



FINANCIAL DISCLOSURE ELECTRONIC FILING STEP-BY-STEP



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Goals of this Course:

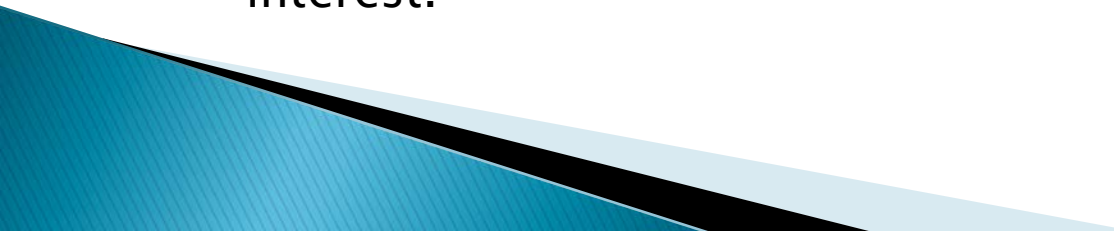
- ▶ Walk through how to use BEGA's financial disclosure electronic filing system

Who files a Public Financial Disclosure Statement?

- ▶ Statutory Authority:

- ▶ D.C. Code § 1-1162.24(a)(1) “Public officials, except Advisory Neighborhood Commissioners, members of the Washington Metropolitan Area Transit Board of Directors, and candidates for nomination for election, or election, to public office, who are not otherwise required to file, shall file annually with the Ethics Board a public report...”

Who is a Public Official?

- The Mayor, Chairman, & each Member of the District Council
 - The Attorney General
 - A Representative or Senator elected pursuant to § 1-123
 - A Member of the State Board of Education
 - A Member of the Boards & Commissions found in § 1-523.01(e)
 - A subordinate Agency Head in an Executive Service Position
 - District of Columbia employees paid, **regardless of pay schedule**, at a rate equivalent to an Excepted Service employee paid at a rate of Excepted Service 9 or above (which is **\$101,296** or above for 2015), who make decisions or participate substantially in areas of contracting, procurement, administration of grants or subsidies, developing policies, land use planning, inspecting, licensing, regulating, or auditing, or act in areas of responsibility that may create a conflict of interest or the appearance of a conflict of interest.
- 

Who is a Public Official?

▶ REMINDER:

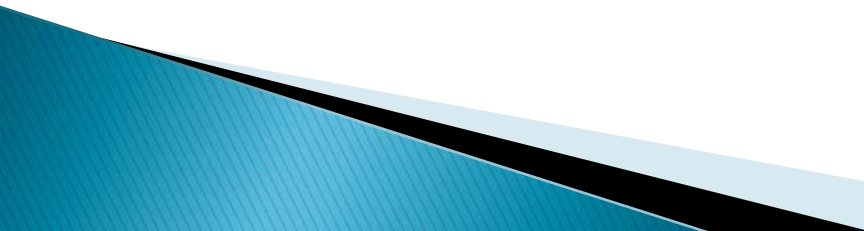
- A person is considered a “public official” only if they held the position that made them a “public official” for more than thirty (30) days within the prior calendar year.

Who files a Confidential Financial Disclosure Statement?

▶ Statutory Authority:

- ▶ D.C. Code § 1-1162.25(a) “Any employee, other than a public official, who advises, makes decisions or participates substantially in areas of contracting, procurement, administration of grants or subsidies, developing policies, land use planning, inspecting, licensing, policy-making, regulating, or auditing, or acts in areas of responsibility that may create a conflict of interest or appearance of a conflict of interest, as determined by the appropriate agency head, shall file... with that agency head a report containing a full and complete statement of the information required by § 1-1162.24.”
- ▶ Agency heads must notify designated employees who are required to file Confidential Financial Disclosure Statements on or before April 15th of every year.
 - ▶ D.C. Code § 1-1162.25(c)

Appeal of Confidential Filer Designation

- ▶ Employees can appeal their designation as a Confidential Financial Disclosure Statement filer
 - ▶ First they must submit a written request to the agency head within five (5) days of the written notification of their designation (DPM § 1810.7(a)).
 - ▶ The agency head must then make a redetermination, in writing, within five (5) days of receiving the request from the employee. (DPM § 1810.7(b)).
 - ▶ If the agency head's denies the employee's requested relief (that they should not be designated as a Confidential Filer), that denial is appealable, in writing, within five (5) days of the time the employee receives the notice of denial. The employee can then appeal this decision to the Director of Government Ethics, Darrin P. Sobin. (DPM § 1810.7(c)).
 - ▶ The decision of the Director of Government Ethics, with respect to the designation, must be issued within five (5) days of his receipt of the appeal, and is final. (DPM § 1810.8).
- 

Who files a Public Financial Disclosure Certification?

- ▶ Statutory Authority:
 - ▶ D.C. Code § 1-1162.24(3)(A-B) “(A) An Advisory Neighborhood Commissioner who is not otherwise required to file a report...shall file the certification required by paragraph (1)(G) of this subsection for the preceding year. (B) Effective January 1, 2015, a candidate for nomination for election, or election, to public office who is not otherwise required to file a report...shall file the certification required by paragraph (1)(G) of this subsection for the preceding year.

What Must Be Reported

- ▶ For both Public and Confidential Financial Disclosure Statements, the following must be disclosed:
 - Any business entity in which the filer, filer's spouse, domestic partner, or dependent children has:
 - A beneficial interest exceeding \$1000 (aggregate) or producing an income of \$200 or more
 - Received honoraria or income in excess of \$200 from an entity that contracts with the District of Columbia
 - Served in a formal capacity (i.e. owner, director, partner, consultant, contractor, etc.)
 - An outstanding individual liability in excess of \$1000
 - Any real property in the District of Columbia– excluding personal residence– valued at \$1000 or more or producing \$200 of income
 - Any professional or occupational licenses issued by the District
 - All gifts received from a “prohibited source” valued at \$100 or more (aggregate)



What Must Be Reported– Cont.

