

BOARD AND COMMISSION MEMBERS

FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS (FORM 2)

These instructions are for the individuals of the Maryland-National Capital Park and Planning Commission Employees' Retirement System (ERS) who must complete Financial Disclosure Statements (FDS). The ERS utilizes a Financial Disclosure form based on the form issued by the State of Maryland's Ethics Commission. These instructions reflect guidance from the State of Maryland, plus directions on how to submit your Form.

A MESSAGE TO THOSE WHO ARE REQUIRED TO FILE DISCLOSURE STATEMENTS (FORM 2)

Please read the instructions carefully and be sure to provide all information requested for each interest you disclose on your statement. You may provide the information requested in this form by completing it either electronically or by hand. The Financial Disclosure Statement Form 2 and extra copies of its schedules can be accessed from the following link: www.mncppc.org/FDS/. Note: The Statement no longer requires a notarized signature. Make a copy for your records and submit the completed Financial Disclosure Statement to the Office of the Executive Director via email: fdsubmission@mncppc.org or via mail: Office of the Executive Director, 6611 Kenilworth Avenue, Suite 402, Riverdale, MD 20737. Reference: Financial Disclosure Submission on the envelope.

Form 2 requires you to disclose interests and activities having connections with your board. In most (but not all) cases, you will not have any information to report on Schedules A through G, as well as Schedules I and J, but you should review each Schedule carefully to ensure you do not have reportable information. Schedule H, however, requires you to disclose any salaried employment for you and members of your immediate family and any business entity wholly-owned by you or a member of your immediate family, without regard to any connection with your board. Unless you and your spouse are retired and have no earned income, you should have information to report on Schedule H.

Please read the instructions and definitions carefully, and be sure to disclose all information requested for each interest you list on your statement. If you have any questions about completing the form, please contact the M-NCPPC's Ethics Officer by email (ethics@mncppc.org) or by phone (301-454-1670).

I. FORM INSTRUCTIONS

Filing Under Oath

You must file the financial disclosure statement under oath, and willful and false filing is subject to the penalties of perjury as provided in § 9-101, Criminal Law Article, Annotated Code of Maryland. Public Ethics Law § 5-602(e) provides that an electronic filer's submission of the electronic disclosure form is made expressly under the penalties for perjury.

SCHEDULE A. Real Property

Report real property interests that you, or a partnership in which you have an interest, held during the reporting period, if the interest in the real property meets any one of the following criteria:

- it is subject to a lease or other contract with your board or commission;
- it is the subject of a lease or other contract with an entity if the entity has a contract with the board or commission, or is regulated or licensed by it;
- a co-owner has a contract with your board or commission, or is regulated or licensed by it;
- it was negotiated for sale or lease or was sold or leased to your board or commission during the reporting period;
- it was held during the reporting period, and you plan to offer it for lease or sale to your board or commission

during the current calendar year;

- you purchased from or sold to a person having a contract with your board or commission, or who is regulated or licensed by it; or
- it is regulated by your board or commission.

You must disclose property you own whether or not you have constructed improvements on it. Schedule A deals with real property interests only; do not report here your interests in business entities. If real property is held by a corporate or non-partnership entity attributable to you or is held by a partnership, list the real property on this Schedule, and report your interest in the entity on Schedule B, C, or H (whichever is appropriate).

SCHEDULE B. Interests in Corporations (Including Limited Liability Corporations (LLCs))

Report interests in corporations you held during the reporting period, if the interest meets any one of the following criteria:

- interests of greater than 1 percent in entities regulated or licensed by your board or commission;
- interests of greater than 1 percent in entities negotiating a contract or having a contract with your board or commission that involves doing business with the State, the ERS, the M-NCPPC, Montgomery County or Prince George's County in the amount of \$5,000 or more annually;
- interests of greater than 1 percent in entities that do business with your board or commission;
- interests of 20 percent or greater in entities in which an interest is also owned by a person regulated by, contracting with (in an amount of \$5,000 or more annually), licensed by, or lobbying before your board or commission; or
- interests of 20 percent or greater in entities that own a direct financial interest in another entity regulated by, contracting with (in an amount of \$5,000 or more annually), licensed by, or lobbying before your board or commission.

