

Instructions for Completing the Financial Disclosure Form

NOTE: Please answer all questions. If the question does not apply to you, please write N/A.

Forms A, B and C are combined. Please complete the sections/forms that correspond to the filer's category as defined below.

Form A shall be completed by each Policy Making Official and each Candidate

Form B shall be completed by individuals who serve voluntarily on County Boards, Commissions and Advisory Councils.

Form C shall be completed by each High Ranking County Officer or Employee and each Candidate

Form D shall be used to file for an extension to file a Financial Disclosure Form.

Pursuant to Local Law No. 8 of 2011, employees and officers falling within one or more of these four categories are required to file a signed annual financial disclosure form:

- (1) Each policy making official as defined in subdivision twenty five (25) of Section Four of Local Law No. 8 of 2011;
- (2) Candidates;
- (3) Officers and employees holding the job titles or positions identified in the Annual Financial Disclosure Statement Filer List, (attached hereto);
- (4) Individuals who voluntarily serve on County boards, commissions and advisory councils.

Each individual required to file a Financial Disclosure Form shall complete the Form based on their current position at the time of filling out the form. Additional sheets may be attached as necessary. **All FORMS MUST BE PRINTED, SIGNED, NOTARIZED and RETURNED to:**

**Albany County Ethics Commission
Attn: Clerk of the Albany County Legislature
112 State Street, Rm. 710
Albany, NY 12207**

A copy of Local Law 8 for 2011 is attached to assist you in completing the Financial Disclosure Form.

The following subdivisions of Section 4 of Local Law 8 for 2011 define those individuals required to file a Financial Disclosure Form.

“Candidate” shall mean any person who, in an attempt to hold an elective position in the County Legislature or one of the Countywide elective offices set forth in Article 8 of the County Law: a) receives the nomination of a political party, b) files a designating petition for nomination at a primary election, c) seeks independent nomination and who obtains the requisite number of signatures on an independent nominating petition as required by Election Law section 6-142(2), or d) receives the designation of a committee to fill vacancies pursuant to Election Law sections 6-148 and 6-152. The terms “party”, “designation”, “primary election”, “nomination” and “independent nomination” as used in this Local Law shall have the same meanings as those contained in New York Election Law section 1-104 and New York Election Law section 6-140.

“County officer or employee” shall mean any officer or employee of the County whether paid or unpaid, and includes, without limitation, all members of any office, board, body, advisory board, council, commission, agency, department, district, administration, division, bureau, or committee of the County. “County officer or employee” shall not include:

- (i) A judge, justice, officer, or employee of the unified court system; or
- (ii) A member of an advisory board of the County if, but only if, the advisory board has no authority to implement its recommendations or to act on behalf of the County, or to restrict the authority of the County to act. No entity established pursuant to the General Municipal Law of the State of New York shall be deemed an advisory board for purposes of this paragraph

“High-ranking County position” shall mean any elected County office, any commissioner or deputy commissioner position, as well as Policy Making Official positions within the County Legislature, Office of the County Executive, Office of Management and Budget, and Office of Audit and Control, or the equivalents of such positions.

“Household” shall mean a person or group of people occupying a single dwelling.

“Policy Making Official” shall mean those County officers or employees involved in the negotiation, authorization, or approval of County laws, rules, contracts, licenses, and permits.

“Relative” shall mean the spouse, child, stepchild, parent or step-parent, sibling or step-sibling, or grandparent or grandchild of either a County official or the spouse of the County officer or employee, or any person claimed as a dependent by a County officer or employee on his or her latest income tax return, and the spouses or registered domestic partners of such relatives.

“Spouse” shall mean the husband, wife, or registered domestic partner of the reporting individual unless living separate and apart from the reporting individual pursuant to: (i) a judicial order, decree or a judgment, or (ii) a legally binding separation agreement