- ▶ Each Public or Confidential FDS filer, and each ANC Commissioner, must certify that he/she has:
 - Filed and paid his/her income and property taxes.
 - Diligently safeguarded the assets of the taxpayers and the District.
 - Reported known illegal activity, including attempted bribes, to the appropriate authorities.
 - Not been offered or accepted any bribes.
 - Not directly or indirectly received government funds through illegal or improper means.
 - Not raised or received funds in violation of federal or District law.
 - Not received or been given anything of value based on any understanding that the public official's official actions/judgment/vote would be influenced. (if applicable)
- ▶ There is a text box at the end of the certification form for a filer to provide an explanation if necessary.
- ▶ Filers can also attach supplemental sheets to their PFDS filing, whether they file electronically or on paper

Where & How to File Publicly

- ▶ **Electronically at www.bega-dc.gov**
 - Follow the “File a Financial Disclosure Statement” button on the Home Page a page containing PDF copies of ALL FDS forms, and click the “E-file” link to access the FDS e-filing system
- ▶ **In late April, every Public filer will receive a letter from BEGA. The letter will:**
 - Explain the process for filing
 - Include the necessary log-in information for those who wish to file electronically
 - However, you are still required to file if you are a Public Official even if you do not receive a letter from BEGA.



Where & How to file Confidentially

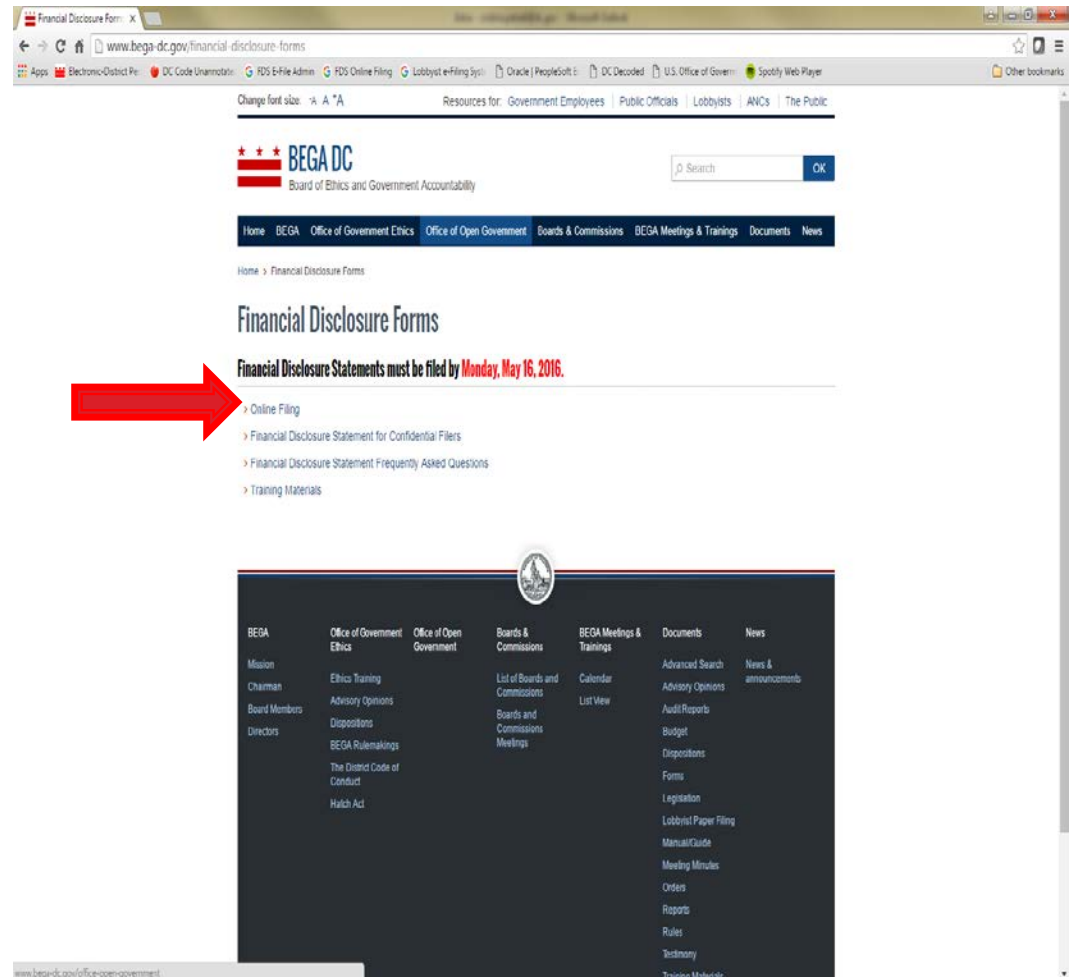
- ▶ Download the Confidential Financial Disclosure Statement from:

www.bega-dc.gov/financial-disclosure-forms

- ▶ Fill out the form
- ▶ Submit the form to the agency head or their designee (as instructed by the agency)

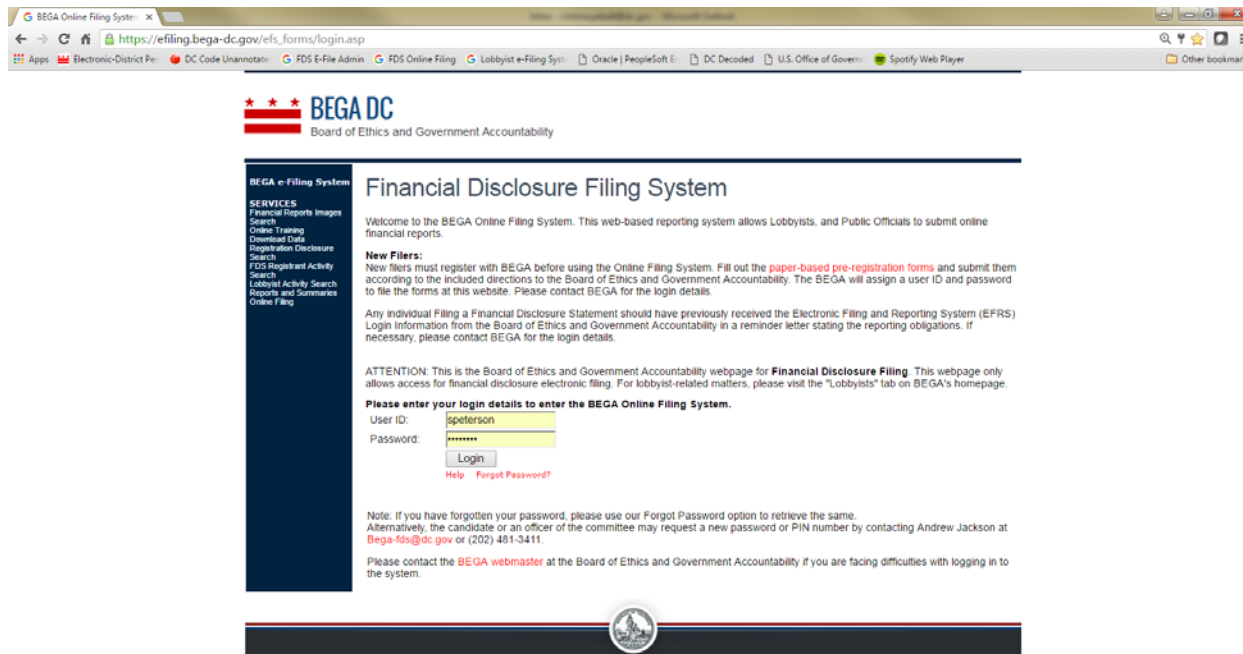
Financial Disclosure Electronic Filing System

- ▶ To access the system:
- 1. Go to **bega-dc.gov**.
- 2. Click on “**Financial Disclosure Statements**”
- 3. Click on the top link titled “**Online Filing**”



Financial Disclosure Electronic Filing System

You should have received a letter with your User Name, Password, and PIN in an e-mail or letter from BEGA. If you did not, please email bega-fds@dc.gov to obtain log-in information.