You need not disclose holdings in an Internal Revenue Service qualified trust or college savings plan, including the State of Maryland § 401(a), § 401(k) and § 457 (deferred compensation) plans and Maryland College Savings Plans, such as 529 investment accounts. Other possible qualified retirement accounts include 403(b) plans. You must determine whether the plan in which you participate meets the requirements for exemption from disclosure. Interests in publicly traded mutual funds or exchange-traded funds traded on a national scale need not be disclosed unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by your board or commission.

SCHEDULE C. Interests in Non-Corporate Business Entities

Report interests in non-corporate business entities (including limited liability partnerships (LLPs) and sole proprietorships) you held during the reporting period, if the interest meets any one of the following criteria:

- interests of greater than 1 percent in entities regulated or licensed by your board or commission;
- interests of greater than 1 percent in entities negotiating a contract or having a contract with your board or commission that involves doing business with the State, the ERS, the M-NCPPC, Montgomery County or Prince George's County in the amount of \$5,000 or more annually;
- interests of greater than 1 percent in entities that do business with your board or commission;
- interests of 20 percent or greater in entities in which an interest is also owned by a person regulated by, contracting with (in an amount of \$5,000 or more annually), licensed by, or lobbying before your board or commission; or

- interests of 20 percent or greater in entities that own a direct financial interest in another entity regulated by, contracting with (in an amount of \$5,000 or more annually), licensed by, or lobbying before your board or commission.

SCHEDULE D. Gifts

Report each gift received by you or by any other person at your direction in excess of \$50 in value, or a series of gifts from any one person totaling \$100 or more, from or on behalf of, directly or indirectly, any person who does business with, or is regulated by, your board or commission, or is registered, or required to register, as a lobbyist with respect to your board or commission under the lobbying provisions of the Public Ethics Law. See General Instructions for the definition of "gift". You need not report the following:

- Gifts from your spouse, children, and parents.
- Campaign contributions that are regulated in accordance with the election laws and political contributions.

SCHEDULE E. Offices, Directorships & Salaried Employment

Report all offices, directorships, and salaried employment you, your spouse, or dependent children held at any time during the reporting period with any business entity doing business with your board or commission. You must also list on this Schedule, any other similar interest (such as being a partner) not otherwise disclosed that you, your spouse, or dependent child held at any time during the reporting period with an entity that does business with your board or commission. See the definition of "doing business with" in the General Instructions.

Report offices, appointments, and employment, etc. you held in corporate or non-corporate entities, including partnerships. For example, you must report the presidency of a corporation or a joint venture or employment as an engineer in a consulting firm that is a partnership.

SCHEDULE F. Debts

Report all debts you owed during the reporting period to any person or entity doing business with, or regulated by, your board or commission. You need not disclose retail credit accounts including store and bank charge accounts; however, you must disclose installment loans, mortgages, car loans, or other time debts.

SCHEDULE G. Family Members Employed by Board or Commission

List in Schedule G all members of your immediate family (spouse and dependent children) who were employed by your board or commission in any capacity at any time during the reporting period.

SCHEDULE H. Employment and Business Ownership

NOTE: This Schedule is different from the preceding Schedules. If you or your spouse earned any income as described in 1 or 2 below, irrespective of whether or not the employer or business did business with your board or commission, you must report it. Unless you and your spouse are fully retired and have no earned income, you should be completing this Schedule.

List the name and address of: 1) any employment that you, your spouse or dependent child held during the reporting period; 2) any business entity wholly owned by you, your spouse, or dependent child during the reporting period; and 3) any business entity partly owned by you, your spouse or dependent child, but only if that entity did business with your board or commission during the reporting period. Activities that must be reported on this Schedule include, for example, employment with a corporation, individual consulting activities, private practices and business activities involving income-producing real property (such as ownership and management of rental apartment units).

