

# Financial Disclosure (§ 2.2-3118)

## Procedures and Information – Paper Disclosures

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*Please note that beginning July 1, 2016, financial disclosures are required to be completed electronically as prescribed by § 2.2-3114 (C). Financial disclosures submitted on paper on or after July 1, 2016, will not be accepted.*

### *Timely Delivery*

- A disclosure is considered delivered timely if received by 5 p.m. on the date of the filing deadline, June 15 or December 15, or the next business day should the deadline fall on a legal holiday or weekend.
- Paper disclosures delivered to the Council office will be date stamped as received by the Council. This will not prohibit Council staff from requesting further documentation from the filer if necessary.

### *Incomplete Filings*

- If a disclosure is found to be incomplete, Council staff will notify the filer via email of the information or documentation required. Such notifications are exempt from disclosure under the Freedom of Information Act. The filer has five business days from the date of the request to provide the Council with the requested documentation.
  - Should the disclosure be found incomplete after the reporting deadline, a request for additional information will be made to the filer via email giving the filer five business days from the date of the request to respond with the additional information. No penalty will be assessed to the filer if the additional information is received by the Council within five business days of the request. If the filer does not respond within five business days, the disclosure will be considered late and the filer will be assessed the prescribed penalty of \$250.
  - Only disclosures that are submitted on Council-approved forms will be accepted. Disclosures submitted on other forms will be considered incomplete. Council-approved forms are available on the Council's website at [{LINK}](#).

## *General Information*

Pursuant to subsection B of § 2.2-3114, members of designated boards, commissions, councils, and authorities in the executive branch of state government are required to file this Financial Disclosure Statement as a condition of appointment and then semiannually while serving as an officeholder.

Pursuant to subsection B of § 2.2-3115, citizen members of local boards, commissions, and councils as may be designated by the local governing body must file this form.

**For State Board Members:** You must file this form with the Council as a requirement for appointment.

**For Local Board Members:** If you have been recently appointed, you must file this form with the Clerk of the appropriate governing body prior to attending your first meeting.

The information required on this form must be provided on the basis of the best knowledge, information, and belief of the individual filing the form as of the date of this report unless otherwise stated. As a condition for assuming an office, this form constitutes a report of financial interests at the time of filing.

The semiannual filings are due by June 15 and December 15.

**You must sign and date this form upon completion.**

**This Financial Disclosure Statement is open for public inspection.**

## *Filing Your Disclosure Statement*

You may file your completed disclosure statement with the Council by:

### *Mailing your completed statement to:*

Conflict of Interest and Ethics Advisory Council  
Division of Legislative Services  
Attention: Michelle LeGates  
201 N. 9th St, 2nd Floor  
Richmond, VA 23219

### *Faxing your completed statement to:*

(804) 371-8705

### *Emailing your completed statement to:*

[ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov)

To complete, sign, and file your disclosure statement online via the online disclosure portal, go to <https://commonwealth.virginia.gov/va-government/lobbyists/>.