The screenshot shows a web browser window with the address bar displaying https://efiling.bega-dc.gov/efs_forms/login.asp. The page features the BEGA DC logo (Board of Ethics and Government Accountability) and a sidebar with a list of services including Financial Reports Images Search, Online Training, Download Data, Registration Disclosure Search, FDS Registrant Activity Search, Lobbyist Activity Search, Reports and Summaries, and Online Filing. The main content area is titled "Financial Disclosure Filing System" and contains a welcome message, instructions for new filers, and a login section. The login section includes fields for User ID (containing "jpeterson") and Password (masked with asterisks), a "Login" button, and links for "Help" and "Forgot Password?". A note at the bottom provides contact information for password retrieval and assistance.

BEGA DC
Board of Ethics and Government Accountability

Financial Disclosure Filing System

Welcome to the BEGA Online Filing System. This web-based reporting system allows Lobbyists, and Public Officials to submit online financial reports.

New Filers:
New filers must register with BEGA before using the Online Filing System. Fill out the [paper-based pre-registration forms](#) and submit them according to the included directions to the Board of Ethics and Government Accountability. The BEGA will assign a user ID and password to file the forms at this website. Please contact BEGA for the login details.

Any individual filing a Financial Disclosure Statement should have previously received the Electronic Filing and Reporting System (EFRS) Login Information from the Board of Ethics and Government Accountability in a reminder letter stating the reporting obligations. If necessary, please contact BEGA for the login details.

ATTENTION: This is the Board of Ethics and Government Accountability webpage for **Financial Disclosure Filing**. This webpage only allows access for financial disclosure electronic filing. For lobbyist-related matters, please visit the "Lobbyists" tab on BEGA's homepage.

Please enter your login details to enter the BEGA Online Filing System.

User ID:

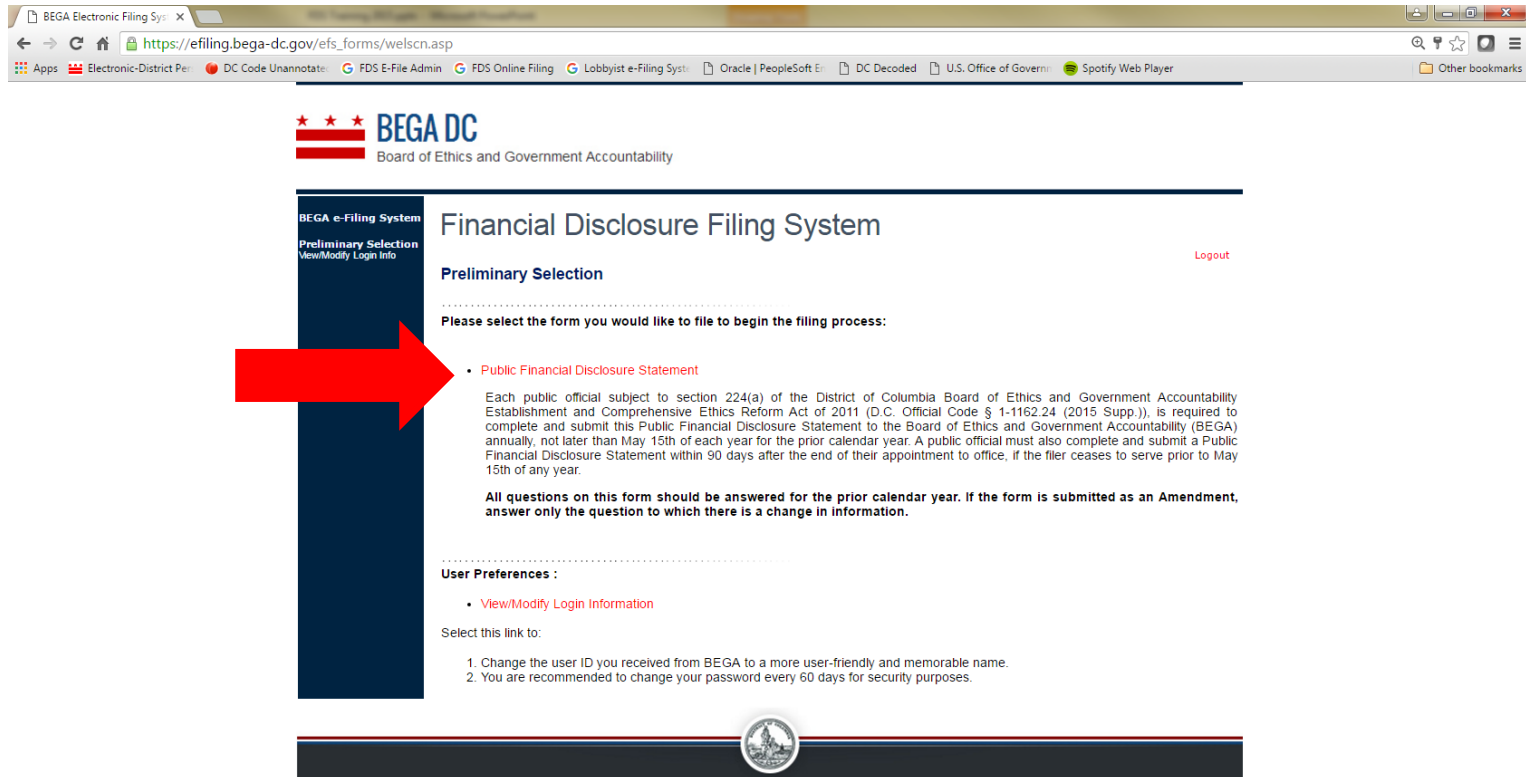
Password:

[Help](#) [Forgot Password?](#)

Note: If you have forgotten your password, please use our Forgot Password option to retrieve the same. Alternatively, the candidate or an officer of the committee may request a new password or PIN number by contacting Andrew Jackson at Bega-fds@dc.gov or (202) 481-3411.