SCHEDULE I. Financial or Contractual Relationships with Government or Quasi-Governmental Entities

Please check the applicable box in question 1 and follow the instructions provided in the schedule. If you answered "Yes" to question 1, answer questions 2 to 5. If you answered "No" go to the next schedule.

SCHEDULE J. Other

The general conflict of interest provisions in Subtitle 5 of the Public Ethics Law apply to board and commission members. Subtitle 5 of the Public Ethics Law includes disqualification and employment interest prohibitions, gift solicitation and acceptance limitations, representational limits, and provisions relating to misuse of office and official confidential information. You should be aware that some interests or activities could be violations of the conflict of interest provisions even though you might not be required to disclose them in Schedules A through H,

Thus, you should also disclose on this Schedule any additional interests, not otherwise disclosed, that you believe may create a conflict of interest between your personal interest and your duties as a member of the board or commission.

II. General Definitions (See Public Ethics Law § 5-101)

"Board or commission" includes the filer board or commission and any unit administered, governed or subject to appellate review by the board or commission.

"Business or business entity" means any corporation, general or limited partnership, limited liability partnership, limited liability company, sole proprietorship (including a private consulting operation), joint venture, unincorporated association or firm, institution, trust, foundation or other organization engaged in business whether profit or nonprofit.

"Doing business with" means:

(1) being a party to any one or any combination of sales, purchases, leases or contracts to, from, or with your board or commission, involving consideration of five thousand dollars (\$5,000) or more on a cumulative basis during the calendar year for which a required statement is filed; including, to the extent ascertainable as of the awarding or execution of a contract or lease, the total consideration committed to be paid, regardless of the period of time over which such payments are to be made.

NOTES: 1. The Commission maintains a complete list of lobbyists and financial institutions that do business with the State, the ERS, the M-NCPPC, Montgomery County or Prince George's County. 2. The Ethics Law requires each governmental unit to provide to its financial disclosure filers on or before January 15 of each year a list of entities that did business with the governmental unit during the preceding calendar year.

(2) being a regulated lobbyist (lobbyist or lobbyist employer) as defined in § 5-702 of the Public Ethics Law that lobbies on matters before your board or commission; or

(3) being an entity regulated by your board or commission.

"Gift" means the transfer of anything of economic value regardless of the form without adequate and lawful consideration. Gift does not include the solicitation, acceptance, receipt, or regulation of political campaign contributions regulated in accordance with the provisions of the Election Law Article, or any other provision of State law regulating the conduct of elections or the receipt of political campaign contributions.

"Immediate family" means spouse and dependent children.

"Interest" means any legal or equitable economic interest, whether or not subject to an encumbrance or a condition, which was owned or held, in whole or in part, jointly or severally, directly or indirectly.

Interest does not include:

(1) an interest held in the capacity of a personal representative, agent, custodian, fiduciary or trustee, unless the holder has an equitable interest therein;

(2) an interest in a time or demand deposit in a financial institution;

(3) an interest in an insurance or endowment policy or annuity contract under which an insurance company promises to pay a fixed number of dollars either in a lump sum or periodically for life or some other specified period;

(4) a common trust fund or trust that forms part of a pension or a profit-sharing plan that has more than 25 participants and which is determined by the Internal Revenue Service to be a qualified trust or college savings plan under the Internal Revenue Code; or

(5) a mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector that is regulated by the individual's governmental unit.

"Official" means either a State or public official (including members of boards and commissions).

"Person" includes an individual or business entity.

"Regulated Lobbyist" means any entity/person or its employer required to register pursuant to the lobbying provisions of the Public Ethics Law.

"Reporting period" means the period covered by the Statement. An annual financial disclosure statement covers the previous calendar year and is due by April 30th each year. A termination statement covers the portion of the current calendar year served by the filer, beginning on January 1st to the last day the position is held.

