

## **PRIVACY ACT STATEMENT**

### **AUTHORITY:**

Collection of the information requested by this form is authorized under: Public Law 103-359, Title VIII, Counterintelligence and Security Enhancements Act of 1994; Executive Order (E.O.) 12968, Access to Classified Information, Section 1.3; 50 U.S.C. 401-413, National Security Act of 1947; as amended; Public Law 104-134 (April 26, 1996), as amended in Title 31, Section 7701; E.O. 10450, Security Requirements for Government Employees; E.O. 10865, Safeguarding Classified Information Within Industry; E.O. 12958, Classified National Security Information, as amended; 5 U.S.C. 301, Department Regulations; and E.O. 12333, United States Intelligence Activities.

### **CONSEQUENCES:**

Failure to furnish the requested information could result in your being considered unfavorably for new or continued access to particularly sensitive classified information as defined by E.O. 12968.

### **PRINCIPAL PURPOSE:**

The information will be used to help make personnel security determinations, including whether to grant a security clearance; to allow access to classified information, sensitive areas, and equipment; or to permit assignment to sensitive national security positions. The data may later be used as part of a review process to evaluate continued eligibility for access to classified information or as evidence in legal proceedings. (See Routine Uses.)

### **ROUTINE USES:**

Information may be disclosed to individuals, entities, or agencies in order to assist the U.S. Government in connection with investigating or resolving security, counterintelligence, or federal employment suitability matters.

Information may be disclosed to local, state, or federal agencies or entities for security or counterintelligence purposes or when the information alone, or in conjunction with other information, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature.

Information may be disclosed to cooperating foreign government officials for security or counterintelligence purposes.

Information may be disclosed when required by federal statute.

## FINANCIAL DISCLOSURE REPORT INSTRUCTIONS

### SCOPE OF DISCLOSURE:

Disclose the requested information concerning income, assets and liabilities generated, held or incurred by you, your spouse (your legal wife or husband) and any of your dependent children\* including any legal or beneficial interest. Do not include spousal information where there is a legal separation. Do not report financial information for any person living with you other than your spouse and your dependent children. On those accounts where you maintain signature access only in the event of an emergency you are not required to list the account balances.

\*The term "dependent child" means your son, daughter, stepson, or stepdaughter who qualifies as a dependent under Section 152 of the Internal Revenue Code of 1986.

The reporting period for the Financial Disclosure Report is the preceding calendar year. All amounts should be listed in United States Dollars. If you cannot locate the exact amount for a particular disclosure, please list your best honest estimate.

<b>ADDITIONAL ENTRIES</b> for Sections 2 through 13 are available on pages 3 and 4 of the SF 714.
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### Section 1 - EMPLOYEE IDENTIFICATION

#### 1a. Name

Enter your full name (Last, First, Middle Initial).

#### 1b. Date of Birth

Enter your date of birth using the following format (MM/DD/YYYY).

#### 1c. Social Security Number (SSN)

Enter your SSN using the following format (###-##-####).

The Privacy Act, 5 U.S.C. 552a, requires that federal agencies inform individuals at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by the authority such number is solicited and what uses will be made of the information. You are hereby advised that the authority for soliciting your SSN is Public Law 104-134 (April 26, 1996), as amended in Title 31, Section 7701. The disclosure of your SSN is voluntary. It will be used to confirm your identity.

#### 1d. Reserved for Agency Use

#### 1e. Home Address

Enter your home street address, apartment number, city, state, country, and zip/postal code.

#### 1f. Marital Status

Enter one of the following letters to describe your marital status:

- Si = Single
- M = Married
- D = Divorced
- W = Widowed
- Se = Separated

#### 1g. Employee Status

Enter one of the following letters to describe your employee status:

- S = Staff
- C = Contractor
- D = Detailee

**1h. Assigned Office/and Contact Telephone Number**

Enter your assigned office and a contact telephone number.

**1i. Company or Home Agency**

- If contractor, enter the name of your company.
- If independent contractor, type the word 'Self'.
- If detailee, enter the name of your home agency.

