the above address.

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\* Each candidate, officer, or employee required to file a Financial Disclosure Statement, who has served in more than one position required to file under D.C. Official Code Section 1-1106.02 (a), may use one Financial Disclosure Statement Form in lieu of multiple filings to disclose these positions. However, each position must be clearly listed on page one of the Financial Disclosure Statement. An attachment or letter of explanation listing multiple positions and each board or commission on which the candidate, officer or employee is a member must be submitted to comply with this disclosure requirement.