"Tenants by the Entirety" means an undivided equal ownership interest with survivorship rights in real property with one's spouse.

III. Attributable Interest

Section 5-608 provides that certain property and business interests not directly held by a person may be attributed to him or her, and must be reported on the Financial Disclosure Statement. The circumstances under which attribution occurs are as follows:

- a. If you owned a 30% or greater equity interest in any business entity during the reporting period and that business entity holds a property or business interest which, if you owned directly, you would be required to report on Schedule A, B, or C, the interest is attributable to you and you must report it on the appropriate Schedule. This limited attribution does not reduce or affect in any way the requirement for disclosure on Schedule A of real property held by a partnership even if the filer holds less than a 30% interest in the partnership.
- b. If your spouse or child holds a property or business interest which you would have to report on Schedule A, B, or C, if you owned it directly, and if you exercised direct or indirect control over that interest at any time during the reporting period, the interest is attributable to you and must be reported on the appropriate Schedule.
- c. If at any time during the reporting period you (a) held a reversionary interest in a trust or estate or (b) were the beneficiary of a trust or estate or (c) were the settler of a revocable trust, then any interest held by the trust or estate which you would have to report on Schedule A, B, or C, if you owned it directly, is attributable to you and must be reported on the appropriate Schedule. For purposes of this attribution provision, you are a beneficiary of a trust if you are a current income beneficiary, either receiving income or currently entitled to receive income, or if you have a current ownership or other interest in the corpus of the trust. Beneficiaries of an estate include immediate beneficiaries of an estate even if it is not settled. A trust, within the meaning of this section, does not include a common trust fund or a trust which forms part of a pension or profit-sharing plan that has more than 25 participants.

IV. Unknown Information

COMAR 19A.03.01.04B provides that board and commission members "shall report the information specified in this section, if known, for the reporting period." If you claim not to know information requested on the form, state "unknown" in response to that question on the statement. Information in the public records or otherwise obtainable is not "unknown," and must be reported.

FINANCIAL DISCLOSURE STATEMENT - FORM 2

(For ERS Staff)

This Form is for the individuals of the Maryland-National Capital Park and Planning Commission Employees' Retirement System (ERS) who must complete a Financial Disclosure Statement (FDS).

Instructions

1. Either electronically or by hand, provide the information requested in this form. Extra, blank, copies of Schedules will be provided, should they be needed. Be sure to correctly identify the reporting period.
2. After completing your financial disclosure print it, then sign and date the lower portion of the first page and make the required oath or affirmation.

Regular Reporting Period: January 1 through December 31, _____

or

Termination Report: January 1 through _____, 20____

PART I. IDENTIFYING INFORMATION

FIRST NAME	INITIAL	LAST NAME
NAME OF BOARD OR COMMISSION(S)		
DEPARTMENT (IF APPLICABLE)		
ADDRESS OF BOARD OR COMMISSION OR HOME ADDRESS		
E-MAIL ADDRESS		

PART II. SIGNATURE

The ERS utilizes the State's Financial Disclosure Statement form which describes all interests and related transactions and matters required to be disclosed by General Provisions Article, Title 5, Subtitle 6 of the Maryland Public Ethics Law with respect to the period indicated and pertaining to the person filing the statement.

I hereby make oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Person Filing: _____

Date: _____

Please submit completed signed Financial Disclosure Statement to the Office of the Executive Director, via e-mail to fdssubmission@mncppc.org or via mail to 6611 Kenilworth Avenue Riverdale, Suite 402, MD 20737. Attention: ERS Financial Disclosure Submission.

Form 2 – Employees’ Retirement System

Schedule A – Real Property Interests

Do you have any interest in real property in Maryland or in any other state or country that meets any one of the following criteria:

- A. Property subject to a lease or other contract with your board or commission;
- B. Property that is the subject of a lease or contract with your board or commission or is regulated or licensed by the board or commission;
- C. Property where a Co-owner has a contract with your board or commission;
- D. Property that was negotiated for sale or lease or sold or leased to your board or commission during the reporting period;
- E. Property that you plan to offer for lease or sale to your board or commission;
- F. Property that the filer purchased from or sold to a person that has a contract with his board or commission, or is regulated or licensed by the board or commission;
- G. Property that is regulated by your board or commission.