**Section 2 - ANNUAL INCOME, U.S. AND FOREIGN**

This section is intended to capture total annual income received in payment for you, your spouse and your dependent children during the preceding calendar year. *Add a separate entry line for each unique combination of Income Recipient Code and Country that income was received (See Section 2 Example).* Report annual salaries and wages less than \$500 as the number zero (0). Report salary and wages earned even if you, your spouse or your dependent children did not file a tax return. All real estate profit or loss from property sold during the preceding year should be included in this section even if some or all of it is not taxable. Profits or losses on investments sold during the preceding year should be included in this section. Losses should be reported using a negative sign (-) before the amount (e.g., -400 for a loss of \$400). Provide your spouse's salary and wages in a separate entry line that only includes income earned solely by that spouse, even if you filed a joint tax return. Enter the number zero (0) if your spouse did not have salary and wages.

- For Wages & Salary, Non-taxable Income, and Other Income columns, enter the number zero (0) if values are less than \$500.
- For Interest Income and Dividend Income columns, enter the number zero (0) if these values are less than \$25.
- Describe non-recurring cash income over \$10,000 in Section 12, plus list it under the appropriate column(s) in this section.

## Section 2 – Example

Code	US/Foreign Indicator	Sal & Wages	Non-taxable	Interest	Dividends	Rental	Other	Total
F	US	10573	123	12	9	0	12	10729
F	Germany	123	0	0	0	0	0	123
F	France	20000	0	0	0	0	0	20000
S	US	0	0	0	0	0	0	0
F&S	US	0	0	172	112	0	-24	260
F&S	France	0	0	0	0	30000	0	30000
	Total	30696	123	184	121	30000	-12	61112

**2a. Codes**

Enter one of the following, per row, to describe the person(s) who earned the income:

- F = Filer
- S = Spouse
- D = Dependent child
- O = Other Individual(s)
- F&S = Filer & Spouse

Example: A joint income producing account held by husband and wife would be listed as "F&S." A joint account held by the Filer's spouse and dependent child would be listed as "S&D."

**2b. US/Foreign Indicator**

Enter whether the income earned was U.S. or foreign. If foreign, specify country.

**2c. Annual Salary & Wages**

Enter the total applicable Annual Salary and Wages received in payment for personal services during the preceding calendar year. Report annual salaries of less than \$500 as the number zero (0). Report salary and wages earned even if you, your spouse or your dependent children did not file a tax return. If you are married, your spouse's salary and wages should be reported on a separate line that reflects only income applicable to that spouse (i.e., no joint income should be reported on that line). Total salary and wages for dependent children also should be reported on a separate line.

**2d. Non-Taxable Income**

Enter the total applicable amount of Non-Taxable Income received during the preceding calendar year in the form of gifts, inheritances, life insurance proceeds, child support, veteran's benefits, welfare payments, court awards or settlements for personal injury, worker's compensation, foster care payments, non-taxable gains from real estate sales, and other non-taxable income (for additional information refer to IRS Publication 525 *Taxable and Nontaxable Income*). Report total applicable non-taxable income less than \$500 as the number zero (0). Report non-taxable income received even if you, your spouse or your dependent children did not file a tax return.

**2e. Interest Income**

Enter the total applicable amount of Taxable Interest Income reported for the preceding calendar year. Report Taxable Interest Income less than \$25 as the number zero (0). Report interest income received even if you, your spouse or your dependent children did not file a tax return.

**2f. Dividend Income**

Enter the total applicable amount of Dividend Income reported for the preceding calendar year. Report Taxable Dividend Income less than \$25 as the number zero (0). Report Dividend Income received even if you, your spouse or your dependent children did not file a tax return.

**2g. Gross Rental Receipts**

Enter the total applicable amount of Gross Rental Receipts received for the previous year. Report Gross Rental Receipts less than \$500 as the number zero (0).

**2h. Other Income**

Enter the total applicable amount of Other (Taxable) Income or loss received during the preceding calendar year. Report Other Taxable Income less than \$500 as the number zero (0). Report Other Income received, even if you, your spouse or your dependent children did not file a tax return. Other Income includes Alimony; Awards; Business Profit or Loss; Gambling Winnings or losses; Lottery Winnings; Prizes; Taxable Capital Gains or losses from sales of investments, property, or other assets; and Taxable Scholarships. A loss should be reported using a negative sign in front of the amount (e.g., a loss of \$400 would be reported as -400).