Please contact the **BEGA webmaster** at the Board of Ethics and Government Accountability if you are facing difficulties with logging in to the system.

Financial Disclosure Electronic Filing System



The screenshot shows a web browser window with the address bar displaying https://efiling.bega-dc.gov/efs_forms/welscn.asp. The browser's address bar and tabs are visible at the top. The main content area is titled "Financial Disclosure Filing System" and includes a "Logout" link. A sidebar on the left contains the BEGA DC logo and the text "Board of Ethics and Government Accountability". The sidebar also lists "BEGA e-Filing System" and "Preliminary Selection" with links for "View/Modify" and "Login Info". A large red arrow points to the "Public Financial Disclosure Statement" link in the "Preliminary Selection" section. Below this link, there is a paragraph of text explaining the requirement for public officials to file a statement annually. Further down, there is a "User Preferences" section with a link to "View/Modify Login Information" and a list of instructions for users.

BEGA DC
Board of Ethics and Government Accountability

BEGA e-Filing System
Preliminary Selection
View/Modify Login Info

Financial Disclosure Filing System

[Logout](#)

Preliminary Selection

Please select the form you would like to file to begin the filing process:

- [Public Financial Disclosure Statement](#)

Each public official subject to section 224(a) of the District of Columbia Board of Ethics and Government Accountability Establishment and Comprehensive Ethics Reform Act of 2011 (D.C. Official Code § 1-1162.24 (2015 Supp.)), is required to complete and submit this Public Financial Disclosure Statement to the Board of Ethics and Government Accountability (BEGA) annually, not later than May 15th of each year for the prior calendar year. A public official must also complete and submit a Public Financial Disclosure Statement within 90 days after the end of their appointment to office, if the filer ceases to serve prior to May 15th of any year.

All questions on this form should be answered for the prior calendar year. If the form is submitted as an Amendment, answer only the question to which there is a change in information.

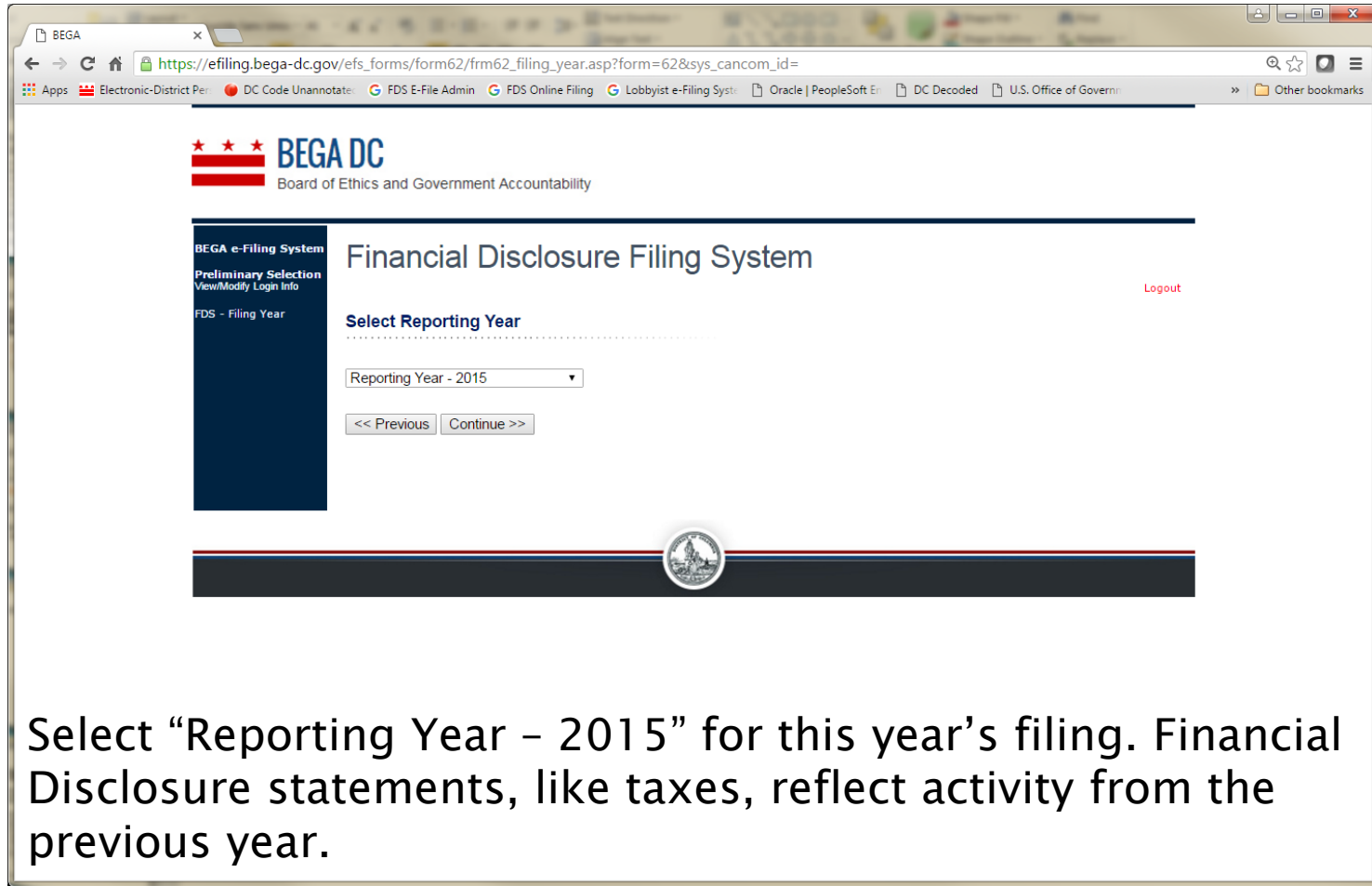
User Preferences :

- [View/Modify Login Information](#)

Select this link to:

1. Change the user ID you received from BEGA to a more user-friendly and memorable name.
2. You are recommended to change your password every 60 days for security purposes.

Financial Disclosure Electronic Filing System



The screenshot shows a web browser window with the address bar displaying https://efiling.bega-dc.gov/efs_forms/form62/frm62_filing_year.asp?form=62&sys_cancom_id=. The browser's bookmark bar includes links such as "Apps", "Electronic-District Per...", "DC Code Unannotat...", "FDS E-File Admin", "FDS Online Filing", "Lobbyist e-Filing Syst...", "Oracle | PeopleSoft E...", "DC Decoded", "U.S. Office of Govern...", and "Other bookmarks".