Yes

No (Go to Schedule B)

If Yes; (Answer each question below. A separate Schedule A will be required for each property you need to disclose.)

Real Property Interests. Report all SUCH interests in real property, wherever located (including rental property or other leasehold interests) held at any time during the reporting period. All partnership, limited liability partnership, or limited liability company interests in real estate are to be reported on this schedule. See Instructions for definition of interests of other persons attributable to you.

1. What is the address or legal description of the property? (Give Street Address, if you know it. If the property is your primary residence, you may enter the lot and block legal description instead, if you wish)

Street Address _____

City/State/Zip _____

2. What kind of property is it?
Improved (indicate whether it is residential or commercial property): _____
Unimproved (vacant lot): _____

3. Is the interest held directly by you or is it attributable to you? (See Paragraph G of the Instructions for definition of attributable.)

Direct _____ Attributable _____

4. Are you the owner or tenant?

Owner _____ Tenant _____

5. Do you hold the interest solely or is it jointly held with another?

Solely_____ Jointly_____ Tenants by the Entirety_____

If held jointly, the name(s) of the other joint owner(s):_____

If held by Tenants by the Entirety, the name of your spouse:_____

6. Check the range representing the consideration paid or the fair market value at the time the property was acquired (if not by purchase), or annual rent for property under lease.

___ Under \$1,000

___ \$1,000 to \$9,999

___ \$10,000 to \$24, 999

___ \$25,000 to \$49,999

___ \$50,000 and over

7. Have you transferred any interest in this property during the reporting period?

Yes

No

If Yes;

7.A. What percentage of interest, if less than all, did you transfer: _____%

7.B. What was the date of the transfer: _____

If you have any additional interests in real property in Maryland, any other state or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entry.

Schedule B – Interests in Corporations (Including Limited Liability Corporations (LLCs))

Did you have any interest in any entities, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period that met the following criteria:

- A. interests of greater than 1 percent in entities regulated or licensed by your board or commission;
- B. interests of greater than 1 percent in entities negotiating a contract or having a contract with your board or commission that involve doing business with the State, the Employees' Retirement System (ERS), the M-NCPPC, Montgomery County or Prince George's County in the amount of \$5,000 or more annually;
- C. interests of greater than 1 percent in entities that do business with your board or commission;
- D. interests of 20 percent or greater in entities in which an interest is also owned by a person regulated by, contracting with (in an amount of \$5,000 or more annually), licensed by, or lobbying before your board or commission; or
- E. interests of 20 percent or greater in entities that own a direct financial interest in another entity regulated by, contracting with (in an amount of \$5,000 or more annually), licensed by, or lobbying before your board or commission?

Yes

No (Go to Schedule C)

If Yes; (Answer each question below. A separate Schedule B will be required for each interest you need to disclose.)

1. What is the name and address of the entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Is the interest held directly by you or is it attributable to you?

Directly: _____ Attributable: _____

3. Do you hold the interest in your name solely, or is it held jointly with another?

In your name solely: _____ Jointly: _____

If jointly, the % of your joint interest: _____%

5. What is the type of interest and its dollar value or the number of shares? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.)