If the total of this column is equal to or exceeds \$10,000, provide description identifying the source(s) of the income in Section 12.

**2i. Total Annual Income**

Add the amount from every column and compute the total for each row.

**Section 3 - BANK ACCOUNTS, U.S. AND FOREIGN**

This section is intended for you to provide information for any savings or checking accounts which are in the name, or signature authority of you, your spouse, or any of your dependent children during the preceding calendar year. Use one line to report all accounts held by one or more individuals at the same bank, savings bank, savings and loan association, or credit union.

**3a. Codes**

Enter one or more of the following letters to describe the person(s) who maintain(s) the account:

- F = Filer

- S = Spouse
- D = Dependent child
- O = Other individual(s)
- F&S = Filer & Spouse

Example: A joint bank account held by husband and wife would be listed as "F&S." A joint account held by the filer and someone other than their spouse or dependent child would be listed as "F&O."

**3b. Institution**

Enter the name of the financial institution.

**3c. US/Foreign Indicator**

Enter whether the account(s) is/are held at a U.S. or foreign financial institution. If foreign, specify country.

**3d. Total # of Accounts**

Enter the total number of accounts (not account numbers) held at the same financial institution and address as indicated in columns 3b and 3e.

**3e. Address**

Enter the address of the financial institution where the account(s) is maintained (Number, Street, City, State, and Zip/Postal Code. If foreign, specify country).

**3f. Year-End Balance**

Enter the grand total of all the account balances as of December 31 of the preceding calendar year

**Section 4 - INVESTMENT ACCOUNTS, U.S. AND FOREIGN**

This section is intended for you to provide the following information on any investment accounts which are in the name, or signature authority of you, your spouse, or any of your dependent children during the preceding calendar year. Investment accounts are defined as accounts maintained by stockbrokers, brokerage houses, investment firms, securities dealers, holding companies, limited partnerships, and financial institutions who invest your money in stocks, bonds, mutual funds, certificates of deposit, real estate investment trusts, money market funds, commodities, futures, options, and any other types of investments. Thrift Savings Plan (TSP), IRA's, Keogh accounts, 401 (k) accounts, 403 (b) accounts, thrift savings, college savings funds, and all other forms of retirement and investment accounts should be included in this section. Use one line to report all accounts held by one or more individuals at the same financial institution.

**4a. Codes**

Enter one or more of the following letters to describe the person(s) who maintain(s) the account:

- F = Filer
- S = Spouse
- D = Dependent child
- O = Other individual(s)
- F&S = Filer & Spouse

Example: A joint investment account held by husband and wife would be listed as "F&S." A joint account held by a dependent child and someone other than the filer or spouse would be listed as "D&O."

**4b. Institution**

Enter the name of the financial institution that maintains the investment account(s).

**4c. US/Foreign Indicator**

Enter whether the account(s) is/are held at a U.S. or foreign financial institution. If foreign, specify country.

**4d. Total # of Accounts**

Enter the number of accounts (not account numbers) held at the financial institution and address indicated in items 4b and 4e.

**4e. Address**

Enter the address of the financial institution that maintains the investment account (Number, Street, City, State, and Zip/Postal Code. If foreign, specify country).

**4f. Amount Invested (Cost Basis)**

Enter the total amount invested (excluding employer contributions) in all accounts at each institution. You may use the amount invested, or cost basis as reported on your year-end statement or as provided by the financial institution. The amount invested should include original and subsequent purchases of shares of stock and all subsequent reinvestment of dividends and capital gains. The amount invested or cost basis does not include any appreciation or depreciation to the original market value of the investment. If you inherited or were given the investment, your amount invested or cost basis will be the market value of the account at the time you acquired the investment. If neither you, nor the financial institution, are able to determine the applicable cost basis, provide your best estimate.

Remember, whenever an investment is acquired by gift or inheritance during the preceding year, the fair market value of that item at the time ownership was transferred must be provided in Section 2d Non-Taxable Income and the details explained in Section 12.