The main content area features the BEGA DC logo (three red stars above the text "BEGA DC") and the text "Board of Ethics and Government Accountability". Below this, a dark blue sidebar on the left contains the text "BEGA e-Filing System", "Preliminary Selection", "View/Modify Login Info", and "FDS - Filing Year". The main content area is titled "Financial Disclosure Filing System" and includes a "Logout" link in red text. Below the title, there is a section labeled "Select Reporting Year" with a dropdown menu currently showing "Reporting Year - 2015". At the bottom of this section are two buttons: "<< Previous" and "Continue >>".

At the bottom of the page, there is a dark blue horizontal bar with a circular seal in the center.

Select "Reporting Year – 2015" for this year's filing. Financial Disclosure statements, like taxes, reflect activity from the previous year.

Financial Disclosure Electronic Filing System



- To begin filing click on “File a New Report”
- If you have previously filed an need to amend your filing, click on “File An Amendment”
- To edit your personal information (home address, email address, phone number) click on “View Filer Profile”

Financial Disclosure Electronic Filing System

Step 1: Select the position for which you are filing

BEGA DC
Board of Ethics and Government Accountability

BEGA e-filing System
Preliminary Selection
View/Modify Login Info
FDS - Filing Year
FDS - Filer Menu
View Filer Profile

Financial Disclosure Filing System

Step 1 of 2: Calendar Year- 2015 (Original) Logout

*** Please review the question "Are you Currently?" carefully and answer it correctly ***

- ☐ The Mayor, Chairman, or a member of the Council of the District of Columbia?
- ☐ The Attorney General of the District of Columbia?
- ☐ A Representative or Senator representing the District of Columbia?
- ☐ A Member of the State Board of Education?
- ☐ An Agency Head?
- ☐ A Member of a Board or Commission (whether paid or unpaid) listed in D.C. Official Code § 1-523.01(e) (see FAQ for list of these Boards or Commissions)?
[Please click here to see the full list of Board and Commission that fall under this definition.](#)
- ☐ An employee of the District of Columbia, other than an Agency Head, who is paid \$101,296 or more, and who makes decisions or participates substantially in areas that could create a financial conflict of interest including, but not limited to, contracting, procurement, administration of grants or subsidies, developing policies, land use planning, inspecting, licensing, regulating, or auditing?

* Are you Currently:

Date of Appointment or Employment (mm/dd/yyyy)

Final Date of Service (if applicable) (mm/dd/yyyy)

Position Attorney Advisor If blank or not correct, please contact BEGA to update the position.

Agency Board of Ethics & Government Accountability If blank or not correct, please contact BEGA to update the Agency.

Position Held with the District Government During the Prior calendar year (If Not The Same As Above)

Position Final Date in Position

Former Agency Name

Financial Disclosure Electronic Filing System

Step 2: Answer all twelve questions with a “Yes” or “No” answer. To access each question, click on the “Click to provide this information” link below the question.

The screenshot shows a web browser window with the URL https://efiling.bega-dc.gov/efs_forms/form62/reviewqns.asp. The browser's address bar and tabs are visible at the top. The page header features the BEGA DC logo (three stars and the text "BEGA DC Board of Ethics and Government Accountability") on the left. A navigation menu on the left side of the page includes links for "BEGA e-Filing System", "Preliminary Selection", "View/Modify Login Info", "FDS - Filing Year", "FDS - Filer Menu", "View Filer Profile", "Review Questions", and "Report Options". The main content area is titled "Financial Disclosure Filing System" and "Step 2 of 2: Calendar Year- 2015 (Original)". A "Logout" link is located in the top right corner. Below the title, there is a section for "Instructions" which lists twelve questions to be answered with "Yes" or "No". The instructions also mention that the form is complete when there is a "YES" or "NO" answer under the "Question Answered" box for each question. Below the instructions, there is a section for "Non District Government Employment/Business" which contains four questions. Each question is followed by a "Click to provide this information" link. The questions are: Question 1: Did you have any outside employment or engage in any outside business during 2015 for which you received income of \$200 or more? Question 2: Was your spouse, registered domestic partner, or dependent child(ren) employed by a private entity or did they engage in any business endeavors during 2015 for which they received income of \$200 or more? Question 3: Did you serve in any unpaid position (without compensation) as an officer, director, partner, consultant, contractor, volunteer, member of a non-government board, or in any other formal capacity during 2015? Question 4: Did your spouse, registered domestic partner, or dependent children serve in any unpaid position (without compensation) as an officer, director, partner, consultant, contractor, volunteer, member of a non-government board, or in any other formal capacity during 2015?

BEGA DC
Board of Ethics and Government Accountability

BEGA e-Filing System
Preliminary Selection
View/Modify Login Info
FDS - Filing Year
FDS - Filer Menu
View Filer Profile
Review Questions
Report Options

Financial Disclosure Filing System
Step 2 of 2: Calendar Year- 2015 (Original)
Logout

Instructions

- There are twelve (12) Yes or no questions. You must answer each question.
- To enter a response to a question click on the link that says "click to provide this information" under each question. It will prompt you to answer "YES" or "NO".
- The form is complete when there is a "YES" or "NO" answer under the "Question Answered" box for each question.
- If you need to attach supplemental documents you can do so at the bottom of the form.
- If you cannot agree to all of the statements in the Certification, please explain why in the text box titled "Additional Information".
- After carefully reading the Certification and entering your name and PIN number, click "Certify and Submit" to SUBMIT the form
 - Submission of this report means you have completed the report and that the report is ready for filing with BEGA.
 - Once a report is submitted, it can only be changed by filing an amendment.

Non District Government Employment/Business

Question 1
Did you have any outside employment or engage in any outside business during 2015 for which you received income of \$200 or more?
[Click to provide this information](#)

Question 2
Was your spouse, registered domestic partner, or dependent child(ren) employed by a private entity or did they engage in any business endeavors during 2015 for which they received income of \$200 or more?
[Click to provide this information](#)

Question 3
Did you serve in any unpaid position (without compensation) as an officer, director, partner, consultant, contractor, volunteer, member of a non-government board, or in any other formal capacity during 2015?
[Click to provide this information](#)

Question 4
Did your spouse, registered domestic partner, or dependent children serve in any unpaid position (without compensation) as an officer, director, partner, consultant, contractor, volunteer, member of a non-government board, or in any other formal capacity during 2015?
[Click to provide this information](#)

www.bega-dc.gov

Financial Disclosure Electronic Filing System

Step 2: Answer all twelve questions with a “Yes” or “No” answer.

