

A WORD ABOUT ETHICS

CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS

OGE FORM 450s

GENERAL INSTRUCTIONS

- Filers should be sure to fill out Step 2 on page 1 and check either “yes” or “no” indicating whether there is anything to report for Parts I-V. If “no” is checked for each Part, the rest of the report need not be completed.
- All reports must be signed and dated by the filer.
- The original must be filed; copies or electronic filings are not allowed.

PART I: ASSETS AND INCOME

- Assets of the filer, the filer’s spouse, or dependent child over \$1,000 and sources of income for the filer (over \$200) or spouse (over \$1,000) must be listed *except*
 - diversified mutual funds (which are funds not focused on a specific industry sector, state, or foreign country),
 - money market funds,
 - Treasury notes, U.S. bonds, and Thrift Savings Plan (TSP) accounts.
- For an IRA, 401(k) account or other retirement plan, each asset over \$1,000 must be listed (except diversified mutual funds, cash, and money market funds), as well as the financial institution at which the account is held.

PART II: LIABILITIES

- A liability that exceeded \$10,000 at any time in the reporting period must be listed, *except*
 - mortgages (even if on rental property),
 - student loans,
 - credit card accounts,
 - car or home furnishing loans, or
 - loans from family members.

PART III: OUTSIDE POSITIONS

- Positions held with non-Federal organizations must be reported, *except* positions with religious, social, fraternal, or political organizations.

PART IV: AGREEMENTS AND ARRANGEMENTS

- Pension arrangements with a former employer must be reported and must indicate whether the pension fund is managed by the employer or independently. In addition, the underlying assets in the pension should be reported in Part I.

PART V: GIFTS AND TRAVEL REIMBURSEMENTS

- Gifts totaling more than \$335 must be reported *but not* Government travel gifts.

UNITED STATES DEPARTMENT OF COMMERCE
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