**4g. Year-End Fair Market Value**

Enter the total year-end balance (fair market value) for all investments at each institution. You may use the year-end market value as reported on your year-end statement or as provided by the financial institution. The market value may also be determined by multiplying the number of shares you own by the December 31<sup>st</sup> price per share as posted on the New York Stock Exchange, American Stock Exchange, or other market reference. The market value includes the amount you invested plus any subsequent appreciation or depreciation.

**Section 5 - OWNED REAL ESTATE, U.S. AND FOREIGN**

This section is intended for you to list any foreign and domestic real estate owned totally or in part by you, your spouse, or any of your dependent children on December 31 of the preceding calendar year.

**5a. Codes**

Enter one or more of the following letters to describe the person(s) who own(s) the real estate:

- F = Filer
- S = Spouse
- D = Dependent child
- O = Other individual(s)
- F&S = Filer & Spouse

Example: Real estate held jointly by husband and wife would be listed as "F&S."

**5b. Address**

Enter the address of property owned (Number, Street, City, State, and Zip/Postal code. If foreign property, specify country).

**5c. US/Foreign Indicator**

Enter whether the property owned is within the U.S. or a foreign country. If foreign, specify country.

**5d. Year of Purchase**

Enter the year in which the property was acquired by purchase, gift, or inheritance.

**5e. Purchase Price**

If you purchased the property, enter the amount you paid. If you are part owner of a property, enter the amount you contributed to the purchase. If you inherited or were given property, your cost basis is the fair market value at the time you acquired the property.

Remember, whenever a property is acquired by gift or inheritance during the preceding year, the fair market value of that item at the time ownership was transferred must be provided in Section 2d Non-Taxable Income, and the details explained in Section 12.

### **5f. Capital Improvement Costs**

Enter the total cost of any capital improvements to the property since it was purchased. Capital improvements are alterations that add to the value of the property, such as remodeling of kitchens or adding a bathroom. Repair and replacement of worn out items does not constitute capital improvements.

- You do not have to include capital improvement costs that totaled less than \$5,000 in the total amount you report.

### **Section 6 - OWNED VEHICLES, BOATS, AIRPLANES, OTHER**

This section is intended for you to list any vehicles, boats, and airplanes owned by you, your spouse, or any of your dependent children on 31 December of the preceding calendar year. Vehicles include RV's, motorcycles, trailers, tractors, etc. Use "Other" for items not defined as Vehicle, Boat, or Airplane.

- Report nothing if Purchase Price is less than \$1,000.

#### **6a. Codes**

Enter one or more of the following letters to describe the person(s) who maintain(s) ownership:

- F = Filer
- S = Spouse
- D = Dependent child
- O = Other individual(s)
- F&S = Filer & Spouse

Example: Joint ownership of a vehicle by husband and wife would be listed as "F&S."

#### **6b. Type**

Enter one of the following letters to describe the type:

- V = Vehicle (e.g., car, truck, motorcycle, RV, snowmobile, tractors, etc.)
- B = Boat (e.g., power/row boat, canoe, sail boat, jet ski, etc.)
- A = Airplane (fixed wing, glider, helicopter, ultra light, etc.)
- O = Other: Describe

#### **6c. Make**

Enter the manufacturer of the vehicle, boat, airplane, or other.

#### **6d. Model/Year**

Enter the model and year manufactured of the vehicle, boat, airplane, or other.

#### **6e. Plate or ID Number**

Enter either the license plate number (beginning with the two letter state abbreviation, followed by a colon (:), then the plate number e.g. VA:123XYZ or DC:7831HV) or the Vehicle Identification Number of the vehicle, boat, airplane, or other.

#### **6f. Year Purchased**

Enter the year the vehicle, boat, airplane, or other was purchased or received as a gift/inheritance.

**6g. Purchase Price**

Enter the amount you paid for the vehicle, boat, airplane or other. Do not list current fair market value or current assessed value. If you are part owner of a vehicle, boat, airplane or other or assisted another in purchasing such items, enter the amount you contributed to the purchase. If you inherited or were given a vehicle, boat, airplane or other, your cost basis is the fair market value at the time you acquired the item.

Remember, whenever a vehicle, boat, airplane or other is acquired by gift or inheritance during the preceding year, the fair market value of that item at the time ownership was transferred must be provided in Section 2d Non-Taxable Income and explained in Section 12.

