

MODEL ANNUAL DISCLOSURE FORM
[COUNTY, CITY, TOWN, VILLAGE, OR OTHER MUNICIPALITY] OF

ANNUAL DISCLOSURE STATEMENT
FOR CALENDAR YEAR ____

Last Name	First Name	Initial
Title	Department or Agency	
Work Address	Work Phone No.	

If the answer to any of the following questions is “none,” please so state. Attach additional pages if necessary.

1. Outside Employers and Businesses. List the name of every employer or business, other than the [municipality], from which you received more than \$1,000 for services performed or for goods sold or produced during the year [previous calendar year].¹ Do not list individual customers or clients of the business.² Do not list businesses in which you were an investor only (they are listed in Question 2 below). Identify the nature of the business and the type of business, such as a partnership, corporation, or sole proprietorship, and list your relationship(s) to the employer or business (*i.e.*, owner, partner, officer, director, member, employee, and/or shareholder). Provide the same information for your relatives. “Relative” includes your spouse or registered domestic partner, children, grandchildren, parents, sisters, brothers, and grandparents; the parents, children, sisters, and brothers of your spouse or registered domestic partner; the spouses or registered domestic partners of your parents, children, brothers, and sisters; and any person claimed as a dependent on your latest individual state income tax return.³

Name of Family Member	Relationship to You	Name of Employer or Business	Nature of Business	Type of Business	Relationship to Business
<i>[E.g.: John Smith]</i>	<i>Self</i>	<i>TechIM</i>	<i>Computers</i>	<i>Corp.</i>	<i>Pres. & S/H</i>
<i>[E.g.: Rose Smith]</i>	<i>Wife</i>	<i>Monument Realty</i>	<i>Real Estate</i>	<i>Partnership</i>	<i>Employee</i>

¹ The figure should be tied to the code of ethics, that is, to the minimum amount of income received from a person of entity that triggers recusal.

² If the municipality determines to require disclosure of major customers and clients of elected officials and compensated policymakers then the following should be added at the end of this sentence: “(they are listed in Question 10 below).”

³ “Relative” should be defined to include only those relatives whom, under the ethics code, an official may not take an action to benefit.

2. **Investments.** List the name of any entity in which you have an investment of at least 5% of the stock or debt of the entity or \$10,000,⁴ whichever is less. Do not list any entity listed in response to Question 1 above. Identify the nature of the business and the type of business (*e.g.*, corporation). Provide the same information for your spouse or registered domestic partner and any of your children who are under age 18.

Name of Family Member	Relationship to You	Name of Entity	Nature of Business	Type of Business
<i>[E.g.: John Smith]</i>	<i>Self</i>	<i>Verizon</i>	<i>Communications</i>	<i>Corp.</i>

3. **Real Estate.** List the address of each piece of real estate that you or your relatives, as defined in Question 1, own, lease, or rent, in whole or in part. List only real estate that is located in the [municipality] and the [contiguous municipalities]. For residential property, list as the address only the city or village (or, if none, the town) in which the property is located.⁵

Name of Family Member	Relationship to You	Address of Real Estate	Type of Interest
<i>[E.g.: Robert Smith]</i>	<i>Father</i>	<i>2 Main St., Teatown</i>	<i>Hold mortgage</i>

4. **Gifts.** List each gift that you or your spouse or registered domestic partner or child under the age of 18 and living with you received worth \$10⁶ or more during the year [previous calendar year], except gifts from relatives, as defined in Question 1. A “gift” means anything sought or received for less than fair market value, whether in the form of money, a service, a loan, travel, lodging, meals, refreshments, entertainment, discount, forbearance, promise, or tickets, or in any other form. Separate gifts from the same or affiliated donors during the year must be added

⁴ The amount should equal the threshold for a conflict of interest under the municipal ethics law. For example if an official does not violate the ethics law by acting to benefit a company in which he or she has an investment of less than \$10,000 or 5%, then disclosure of that interest should not be required.

⁵ Only that property that may give rise to a conflict of interest under the code of ethics should be listed. For reasons of safety and security, the street address of residential property should not be listed.