The screenshot displays a web browser window with the URL https://efiling.bega-dc.gov/efs_forms/form62/reviewqns.asp. The browser's address bar and tabs are visible at the top. The main content area shows a series of questions, each with a blue header bar and a red link to provide information.

Question 4
Did your spouse, registered domestic partner, or dependent children serve in any unpaid position (without compensation) as an officer, director, partner, consultant, contractor, volunteer, member of a non-government board, or in any other formal capacity during 2015?
[Click to provide this information](#)

Question 5
During 2015, did you have any agreements with a former or current employer, other than with the District of Columbia, for future payments or benefits (such as separation pay, partnership buyouts, or pension or retirement pay) or for future employment or for a leave of absence?
[Click to provide this information](#)

Question 6
During 2015, did your spouse, registered domestic partner, or dependent children have any agreements with a former or current employer, other than with the District of Columbia, for future payments or benefits (such as separation pay, partnership buyouts, or pension or retirement pay) or for future employment or for a leave of absence?
[Click to provide this information](#)

Securities, Holdings and Investments

Question 7
Did you have a beneficial interest in or hold any **security** (Securities means stocks (any class), bonds (including savings bonds and tax exempt bonds), stock options, warrants, debentures, obligations, notes (not mortgage notes), mortgages (not on one's home), investment interests in limited partnerships, REITs, and such other evidences of indebtedness and certificates of interest or participation in any profit-sharing agreement as are usually referred to as securities) at the close of 2015 that exceeded in the aggregate \$1,000 or that produced income of \$200 or more? (You need not disclose mutual funds or other similar investment vehicles that own multiple securities and are managed by someone other than yourself.)
[Click to provide this information](#)

Question 8
Did your spouse, registered domestic partner, or dependent child(ren) have a beneficial interest in a business or hold any **security** (Securities means stocks (any class), bonds (including savings bonds and tax exempt bonds), stock options, warrants, debentures, obligations, notes (not mortgage notes), mortgages (not on one's home), investment interests in limited partnerships, REITs, and such other evidences of indebtedness and certificates of interest or participation in any profit-sharing agreement as are usually referred to as securities) at the close of 2015 that exceeded in the aggregate \$1,000 or that produced income of \$200 or more? (You need not disclose mutual funds or other similar investment vehicles that own multiple securities and are managed by someone other than yourself.)
[Click to provide this information](#)

Question 9

Financial Disclosure Electronic Filing System

Step 2: Answer all twelve questions with a “Yes” or “No” answer.

The screenshot shows a web browser window with the URL https://efiling.bega-dc.gov/efs_forms/form62/reviewqns.asp. The browser's address bar and tabs are visible at the top. The main content area is divided into a dark blue sidebar on the left and a white content area on the right. The content area displays four questions, each with a blue header bar and a red link to provide information.

Question 9
Did you owe any entity or person (other than a member of your immediate family) \$1,000 or more, (excluding: mortgages on your personal residence, student loans, automobile loans, credit card accounts or other revolving credit, and other loans from a federal or state insured or regulated financial institution), during 2015?
[Click to provide this information](#)

Question 10
Did you have an interest in any real property located in the District during 2015 aside from your primary personal residence, in which your interest had a fair market value of more than \$1,000, or where the property produced income of \$200 or more?
[Click to provide this information](#)

Regulated Professions

Question 11
11. In 2015, did you practice law or were you a licensed real estate broker or agent or did you practice a profession licensed by the District (i.e., licensed by the District's Department of Health, the District's Department of Consumer and Regulatory Affairs, the District's Department of Mental Health, the District's Department of Insurance Securities and Banking, the Metropolitan Police Department, or the District's Occupational and Professional Licensing Administration)?
[Click to provide this information](#)

Gifts

Question 12
12. Did you receive any gift(s) ("Gift is defined as a payment, subscription, advance, forbearance, rendering, or deposit of money, services, or anything of value, unless consideration of equal or greater value is received") from any person that has or is seeking to do business with the District, conducts operations or activities that are regulated by the District, or has an interest that may be favorably affected by the performance or nonperformance of your duties in the total amount or with a total value of \$100 or more during 2015?
[Click to provide this information](#)

Attach Supplemental Documents
[Click here to add supplemental documents.](#) (Any information uploaded will be made public.)

[Continue >>](#)

Financial Disclosure Electronic Filing System

If you answer “Yes,” the question will expand. All fields designated with an asterisk are mandatory. If you attempt to move forward without filling in the mandatory fields you will receive this message:

eFiling.BEGA-DC.GOV says:

Please answer your Position / Title.

☐ Prevent this page from creating additional dialogs.

OK

The screenshot shows the BEGA (Baltimore Electronic Governance Act) filing system interface. The browser address bar shows the URL: https://efiling.bega-dc.gov/efiling/forms/Form2/FDS_2ng2.asp?mode=A. The page displays a "Question 1" section with the following text:

1. Did you have any outside employment or engage in any outside business during 2015 for which you received income of \$200 or more?

Note: Answer "yes" if you engaged in any occupation, trade, business, profession, or employment during the reporting year in which you were paid \$200 or more. Do not include your District employment.

☐ Yes ☐ No

If you answered "Yes", please fill all mandatory fields marked with *:

* Position / Title
[Text Field]

* Name of Employer
[Text Field]

* Description of Work
[Text Area]

* Start Date [Text Field] End Date (if applicable) [Text Field]

CLIENTS

If you answered "yes," because you were paid by a client (as opposed to an employer) please identify which, if any, client had or has a contract with the District or who stands to gain a direct financial benefit from legislation that was pending before the Council in 2015.

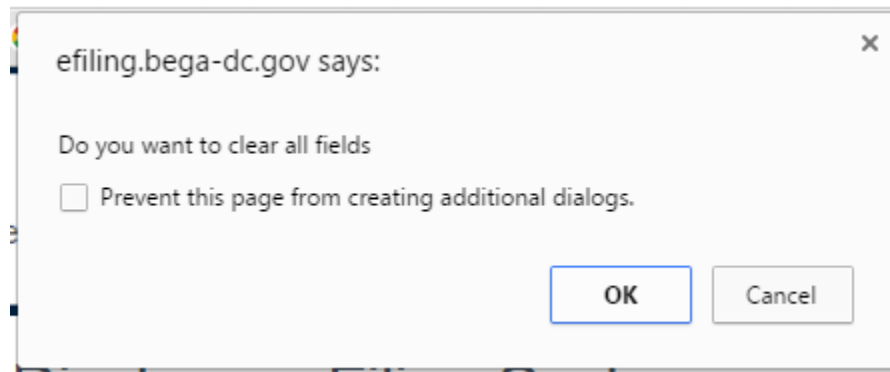
Client Name
[Text Field]

* Income Received from Outside activity or employment:
Place a check mark in the box next to the applicable range. Attach a Supplemental Sheet if you have additional entries. Report other entries in the same format.