**Section 7 - REAL ESTATE YOU LEASE OR RENT FROM ANOTHER, U.S. AND FOREIGN**

This section is provided for you to list any foreign and domestic real estate leased or rented totally or in part by you, your spouse, or any of your dependent children at any time during the preceding calendar year. Include vacation rentals leased or rented for 30 days or more.

- Do not report if monthly lease or rental payment is less than \$50.

**7a. Codes**

Enter one or more of the following letters to describe the person(s) who maintain(s) responsibility for the lease or rental:

- F = Filer
- S = Spouse
- D = Dependent child
- O = Other individual(s)
- F&S = Filer & Spouse

Example: Property leased or rented by husband and wife would be listed as "F&S."

**7b. Address**

Enter the address of the property you lease or rent (Number, Street, City, State, and Zip/Postal code. If foreign property, specify country).

**7c. US/Foreign Indicator**

Enter whether the property you lease or rent is within the U.S. or a foreign country. If foreign, specify country.

**7d. Year of Lease/Rental**

Enter the year the property was initially leased or rented.

**7e. Monthly Lease/Rental Payment**

Enter the lease or rental monthly payment.

- Do not report if monthly lease or rental payment is less than \$50.

**Section 8 - LEASED VEHICLES, BOATS, AIRPLANES, OTHER**

This section is provided for you to list any vehicles, boats, and airplanes leased for 30 days or more by you, your spouse, or any of your dependent children during the preceding calendar year. Vehicles include RV's, trailers, tractors, etc. Use "Other" for items not defined as Vehicle, Boat, or Airplane.

- Report nothing if lease payment is less than \$50.

**8a. Codes**

Enter one or more of the following letters to describe the person(s) who maintain(s) the lease:

- F = Filer



- S = Spouse
- D = Dependent child
- O = Other individual(s)
- F&S = Filer & Spouse

Example: Joint lease of a vehicle by husband and wife would be listed as “F&S.”

### 8b. Type

Enter one of the following letters to describe the lease type:

- V = Vehicle (e.g., car, truck, motorcycle, RV, snowmobile, etc.)
- B = Boat (e.g., power/row boat, canoe, sail boat, jet ski, etc.)
- A = Airplane (fixed wing, glider, helicopter, ultra light, etc.)
- O = Other: Describe

### 8c. Make

Enter the manufacturer of the vehicle, boat, airplane, or other.

### 8d. Model/Year

Enter the model and year manufactured of the vehicle, boat, airplane, or other.

### 8e. Plate or ID Number

Enter either the license plate number (beginning with the two letter state abbreviation, followed by a colon (:), then the plate number e.g. VA:123XYZ or DC:7831HV) or the Vehicle Identification Number of the vehicle, boat, airplane, or other.

### 8f. Year Leased

Enter the year the vehicle, boat, airplane, or other was initially leased.

### 8g. Monthly Lease/Rental Payment

Enter the monthly lease payment.

- Report nothing if lease payment is less than \$50.

## Section 9 - OTHER ASSETS, U.S. AND FOREIGN

This section is intended for you to list any other assets with an estimated value of \$5,000 or more owned totally or in part by you, your spouse, or any of your dependent children on December 31 of the preceding calendar year. This includes but is not limited to, antiques, art, and other collectibles\*; jewelry; livestock; cash on hand or other monetary instruments (money orders, savings bonds, traveler’s checks, etc.); trusts, cash value of whole life insurance policies, self-held securities or any other assets that are not listed elsewhere on this form.

The \$5,000 threshold applies to the category of the asset. For example, if you personally hold the certificates for \$8,000 worth of stock in Company A and your spouse holds certificates for \$4,000 worth of stock in Company B, you would report \$12,000 worth of stock in this section.

- Report nothing for a particular asset category if the total value of assets in that category is less than \$5,000.

\*A collectible can be defined as a rare object collected by investors with the expectation of appreciation. Examples are stamps, coins, oriental rugs, antiques, baseball cards, and photographs. While it is important to have a reliable baseline figure, it is not necessary to have an appraisal. Please provide the year-end market value to the best of your ability. If you do not have records, provide your best honest estimate of the value.

