



WV Ethics Commission Financial Disclosure Statement

General information and instructions

Why must I file the form?

W.Va. Code §6B-2-6 and §6B-2-7 require particular individuals to report specific financial information to the Ethics Commission annually.

Who must file?

The law requires the following persons to file this form annually with the Ethics Commission:

- All elected officials in this state, including but not limited to, all persons elected statewide, all county elected officials, and municipal elected officials in municipalities that have by ordinance, opted to be covered by the disclosure provisions of this section;

- All members of county boards of education and all county school board superintendents
- All members of state boards, commissions and agencies appointed by the governor
- State executive branch secretaries of departments, commissioners, deputy commissioners, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads.

- Candidates for public office statewide, all county elected officials, municipal elected officials in municipalities that have by ordinance opted to be covered by this disclosure provision. *Currently, Charleston and Fairmont have opted to be covered by the disclosure provision.*

Candidates who file this form as incumbents need not file duplicate forms. Political party executive committee candidates are **not** required to file.

When is the form due?

- Annual filings are due by February 1. Forms are mailed to filers of record in early January.
- If you are newly appointed to a public position that requires you to file, you must complete the form and return it to the Ethics Commission within thirty (30) days of assuming your appointed office, position, or employment. Thereafter, you must file the form by February 1 of each year you are in your public service position.
- During election years, candidates for public office must file the form within ten (10) days after filing a certificate of candidacy.

General information:

- **All questions must be answered.** Please print or write clearly. You must provide an answer or mark "none" for each question. If any questions are left blank, we will return the form to you for correction.

- Do not forget to sign your completed form.
- If you have left your position or elected office as of February 1 of this year, you are not required to file the annual disclosure form which covers last year. We request, however, that you notify the Ethics Commission in writing of your reason for not filing so that our records can be corrected.

- Completed forms are available for public inspection at the Ethics Commission's Office.
- If you have any questions on how to complete the disclosure form, please call the Ethics Commission at (304) 558-0664 or toll free at 1-866-558-0664.

Note: It is a misdemeanor, punishable by a fine of not less than \$100.00 nor more than \$1,000.00 to willfully and knowingly file a false financial statement, to conceal a material fact in filing the statement, or fail to file a required financial disclosure statement. [W.Va. Code §6B-2-10(b,c)]



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Frequently asked questions:

I filed one of these forms in July when I received my appointment. Do I have to file another one?

Yes. You must file a form annually as long as you are in your public service position. Forms mailed to you in January are due February 1.

Some of these questions seem to ask for similar information. For example, I already listed my business in question 3. Do I have to list it other places on the form?

Yes - each question is independent of the others. Certain information may have to be listed several times to comply with statutory disclosure requirements.

I own a new retail business but have not made any money this year. Do I still need to list it?

Yes, your business must be listed in question 2 as well as questions 6, 7, and 8 if applicable.

I resigned my position on a State Board last year. Do I still have to file this form? How do I get off your mailing list?

No, not unless you serve in another position described on the reverse side of this page. However, we ask you notify us by returning the blank form along with a brief statement on the face of the form explaining that you have resigned and no longer serve. At that point you will be taken off our mailing list.

Question 3 asks about employment. I worked three different jobs last year, and two were part-time. Do I need to list them all or just my full time job?

You must list each of your employers, whether full-time or part-time in question three. Check the appropriate box if you had no employment last year.

I do contract work for several entities and receive a form 1099 from them at the end of the year. How do I record this information?

If your contract work earned over \$1,000, it should be listed in question 8.

Question 5 references a circuit office. What is that?

This refers to circuit court or family court judges.

Completed forms must be returned to:
WV Ethics Commission
210 Brooks Street, Ste 300
Charleston WV 25301
304-558-0664 or toll free 866-558-0664