☐ None (or less than \$1,000)
☐ \$1,001 - \$15,000
☐ \$15,001 - \$50,000
☐ \$50,001 - \$100,000
☐ \$100,001 - \$250,000
☐ \$250,001 - \$500,000
☐ \$500,001 - \$1,000,000
☐ Over \$1,000,000
☐ \$1,000,001 - \$5,000,000
☐ \$5,000,001 - \$25,000,000
☐ \$25,000,001 - \$50,000,000

Financial Disclosure Electronic Filing System

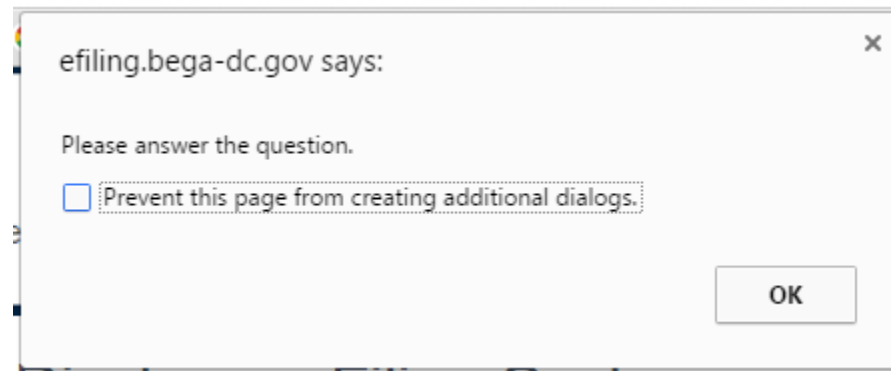
- ▶ If you answer “No” to a question, this prompt will pop up:



Select “OK.” This allows the form to clear the fields you would have filled out if you had answered the question in the affirmative.

Financial Disclosure Electronic Filing System

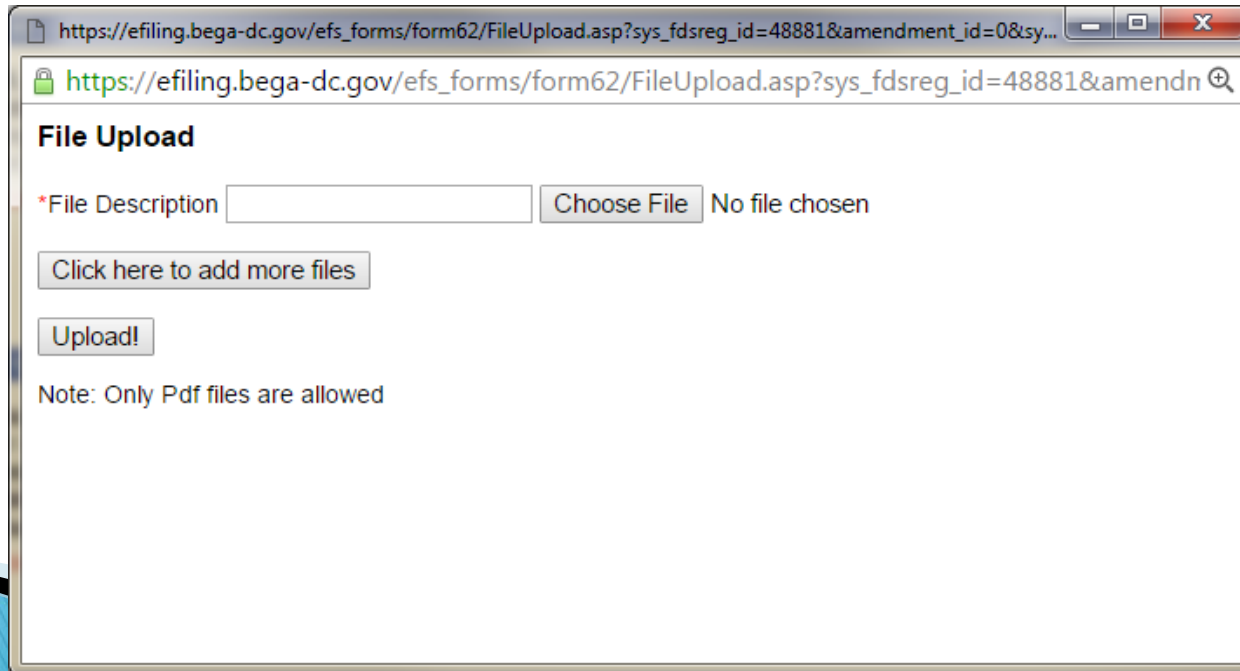
- ▶ If you do not select “Yes” or “No” when answering a question, you will see this pop-up:



You must answer EVERY question.

Financial Disclosure Electronic Filing System

- ▶ If you need to upload additional documents, please click on the link after all 12 questions that says “Click here to add supplemental documents.” This will prompt this box to appear:



The screenshot shows a web browser window with the address bar displaying the URL: https://efiling.bega-dc.gov/efs_forms/form62/FileUpload.asp?sys_fdsreg_id=48881&amendment_id=0&sys.... The page title is "File Upload". Below the title, there is a form with a label "*File Description" followed by a text input field. To the right of the input field is a "Choose File" button, and further right is the text "No file chosen". Below the input field and button is a button labeled "Click here to add more files". Below that is an "Upload!" button. At the bottom of the form, there is a note: "Note: Only Pdf files are allowed".

Financial Disclosure Electronic Filing System

Step 3: Read the Certification. If you agree, enter your name and PIN number at the bottom of the page and click “Certify & Submit.”

BEGA e-Filing System

Preliminary Selection
View/Modify Login Info

FDS - Filing Year
FDS - Filer Menu
View Filer Profile
Review Questions
Report Options

Financial Disclosure Filing System

[Help](#) | [Logout](#)

Certify Filing

CERTIFICATION

I hereby swear (or affirm) that to the best of my knowledge and belief I have:

- Not caused title to property to be placed in another person or entity for the purpose of avoiding the disclosure requirements on the preceding form;
- Filed and paid my income and property taxes;
- Diligently safeguarded the assets of the taxpayers and the District;
- Reported known illegal activity, including attempted bribes, to the appropriate authorities;
- Not been offered or accepted any bribes;
- Not directly or indirectly received government funds through illegal or improper means;
- Not raised or received funds in violation of federal or District law; and
- Not received or been given anything of value, including a gift, favor, service, loan gratuity, discount, hospitality, political contribution, or promise of future employment, based on any understanding that my official actions or judgment or vote would be influenced.