### 9a. Codes

Enter one or more of the following letters to describe the person(s) who maintain(s) the asset:

- F = Filer
- S = Spouse
- D = Dependent child
- O = Other individual(s)
- F&S = Filer & Spouse

Example: If you share ownership of an asset, such as a racehorse, through a limited partnership, you would enter "F&O."

### **9b. Description**

Provide a description of the asset. If the asset is owned in part, include the percentage of the asset owned by you. If the asset(s) is a trust, indicate the name of the trust, the trustee and the type of assets held by the trust.

### **9c. US/Foreign Indicator**

Enter whether the asset is U.S. or foreign held. If foreign, specify country.

### **9d. Year of Purchase**

Enter the year the asset was purchased/acquired. If you have purchased more than one asset of the same type (e.g. \$10,000 worth of jewelry purchased over a period of years), list the period of purchase (e.g. 1980 - 1985).

### **9e. Purchase Price or Other Cost Basis**

If you purchased the asset, enter the amount you paid for it. If you inherited or were given the asset, enter the fair market value at the time ownership of the asset was transferred.

Remember, whenever an asset is acquired by gift or inheritance during the preceding year, the fair market value of that item at the time ownership was transferred must also be provided in Section 2d Non-Taxable Income and explained in Section 12.

### **9f. Year-End Fair Market Value**

Enter the total year-end fair market value for the asset or item. The market value includes the amount you invested plus any subsequent appreciation or depreciation. If the asset is a self-held stock, security, or bond, you may use the year-end market value as determined by multiplying the number of shares you own by the December 31<sup>st</sup> price per share as posted on the New York Stock Exchange, American Stock Exchange, or other market reference. If the asset or item is jewelry, antiques, art, coins, or other collectibles, enter the fair market value as best determined from publications or other reference materials. If the item is insured, you may use the insured value.

## **Section 10 - MORTGAGE, LOANS (including installment and personal loans), U.S. AND FOREIGN**

This section is intended for you to list any mortgages or loans under the name or signature authority of you, your spouse, or any of your dependent children during the preceding calendar year. Do not report personal loans made between you, your spouse or your dependent children.

- Report nothing if the Year-End Balance is less than \$500.

### **10a. Codes**

Enter one or more of the following letters to describe the person(s) who maintain(s) the mortgage or loan:

- F = Filer
- S = Spouse
- D = Dependent child
- O = Other individual(s)

- F&S = Filer & Spouse

Example: If you and your spouse have a mortgage on a house, you would enter "F&S."

### **10b. Type of Loan**

Enter one of the following characters (number or letters) to describe the loan type:

- 2 = 2<sup>nd</sup> Mortgage
- A = Auto
- E = Equity
- L = Line of Credit
- M = Mortgage
- O = Other Loan
- P = Personal
- S = Student

### **10c. Name of Creditor**

Enter the name of the creditor or lender.

### **10d. US/Foreign Indicator**

Enter whether the loan account is held at a U.S. or foreign financial institution. If foreign, specify country.

### **10e. Address of Creditor**

Enter the address of the creditor or lender (Number, Street, City, State, and Zip/Postal code. If foreign, specify country).

### **10f. Original Balance**

Enter the original balance of the liability.

- Do not report if 'Year End-Balance' is less than \$500.

### **10g. Year-End Balance**

Enter the year-end balance of the liability as of December 31 of the preceding calendar year (if unavailable estimate it).

- Do not report if year-end balance is less than \$500.

### **10h. Monthly Payment**

Enter the monthly payment made.

## **Section 11 - OTHER LIABILITIES, U.S. AND FOREIGN**

This section is provided for you to list all other liabilities you owe to other people and organizations, such as credit card debt, judgments owed to others, bankruptcy payments, amounts you owe others paid by garnishments, alimony you owe former spouses, tuition you owe to others, settlements owed to others, child support owed to others, etc.

- Do not report liabilities having a Year-End Balance of less than \$500.

### **11a. Codes**

Enter one or more of the following letters to describe the person(s) who maintain(s) the liability:

- F = Filer
- S = Spouse
- D = Dependent child
- O = Other individual(s)
- F&S = Filer & Spouse

Example: If you share a liability, with your spouse, for a credit account, you would enter "F&S."

**11b. Type of Liability**

Enter the type of liability you owe to others (e.g. child support, alimony).