⁶ The amount should equal the threshold for prohibited gifts under the municipal ethics law but not more than \$75.

together for purposes of the \$10 rule. You do not need to list a gift if you know that the donor has had no contracts with, non-ministerial licenses or permits from, funding from, or litigation against the [municipality] during the previous 24 months.

Recipient of Gift	Donor of Gift	Relationship to Donor	Nature of Gift
<i>[E.g.: John Smith]</i>	<i>Acme Corp.</i>	<i>Former employer</i>	<i>Free trip to Las Vegas]</i>

5. Political Contributions. List each person or entity that made to you or your campaign committee, within the previous 24 months, financial contributions, in money, goods, or services, totaling \$1,000⁷ or more to assist in your election to public office.

Name of Contributor

<i>[E.g.: Alfred Jones]</i>

6. Relatives in [Municipality's] Service. List each relative, as defined in Question 1, who is an officer or employee of the [municipality], whether paid or unpaid, including the relative's name, relationship to you, title, and department.⁸

Name of Family Member	Relationship to You	Title	Department
<i>[E.g.: Alex Jones]</i>	<i>Sister's husband</i>	<i>Code Enf. Officer</i>	<i>Building]</i>

⁷ The amount should equal the threshold for a conflict of interest under the municipal ethics law. For example, if an official does not violate the ethics law by acting to benefit a person who donated \$500 to the official's campaign, then disclosure of that contribution should not be required on the annual disclosure statement.

⁸ The relatives listed should include only those as to whom the official is prohibited from taking any action.

7. Volunteer Positions. List each volunteer office or position that you hold with any not-for-profit organization. Do not list entities of which you were a member only or for which you volunteered only in a non-policymaking, non-administrative capacity, such as a Little League coach. Provide the same information for your spouse or registered domestic partner.⁹

You or Spouse/RDP	Name of Entity	Position	Nature of Business
<i>[E.g.: Spouse]</i>	<i>Shepherd's Food Panty</i>	<i>Bd. of Directors member</i>	<i>Distributes free food</i>

8. Money You Owe (Elected Officials and Compensated Policymakers Only). List each person or entity to which you or your spouse or your registered domestic partner owes \$10,000¹⁰ or more. Do not list money owed to relatives, as defined in Question 1. Do not list credit card debts unless you have owed the money for at least 60 days.

Debtor	Creditor	Type of Obligation
<i>[E.g.: John & Rose Smith]</i>	<i>Chase Bank</i>	<i>Mortgage loan</i>

9. Money Owed to You (Elected Officials and Compensated Policymakers Only). List each person or entity that owes you or your spouse or your registered domestic partner \$10,000¹¹ or more. Do not list money owed by relatives, as defined in Question 1.

Creditor	Debtor	Type of Obligation
<i>[E.g.: John Smith]</i>	<i>Alexis Doe</i>	<i>Personal loan</i>

⁹ Only those positions should be listed that would disqualify the official from acting to benefit the organization.

¹⁰ The amount should be equal to the amount that would constitute a financial relationship between the official and the creditor, thus prohibiting the official from taking an official action that might benefit that creditor.

¹¹ The amount should be equal to the amount that would constitute a financial relationship between the official and the debtor, thus prohibiting the official from taking an official action that might benefit that debtor.

[10. **Customers and clients.** (Elected Officials and Compensated Policymakers Only). List the name of each customer or client from whom or from which you or your spouse or registered domestic partner earned \$1,000 or more during the year [previous calendar year]. Do not disclose the names of medical or dental patients, mental health clients, or, in the case of lawyers, clients in criminal, bankruptcy, or domestic relations matters.]¹²

[Name of Customer or Client]

[E.g.: John Smith]

*I certify that all of the above information is true to the best of my knowledge and that, within the past two weeks, I have read the two-page ethics guide attached to this form.*¹³

Signed: _____

Date Signed: _____

¹² If the municipality wishes to require disclosure of major customers and clients of elected officials and compensated policymakers, this provision may be added to the disclosure form

¹³ A copy of the code of ethics (not the entire ethics law, just the code itself) should be attached to the disclosure form, if the code is sufficiently short. If it is not, then a summary, of no more than two pages, should be attached.