Additional Information

Please use the box below if you need to include any additional information.

YOU MUST SIGN THIS FORM. Read the following carefully before you sign. I understand that the making of a false statement on this form or materials submitted with this form is punishable by criminal penalties pursuant to D.C. Official Code 22-2405 et seq. (2001). I understand that any information I give may be investigated as allowed by law or Mayoral order. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, and complete.

Filer Name

PIN

Verify PIN

Please Note:

- Submission of this report means you have completed the report (with all applicable schedules), and that the report is ready for filing with the BEGA.
- Once a report is submitted, it cannot be edited. All modifications thereafter can only be done by filing an amendment.

<< Previous Certify & Submit

Financial Disclosure Electronic Filing System

The screenshot shows a web browser window with the URL https://efiling.bega-dc.gov/efs_forms/form62/frm62_cnfm.asp?last_step=1&certified=Y. The browser's address bar and tabs are visible at the top. The page header features the BEGA DC logo (three stars and the text "BEGA DC Board of Ethics and Government Accountability") and the title "Financial Disclosure Filing System". A left sidebar contains navigation links: "Preliminary Selection", "View/Modify Login Info", "FDS - Filing Year", "FDS - Filer Menu", and "View Filer Profile". The main content area is titled "Submission Report" and includes a green confirmation message: "Your Report (amendment) has been Certified and Submitted successfully. Your are NOT required to send a notarized Hardcopy to BEGA." Below this, it says "Print out this page for your future reference." and provides a table of filing details:

Your Confirmation #	0663768532
Date of Filing:	Friday, April 08, 2016
BEGA ID:	FDS000163219
Registrant Name:	CristinaTEST PatzeltTEST
Address:	Test Washington DC 20001

Below the table, it instructs the user to "Click the Print Reports button to print out your submission or click the Filer Menu button to begin a new filing cycle." There are three buttons: "<< Filer Menu", "Print Reports", and "Logout". At the bottom, there is a section titled "Email the Filing Confirmation to the below Email ID" with input fields for "Email ID:" (containing "cristina.patzelt@dc.gov") and "Alternate Email ID:", followed by an "Email your Filing Confirmation Details" button. The page footer features a circular seal of the District of Columbia.


You are DONE! On this page you can:

1. Click on "Print Reports" to generate a PDF copy of your submitted form
2. Click "Email your Filing Confirmation Details" to have a confirmation receipt sent to your District or alternate email address

FAQs

- ▶ *Does a filer have to disclose a specific value in response to Questions 1,2,7, 8 and 10?*
- ▶ No. The Financial Disclosure forms allow for a filer to check a range when answering these questions, rather than supply a specific value.
- ▶ **SAMPLE:**
 - None (or less than \$1,001)
 - \$1,001 – \$15,000
 - \$15,001 – \$50,000
 - \$50,001 – \$100,000
 - \$100,001 – \$250,000
 - \$250,001 – \$500,000
 - \$500,001 – \$1,000,000
 - Over \$1,000,000
 - \$1,000,001 – \$5,000,000
 - \$5,000,001 – \$25,000,000
 - \$25,000,001 – \$50,000,000
 - Over \$50,000,000

FAQs

- ▶ *As a Public Official, will my Financial Disclosure Statement be Public?*
 - ▶ Yes. If you are a public official your Financial Disclosure Statement is public. (See, D.C. Official Code § 1-1162.24(a)).
 - ▶ If you are an ANC Commissioner or candidate your Financial Disclosure Certification is public. (See D.C. Official Code § 1-1162.24(a)(3)(A-B))
 - ▶ However, prior no personal contact information is published on our website (i.e. telephone numbers, email addresses, and home addresses). That information is solely used by BEGA to contact you regarding your filing obligations.
- 

FAQs

- *I am a public filer and have a legitimate safety concern about having my financial information available for public review. Is there some type of waiver or exemption available to me?*
- Yes. The Ethics Board can, “on a case-by-case basis”, exempt a public official from the public filing requirement or from some portion of the requirement “for good cause shown.”
 - “Good Cause” is not defined, but would probably include a legitimate safety concern, or a demonstrated history of being a victim of identity theft. Waivers are very rare, and within the absolute discretion of the Ethics Board.
 - If a waiver is granted, the terms would probably still require the public official to file an FDS, but all or part of the statement might be deemed confidential.
 - Waiver requests must be submitted in writing and sufficiently in advance of the May 15th filing deadline, so that a filer can file on time if (a) the waiver request is denied; or (b) if the waiver request is granted but the filer is required to file a confidential Financial Disclosure Statement.

FAQs

- ▶ *What is an “Honorarium” or “Gift”?*
- ▶ “Honorarium” means any fee, per diem, compensation, or any amount paid to any member of any such board, commission, or committee for service as such member. (D.C. Official Code § 1-321.01).
- ▶ “Gift” means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred. (DPM § 1803.4(a)).

FAQs

- ▶ *Do I need to disclose a mutual fund account?*
- ▶ No. You only need to disclose financial accounts that are self-directed (i.e., you choose the individual companies in which the account invests). Remember, the purpose of the disclosure rules is to determine whether you are in a position, through your government work, to confer a benefit on an entity in which you have a private financial interest. If you are not aware of the various companies a mutual fund might own, there would not be that concern.
- ▶ *Do I need to disclose a personal checking account and/or credit card debt?*
- ▶ No. You do not need to list any credit card debt since most credit cards are issued by federal or state insured or regulated financial institution. In addition, credit card companies are in the business of providing revolving credit or installment accounts
- ▶ *Do I need to disclose a retirement account?*
- ▶ It depends. You may need to disclose the retirement account, depending on the type of account and how it is structured. For instance, just like ownership of stock/shares of a business entity which must be disclosed, if the account is self-directed (i.e., you choose the individual companies in which the account invests) then you must disclose. If, on the other hand, the retirement account funds are invested in mutual funds or similar type programs in which someone else makes investment decisions without any input or direction from you, you would not have to disclose.

Questions about Financial Disclosure?

Contact:

- ▶ Jessica Dillion, Administrative Assistant, BEGA
 - (202) 481-3447
 - Jessica.Dillion@dc.gov
- ▶ Bega-fds@dc.gov