

Financial Disclosure Filing Tips

1. You are not just reporting information about yourself – you are also reporting information regarding your immediate family member(s), such as **your spouse, domestic partner, and/or dependent children**.
2. If you **own or rent a house** in Montgomery, Prince George's, Howard or Frederick County, Maryland; Washington, DC; or Fairfax or Loudoun County, Virginia, you must report this in Section 1 of your financial disclosure filing. If you own or rent property outside these jurisdictions, do not report them.
3. If your Real Property holdings are encumbered by a **mortgage or a home equity line** of credit, these encumbrances should be listed in Section 1 AND fully disclosed in Section 7.*
4. Individual **stocks and/or bonds** must be reported in Section 3 of your financial disclosure.
5. **DO NOT REPORT MUTUAL FUNDS IN YOUR FINANCIAL DISCLOSURE** (Section 3)!
6. **ALL of your sources of income** must be reported in Section 4, including your County employment, if applicable, rental income, outside employment income, dividends, insurance benefits, retirement income, etc.
7. You do not have to disclose **gifts you receive from relatives**, unless the gift giving relative is or should be registered as a lobbyist in Montgomery County, Maryland, and does business with or lobbies the County agency with which you are affiliated, or owns a business that is regulated by the County agency with which you are affiliated (Section 5).
8. **Credit card debt** only has to be reported if you carried a balance of \$5,000 or more for 90 days or more during the reporting period on any individual credit card (Section 7).
9. Do not report **debts owed to or by relatives** in Sections 7 and 8.
10. Unless you are the County Executive, a member of the County Council, or a candidate for any of these offices, do not report your **Government Bond holdings** in Section 11.
11. Unless you are an elected official, do not report **solicitation of gifts to charitable organizations** in Section 12.
12. If you feel **clarification** is needed to explain anything in your disclosure, please include a note in Section 13. (Example: you list a mortgage in Section 7, but the property is located in Baltimore County, so you are not required to report the property in Section 1. A note in Section 13 stating that the property attached to the mortgage is in Baltimore County would be useful to your reviewer and could prevent the unnecessary return of your disclosure to you.)
13. Review of financial disclosures is a **two-level review process**. When you submit your disclosure, it will be sent to your department-level reviewer (most often, the director of the department/agency through which you work). Once your department-level reviewer approves the disclosure, it is passed to the Ethics Commission for final review. The Ethics Commission may return your disclosure for clarification/correction/addition, or it may accept it as submitted. You will receive electronic notifications at each step in the process.
14. **If your disclosure is returned** to you for adjustment, click View Status/History, select the filing you need to correct by clicking on the circle to the left of the applicable disclosure, and

then click Continue Filing at the bottom of the screen. This will lead you to the editable version of your disclosure.

*If the encumbrance is on property not required to be disclosed because it, for example, is not in Montgomery County or an immediately neighboring jurisdiction, the encumbrance will still have to be disclosed in Section 7 if it constitutes a reportable liability.