

OGE FORM 450 COMPLETION CHECKLIST

Instructions for Filers: Use this checklist to ensure that a complete and accurate report is submitted.

Instructions for Reviewers: Use this checklist to review each report and confirm that it is complete.

If No Reportable Information:

- All "No" blocks must be checked on the signature page for Parts I through V (**Part V is not applicable for new entrant filers and SGEs**)
- Form is signed and dated (any Part with no reportable information does not have to be submitted) (If you do not have reportable information, only the signature page has to be turned-in to DEC/reviewing official)

Part I: Assets and Income

- If no income-producing asset was held at close of the reporting period, the "no longer held" column is checked
- Assets and income sources must be fully identified (including full names of sector mutual funds)
- Pensions/IRA/401(k) accounts--underlying assets are reported if you control the investments (except diversified mutual funds)
- If non-federal pension is listed, then agreement is reported on Part IV (Agreements and Arrangements)
- Honorarium reported
- Partnerships--address and business activity shown (city and state)
- Real estate--address reported (city and state)
- If you report any other earned income from an outside position, then the position is reported on Part III

You should compare assets and income sources shown on prior report with those shown on this report:

- all assets on prior report still held during this reporting period are shown in this part (report them in the same order, but delete those that are no longer required to be reported) (**Note: widely diversified mutual funds no longer have to be reported**)
- all income sources on prior report are shown in this part (report them in the same order)

Part II: Liabilities

- Name of creditor listed
- Address of creditor reported (city and state)
- Type of liability shown
- Compare liabilities listed with those shown on prior report (**Note: student loans, mortgages, and loans from financial institutions made at publicly available rates no longer have to be reported**)
- All liabilities shown on prior report that carried over into this period, and that had a value > \$10,000 at any time during this reporting period, are reported

Part III: Outside Positions

- Organization name and address (city and state) listed
- Organization type shown
- Position held reported
- Compare outside positions held with those shown on prior report
- Outside positions shown in prior report that carried over into this reporting period are identified
- If position no longer held box checked

Part IV: Agreements or Arrangements

- Status and terms of agreement or arrangement described
- Parties to agreement or arrangement shown (include addresses – city and state)

Part V: Gifts and Travel Reimbursements

- Name and address (city and state) shown for source of item(s) reported
- Descriptions of travel gifts and reimbursements include:
 - Brief itinerary and dates of travel
 - Nature of gift/reimbursement (e.g., hotel room, airline ticket)

Final Checklist Before Submission of Your Report

- Your name is shown at top of each page
- Page number is listed sequentially on each page
- Any attachments to the form are labeled and clearly referenced to the appropriate part
- Certification block on signature page is signed and dated
- Appropriate “Reporting Status” is checked
- Appropriate “Yes” and “No” boxes checked on signature page and all Parts checked “Yes” are submitted