

**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 instructions, which include the Privacy Act Statement located in the instructions for completion of this form and the sections below on Sensitive Personal Data and Public Reporting Burden. 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 required, 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 suggestion 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, Suffix)		1b. Date of Birth (MM/DD/YYYY)	1c. Social Security Number	1d. Reserved for Agency Use
1e. Home Address (Number, Street, Apt. #, City, State, Zip Code, Country)				1f. Marital Status
1g. Employee Status	1h. Daytime Telephone Number and Office e-mail Address		1i. Company or Home Agency	

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

2a. Codes	2b. Name of Country	2c. Annual Salary & Wages	2d. Interest Income	2e. Dividend Income	2f. Gross Rental Receipts	2g. Other Income	2h. Total Annual Income
Totals							

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

3a. Codes	3b. Institution	3c. Name of Country	3d. Total # of Accounts	3e. Address	3f. Year-End Balance

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

4a. Codes	4b. Institution	4c. Name of Country	4d. Total # of Accounts	4e. Address	4f. Year-End Fair Market Value

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

5a. Codes	5b. Address (include Country)	5c. Year Acquired	5d. How Acquired	5e. Purchase Price or Acquisition Value	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 Acquired	6g. How Acquired	6h. Purchase Price or Acquisition Value

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

7a. Codes	7b. Address (include Country)	7c. Month and Year of Initial Lease/Rental (MM/YYYY)	7d. 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. Month and Year of Initial Lease (MM/YYYY)	8g. Monthly Lease/Rental Payment

**SECTION 9: OTHER ASSETS, U.S. AND FOREIGN**

9a. Codes	9b. Description	9c. Name of Country	9d. Year/Period Acquired	9e. Purchase Price or Other Cost Basis	9f. Year-End Fair Market Value

**SECTION 10: MORTGAGES, LOANS, AND OTHER LIABILITIES (except credit cards), U.S. AND FOREIGN**

10a. Codes	10b. Type of Loan/Liability	10c. Name of Creditor	10d. Address of Creditor (include Country)	10e. Original Balance	10f. Year-End Balance	10g. Monthly Payment

**SECTION 11: CREDIT CARDS, U.S. AND FOREIGN**

11a. Codes	11b. Name of Creditor	11c. Address of Creditor (include Country)	11d. Year-End Balance	11e. Last Payment Amount	11f. Last Payment Date (MM/YYYY)

**SECTION 12: ADDITIONAL INCOME/BANKRUPTCY**

12a. Item Type	12b. \$ Amount	12c. Explanation

**SECTION 13: SAFE DEPOSIT BOX**

13a. Name of Institution	13b. Address of Institution

**SECTION 14: COMMENTS**

**SECTION 15: 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.)

15a. Type Name (Last, First, Middle Initial, Suffix)	15b. Signature	15c. Date Signed (MM/DD/YYYY)

Name (Last, First, Middle Initial, Suffix)	Social Security Number
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**ADDITIONAL ENTRIES**

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

2a. Codes	2b. Name of Country	2c. Annual Salary & Wages	2d. Interest Income	2e. Dividend Income	2f. Gross Rental Receipts	2g. Other Income	2h. Total Annual Income

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3a. Codes	3b. Institution	3c. Name of Country	3d. Total # of Accounts	3e. Address	3f. Year-End Balance

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

4a. Codes	4b. Institution	4c. Name of Country	4d. Total # of Accounts	4e. Address	4f. Year-End Fair Market Value

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

5a. Codes	5b. Address (include Country)	5c. Year Acquired	5d. How Acquired	5e. Purchase Price or Acquisition Value	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 Acquired	6g. How Acquired	6h. Purchase Price or Acquisition Value

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

7a. Codes	7b. Address (include Country)	7c. Month and Year of Initial Lease/Rental (MM/YYYY)	7d. Monthly Lease/Rental Payment

Name (Last, First, Middle Initial, Suffix)	Social Security Number
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**ADDITIONAL ENTRIES**

**SECTION 8: LEASED VEHICLES, BOATS, AIRPLANES, OTHER**

8a. Codes	8b. Type	8c. Make	8d. Model/Year	8e. Plate or ID Number	8f. Month and Year of Initial Lease (MM/YYYY)	8g. Monthly Lease/Rental Payment

**SECTION 9: OTHER ASSETS, U.S. AND FOREIGN**

9a. Codes	9b. Description	9c. Name of Country	9d. Year/Period Acquired	9e. Purchase Price or Other Cost Basis	9f. Year-End Fair Market Value

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10a. Codes	10b. Type of Loan/Liability	10c. Name of Creditor	10d. Address of Creditor (include Country)	10e. Original Balance	10f. Year-End Balance	10g. Monthly Payment

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11a. Codes	11b. Name of Creditor	11c. Address of Creditor (include Country)	11d. Year-End Balance	11e. Last Payment Amount	11f. Last Payment Date (MM/YYYY)

**SECTION 12: ADDITIONAL INCOME/BANKRUPTCY**

12a. Item Type	12b. \$ Amount	12c. Explanation

**SECTION 13: SAFE DEPOSIT BOX**

13a. Name of Institution	13b. Address of Institution

**SECTION 14: COMMENTS**