**11c. Name of Creditor**

Enter the name of the creditor or the person who receives payment.

**11d. US/Foreign Indicator**

Enter whether the liability is paid to U.S. or foreign creditor or person. If foreign, specify country.

**11e. Address of Creditor**

Enter the address of the creditor who receives payment (Number, Street, City, State, and Zip/Postal code. If foreign, specify country).

**11f. Original Balance**

Enter the original balance of the liability.

- Do not report if the Year-End Balance is less than \$500.

**11g. Year-End Balance**

Enter the year-end balance of the liability as of December 31 of the preceding calendar year (if unavailable estimate it).

- Do not report if the Year-End Balance is less than \$500.

**11h. Monthly Payment**

Enter the monthly payment made on the liability.

- Report nothing if the Year-End Balance is less than \$500.

**Section 12 - ADDITIONAL INCOME/BANKRUPTCY**

This section is intended for you to provide additional information about inheritances, gifts, and other types of "Additional Income" you received and about bankruptcies. Only describe "Additional Income" (e.g., gifts, inheritances, winnings, etc.) received during the preceding year. Only report bankruptcies filed during the preceding year.

You must describe additional income in this Section if you, your spouse, and/or dependent children received one or more of the following categories of income during the preceding year:

- Any U.S. or foreign investments acquired by gift or inheritance
- Any U.S. or foreign real estate/property valued at \$5,000 or more acquired by gift or inheritance
- One or more vehicles worth \$1,000 or more acquired by gift or inheritance
- Any other assets valued at \$5,000 or more acquired by gift or inheritance
- Section 2 'Other Income' totaling \$10,000 or more.
- Any non-recurring cash income over \$10,000.

Make certain each amount of Additional Income in this section has also been reported appropriately in Section 2. For example, gifts, inheritances, settlements and other types of non-taxable income should be listed as Non-Taxable Income. Awards; Gambling and/or Lotto Winnings; Prizes; and other similar types of taxable income should be listed as 'Other Income'.

**12a. Item Type**

Enter one of the following letters to describe the item:

- B = Bankruptcy
- G = Gift
- I = Inheritance
- S = Settlements Received
- T = Trust Distributions
- W = Winnings
- P = Profit from the sale of a house or other asset(s)
- O = Other

**12b. Amount**

Enter the dollar amount. Provide the total amount applicable for the item type addressed. For amounts applicable to gifts and inheritances provide the estimated fair market value at the time ownership was transferred.

Make certain each amount of Additional Income in this section has also been reported appropriately in Section 2. For example, gifts, inheritances, settlements and other types of non-taxable income should be listed as Non-Taxable Income. Awards; Gambling and/or Lotto Winnings; Prizes; and other similar types of taxable income should be listed as 'Other Income'.

For bankruptcies provide the amount of court approved discharge of debts. If that amount is not known, leave the amount blank.

**12c. Explanation**

Provide an explanation regarding income from settlements, winnings, gifts, or inheritances that you received. Note the date and source of that income. Note the location of probate records for inheritances, if applicable. Also note any amounts received in cash as opposed to paid by check or direct deposit. If bankruptcy, provide the type (e.g., Chapter 7, 11, 13, etc.), date and place filed, and current status.

**Section 13 – SAFE DEPOSIT BOX/COMMENTS**

List the names and addresses of all institutions where you have a safe deposit box. Make certain you also report the value of cash or other valuables kept in your safety deposit box in Section 9 "Other Assets".

You may also provide any information which you believe to be useful to the reviewers or which you believe requires further explanation in this field.

**13a. Name of Institution**

Enter the name of the financial institution.

**13b. Address of Institution**

Enter the address of the financial institution where the account(s) is maintained (Number, Street, City, State, and Zip/Postal Code. If foreign, specify country).

**13c. Explanation (optional)**

Provide any comments which you believe clarify previous entries on this form.

**Section 14 - CERTIFICATION BY THE PERSON COMPLETING THE FORM**

**14a. Type Name**

Enter your full name (Last, First, Middle Initial).

**14b. Signature**

Before mailing, sign the Financial Disclosure Report.

**14c. Date Signed**

Enter the date the Financial Disclosure Report was signed.