

FINANCIAL DISCLOSURE REPORT

Please Note: Section 1.3 of E.O. 12968 requires that employees complete this form as a condition of access to specific types of classified information as determined by the head of an agency. Before completing this form, read the Privacy Act Statement, the sections on Sensitive Personal Data and Public Reporting Burden and the Instructions. Type or print clearly in black or blue ink.

Sensitive Personal Data: After this form is completed, it will contain sensitive personal information, which is to be safeguarded pursuant to the Privacy Act, 5 U.S.C. 552a. This information is to be released only to authorized personnel having a need to know for official uses. The completed form should be stored in a locked file cabinet or secured room. When the completed form is no longer needed it should be destroyed by burning or shredding.

Public Reporting Burden for collection of information is estimated to average two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the reported information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Management and Budget, Paperwork Reduction Project, Washington, DC 20503.

SECTION 1: EMPLOYEE IDENTIFICATION

1a. Name (Last, First, Middle Initial)	1b. Date of Birth (MM/DD/YYYY)	1c. Social Security Number	1d. Reserved for Agency Use
1e. Home Address (Number, Street, Apt. #, City, State, Country, Zip Code)			1f. Marital Status
1g. Employee Status	1h. Assigned Office and Contact Telephone Number	1i. Company or Home Agency	

SECTION 2: ANNUAL INCOME, U.S. AND FOREIGN

2a. Codes	2b. US/Foreign Indicator	2c. Annual Salary & Wages	2d. Non-Taxable Income	2e. Interest Income	2f. Dividend Income	2g. Gross Rental Receipts	2h. Other Income	2i. Total Annual Income
Totals								

SECTION 3: BANK ACCOUNTS, U.S. AND FOREIGN

3a. Codes	3b. Institution	3c. US/Foreign Indicator	3d. Total # of Accounts	3e. Address	3f. Year-End Balance

SECTION 4: INVESTMENT ACCOUNTS, U.S. AND FOREIGN

4a. Codes	4b. Institution	4c. US/Foreign Indicator	4d. Total # of Accounts	4e. Address	4f. Amount Invested (Cost Basis)	4g. Year-End Fair Market Value

SECTION 5: OWNED REAL ESTATE, U.S. AND FOREIGN

5a. Codes	5b. Address	5c. US/Foreign Indicator	5d. Year of Purchase	5e. Purchase Price	5f. Capital Improvement Costs

SECTION 6: OWNED VEHICLES, BOATS, AIRPLANES, OTHER

6a. Codes	6b. Type	6c. Make	6d. Model/Year	6e. Plate or ID Number	6f. Year Purchased	6g. Purchase Price

SECTION 7: REAL ESTATE YOU LEASE OR RENT FROM ANOTHER, U.S. AND FOREIGN					
7a. Codes	7b. Address	7c. US/Foreign Indicator	7d. Year of Lease/Rental	7e. Monthly Lease/Rental Payment	

SECTION 8: LEASED VEHICLES, BOATS, AIRPLANES, OTHER						
8a. Codes	8b. Type	8c. Make	8d. Model/Year	8e. Plate or ID Number	8f. Year Leased	8g. Monthly Lease/Rental Payment

SECTION 9: OTHER ASSETS, U.S. AND FOREIGN					
9a. Codes	9b. Description	9c. US/Foreign Indicator	9d. Year of Purchase	9e. Purchase Price or Other Cost Basis	9f. Year-End Fair Market Value

SECTION 10: MORTGAGES, LOANS (including installment and personal loans), U.S. AND FOREIGN							
10a. Codes	10b. Type of Loan	10c. Name of Creditor	10d. US/Foreign Indicator	10e. Address of Creditor	10f. Original Balance	10g. Year-End Balance	10h. Monthly Payment

SECTION 11: OTHER LIABILITIES, U.S. AND FOREIGN							
11a. Codes	11b. Type of Liability	11c. Name of Creditor	11d. US/Foreign Indicator	11e. Address of Creditor	11f. Original Balance	11g. Year-End Balance	11h. Monthly Payment

SECTION 12: ADDITIONAL INCOME/BANKRUPTCY		
12a. Item Type	12b. \$ Amount	12c. Explanation

SECTION 13: SAFE DEPOSIT BOX/COMMENTS		
13a. Name of Institution	13b. Address of Institution	13c. Explanation (Optional)

SECTION 14: CERTIFICATION BY PERSON COMPLETING THE FORM: I certify that the entries made by me are true, complete and accurate to the best of my knowledge and belief and are made in good faith. I understand that knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See U.S. Code Title 18, Section 1001.)		
14a. Type Name (Last, First, Middle Initial)	14b. Signature	14c. Date Signed (MM/DD/YYYY)

Name (Last, First, Middle Initial)					Social Security Number		
ADDITIONAL ENTRIES							
SECTION 8: LEASED VEHICLES, BOATS, AIRPLANES, OTHER							
8a. Codes	8b. Type	8c. Make	8d. Model/Year	8e. Plate or ID Number	8f. Year Leased	8g. Monthly Lease/Rental Payment	
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