Type: _____ Dollar Value/# of Shares _____

6. If in a non-publicly traded entity or LLP or LLC, select the percentage of ownership.

Percentage of ownership: _____%

7. If in a publicly traded entity or LLP or LLC, indicate either the number of shares or the range of the value of the interest:

Number of Shares: _____ or

Value of Shares:

_____ Under \$1,000

_____ \$1,000 to \$9,999

_____ \$10,000 to \$24, 999

_____ \$25,000 to \$49,999

_____ \$50,000 and over

8. Did you transfer all or part of your holdings during the reporting period?

Yes

No

If Yes;

8A. What portion of the interest was transferred if less than all? _____ %

8B. Date the interest was transferred: _____

If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule C – Interests in Non-Corporate Business

Do you have any interest in any non-corporate business entity that did business with your board or commission that meets any one of the following criteria:

- A. interests of greater than 1 percent in entities regulated or licensed by your board or commission;
- B. interests of greater than 1 percent in entities negotiating a contract or having a contract with your board or commission that involve doing business with the State, Employees' Retirement System (ERS), the M-NCPPC, Montgomery County or Prince George's County in the amount of \$5,000 or more annually;
- C. interests of greater than 1 percent in entities that do business with your board or commission;
- D. interests of 20 percent or greater in entities in which an interest is also owned by a person regulated by, contracting with (in an amount of \$5,000 or more annually), licensed by, or lobbying before your board or commission; or
- E. interests of 20 percent or greater in entities that own a direct financial interest in another entity regulated by, contracting with (in an amount of \$5,000 or more annually), licensed by, or lobbying before your board or commission?

Yes

No (Go to Schedule D)

If Yes; (Answer each question below. A separate Schedule C will be required for each interest you need to disclose.)

1. Name and address of the principal office of the business entity?

Name: _____

Address: _____

City/State/Zip: _____

2. Is the interest held directly by you or is it attributable to you?

Direct: _____ Attributable: _____

3. Do you hold the interest solely or is it jointly held with another?

Solely: _____ Jointly: _____

4. If jointly, the percentage of your joint interest: _____%

5. Indicate the value of the interest:

____ Under \$1,000

____ \$1,000 to \$9,999

____ \$10,000 to \$24, 999

____ \$25,000 to \$49,999

____ \$50,000 and over

6. Did you transfer all or any part of your interest in the entity during the reporting period?

Yes

No

If yes;

6A. What percentage of interest, if less than all, was transferred? _____%

6B. The date the interest transferred: _____

If you have additional interests in sole proprietorship(s) that did business with the State, the Employees' Retirement System (ERS), the M-NCPPC, Montgomery County or Prince George's County during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.

Schedule D – Gifts

During the reporting period, did you receive a gift in excess of a value of \$50 or a series of gifts from the same donor with a cumulative value of \$100 or more from or on behalf of, directly or indirectly, any person who does business with or is regulated by your board or commission or is registered or required to register before your board or commission under the lobbying title of the Public Ethics Law? You need not report the following gifts: 1) from your spouse, children or parents or 2) campaign contributions.

Yes

No (Go to Schedule E)

If Yes; (Answer each question below. A separate Schedule D will be required for each gift you need to disclose.)

1. Who gave you the gift? _____
2. What was the nature of the gift? (Example: cash, restaurant meal, theater tickets, book, etc.)

3. What was the value of the gift? \$ _____
4. If the gift was given to someone else at your direction, the identity of the recipient of the gift: _____

Please use additional sheet(s), if necessary, for any additional entries.

Schedule E – Officers, Directorships, Salaried Employment and Similar Interests

During the reporting period, did you or any member of your immediate family have any salaried employment or hold any office or directorship in an entity that did business with your board or commission?

Yes

No (Go to Schedule F)

If Yes, answer each question below. (A separate Schedule E will be required for each interest you need to disclose.)

1. What is the name and address of the business entity?

Name of Entity: _____

Address: _____

City/State/Zip: _____

2. What is the title of the office held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.)

3. Who was the individual who held the position or interest listed above?

Self: _____ Spouse: _____ Dependent Child: _____

Name of spouse or dependent child: _____

4. Date the relationship began: _____

5. What was the category of the business? (Example: regulated by your board or commission, registered under the lobbying law, or involved with sales and contracts with your board or commission.)

If necessary, please use additional sheet(s) for any additional entries.

Schedule F – Debts You Owe

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with your board or commission?

Yes

No (Go to Schedule G)

If Yes; (Answer each question below. A separate Schedule F will be required for each debt you need to disclose.)

1. To whom did you owe the debt? (Do not include consumer credit debts)

2. Date the debt was incurred: _____

3. What are the interest rate and terms of payment of the debt?

Interest Rate _____

Terms: _____

4. What was the amount the of debt as of the end of the reporting period? If debt existed during the reporting period but was paid in full at the end of the period, put \$0.

_____ Under \$1,000

_____ \$1,000 to \$9,999

_____ \$10,000 to \$24, 999

_____ \$25,000 to \$49,999

_____ \$50,000 and over

5. Was any security given for the debt?

Yes

No

If Yes;

6. Please describe the type of security given.

If necessary, please use additional sheet(s) for any additional entries.

Schedule G – Family Members Employed by the Board or Commission

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by your board or commission in any capacity?

Yes

No (Go to Schedule H)

If Yes; (Answer each question below. A separate Schedule G will be required for each member you need to disclose.)

1. What is the relation and name of the immediate family member employed by your board or commission?

Name: _____ Relationship: _____

2. What was the title of your immediate family member’s position with your board or commission during the reporting period?

If necessary, please use additional sheet(s) for any additional entries.

Schedule H – Employment/Business Ownership

During the reporting period, did you or any member of your immediate family, hold any position of salaried employment, or wholly own a business entity? Or, during the reporting period, did you or any member of your immediate family, partially own a business entity that did business with your board or commission?

Yes

No (Go to Schedule I)

If Yes; (Answer each question below. A separate Schedule H will be required for each income you need to disclose.)

1. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relationship, name, and address of the employment.

Name: _____

Relationship: _____

Name of Employer: _____

Address: _____

City/State/Zip: _____

2. If, during the reporting period, you or a member of your immediate family wholly owned any business entity from which income was earned, list the relationship, name and address of the business entity.

Name: _____

Relationship: _____

Name of Business Entity: _____

Address: _____

City/State/Zip: _____

3. If, during the reporting period, you or a member of your immediate family partially owned any business entity from which income was earned from the filer's board or commission, list the relationship, name and address of the business entity.

Name: _____

Relationship: _____

Name of Business Entity: _____

Address: _____

City/State/Zip: _____

Schedule I – Financial or Contractual Relationships with Governmental or Quasi-Governmental Entities

1. During the reporting period, did you or any member of your immediate family, have any financial or contractual relationship with (i) the University of Maryland Medical System, (ii) a governmental entity of the State of Maryland or of a local government in the State, or (iii) a quasi-governmental entity of the State or local government in the State?

No. Go to the next schedule.

Yes. Answer the questions below.

If yes: If you need to disclose more than one relationship, please do so by completing one Schedule I for each additional relationship. Please see the notice below for additional instructions on this matter.

2. First and last name of the family member that has the financial or contractual relationship:

3. Name of entity that has the contractual or financial relationship:

4. Address of the entity (Street address, city, state and zip code):

Address: _____

City/State/Zip: _____

5. Briefly describe the nature of the financial or contractual relationship. If the relationship included earning income or a monetary payment provide the estimated amount earned/paid during the reporting period.

If necessary, please use additional sheet(s) for any additional entries.

Schedule J – Other

Is there any additional information or interest you would like to include?

STANDARDS OF CONDUCT

The Maryland Public Ethics Law includes standards of conduct applicable to financial disclosure filers and other State employees. The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the State, and procurement specifications assistance restrictions. The Law provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the Office of the M-NCPPC Executive Director.

NO REPORTABLE
INTEREST OR ACTIVITIES.

Complete this certification only if you have carefully reviewed this Statement and its instructions. Read the requirements of Schedule H very carefully as you must disclose any salaried employment held by you, your spouse, or dependent child even if the employer does not do business with your board or with the State, ERS, Montgomery County, or Prince George's County.

I have thoroughly reviewed Schedules A through J of this Statement and the accompanying instructions, and hereby certify that I have no interests or employment required to be reported on any Schedules.

Signature of Person Filing