



Basic Filing Requirements for Elected & Appointed Officials

According to the disclosure law, elected officials currently in office, elected officials who left office during the preceding calendar year, state appointed officials, officials appointed to fill vacancy in an elective or state appointive office, and some professional staff are required to file an F-1 report.

Please review, [Executive State Officers List & Professional Staff](#)
For assistance call toll free at: 1-877-601-2828.

F-1'S ARE DUE APRIL 15:

Who files?

- State & county elected officials
- Elected officials in local jurisdictions with 1,000 or more registered voters
- Select state agency officials [list](#)

A complete **F1** must be filed once every four consecutive years. Businesses interests are disclosed on the **F-1 Supplement** when the full F-1 is filled. The **F1-A** may be filed in the other three years.;

Only one F-1 is required to be filed each year.

[Personal Financial Affairs Statement - Instruction Manual](#)

Are You Required To File a Personal Financial Affairs Statement?

Are you an appointed or elected official?

1. for a federal office;
2. in a town or jurisdiction that had fewer than 1,000 registered voters as of the last general election;
3. for precinct committee officer; or for an office in a district where voters must own property or have other special qualifications (e.g., irrigation, diking, or flood control)?

YES >

No F-1 required.

NO
v

Are you?

1. an elected or appointed official for a state office;
2. an elected or appointed official in a town or taxing district that had 1,000 or more registered voters as of the last general election (check with the PDC);
3. an appointed official to one of the agencies linked [here](#)?

NO >

No F-1 required.

YES
v

File a financial affairs statement (Form F1).

*Elected officials must file between **January 1 and April 15** during the year they hold office.

Appointees must file within **two weeks** of being appointed.

Refer to instruction manual for detailed assistance and examples. Deadlines: Incumbent elected and appointed officials -- by April 15. Candidates and others -- within two weeks of becoming a candidate or being newly appointed to a position. SEND REPORT TO PUBLIC DISCLOSURE COMMISSION	DOLLAR CODE AMOUNT A \$1 to \$4,499 B \$4,500 to \$23,999 C \$24,000 to \$47,999 D \$48,000 to \$119,999 E \$120,000 or more	R E C E I V E D
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Last Name _____ First _____ Middle Initial _____ Mailing Address (Use PO Box or Work Address) * _____ City _____ County _____ Zip + 4 _____	Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.
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Filing Status (Check only one box.) <input type="checkbox"/> An elected or state appointed official filing annual report <input type="checkbox"/> Final report as an elected official. Term expired: _____ <input type="checkbox"/> Candidate running in an election: month _____ year _____ <input type="checkbox"/> Newly appointed to an elective office <input type="checkbox"/> Newly appointed to a state appointive office <input type="checkbox"/> Professional staff of the Governor's Office and the Legislature	Office Held or Sought Office title: _____ County, city, district or agency of the office, name and number: _____ Position number: _____ Term begins: _____ ends: _____
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1 INCOME List each employer, or other source of income (pension, social security, legal judgment, etc.) from which you or a family member, including registered domestic partner, received \$2,400 or more during the period. Include stock options received during the reporting period that had a value of \$2,400 or more. (Report interest and dividends in Item 3.)

Show Self (S) Spouse (SP/DP) Dependent (D)	Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)

Check Here if continued on attached sheet

2 REAL ESTATE List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$12,000 in which you or a family member, including registered domestic partner, held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)

Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser	Nature and Amount (Use Code) of Payment or Consideration Received		
Property Purchased or Interest Acquired		Creditor's Name/Address	Payment Terms	Security Given	Mortgage Amount - (Use Code) Original Current
All Other Property Entirely or Partially Owned					

Check here if continued on attached sheet

3 ASSETS / INVESTMENTS - INTEREST / DIVIDENDS

List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.

A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$24,000 any time during the report period.	Type of Account or Description of Asset	Asset Value (Use Code)	Income Amount (Use Code)
B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$24,000 during the period.			
C. Name and address of each company, association, government agency, etc. in which you, a family member, including registered domestic partner, owned or had a financial interest worth over \$2,400. Include stocks, bonds, ownership, retirement plan, IRA, notes, stock options, and other intangible property. If you, your spouse, registered domestic partner and/or dependents had decision making authority regarding individual assets/investments list each asset or investment, the value and any income amount. EXAMPLE: If you self-directed an investment account identify each stock or other asset in that account.			

Check here if continued on attached sheet.

4 CREDITORS

List each creditor you or a family member, including registered domestic partner, owed \$2,400 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2.

Creditor's Name and Address	Terms of Payment	Security Given	AMOUNT (USE CODE)	
			Original	Present
Check here <input type="checkbox"/> if continued on attached sheet.				

5 All filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a candidate for state or local office, an appointee to a vacant elective office, or a state executive officer filing your initial report, no F-1 Supplement is required.

Incumbent elected officials and state executive officers filing an annual financial affairs report also must answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.

- A. At any time during the reporting period were you, your spouse, registered domestic partner or dependents (1) an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity or (2) a partner or member of any limited partnership, limited liability partnership, limited liability company or similar entity including but not limited to a professional limited liability company? ____ If yes, complete Supplement, Part A.
- B. Did you, your spouse, registered domestic partner or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? ____ If yes, complete Supplement, Part A.
- C. Did you, your spouse, registered domestic partner or dependents own a business at any time during the reporting period? ____ If yes, complete Supplement, Part A.
- D. Did you, your spouse, registered domestic partner or dependents prepare, promote or oppose state legislation, rules, rates or standards for compensation or deferred compensation (other than pay for a currently-held public office) at any time during the reporting period? ____ If yes, complete Supplement, Part B.
- E. **Only for Persons Filing Annual Report.** Regarding the receipt of items not provided or paid for by your governmental agency during the previous calendar year: 1) Did you, your spouse, registered domestic partner or dependents (or any combination thereof) accept a gift of food or beverages costing over \$50 per occasion? ____ or 2) Did any source other than your governmental agency provide or pay in whole or in part for you, your spouse, registered domestic partner and/or dependents to travel or to attend a seminar or other training? ____ If yes to either or both questions, complete Supplement, Part C.

ALL FILERS EXCEPT CANDIDATES. Check the appropriate box.

I hold a state elected office, am an executive state officer or professional staff. I have read and am familiar with RCW 42.52.180 regarding the use of public resources in campaigns.

I hold a local elected office. I have read and am familiar with RCW 42.17A.555 regarding the use of public facilities in campaigns.

***CANDIDATES:** Do not use public agency addresses or telephone numbers for contact information.

CERTIFICATION: I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature _____ Date _____

Contact Telephone: () *

Email: _____ (work) *

Email: _____ (Home) Optional

Good-To-Know when filing your F-1 Personal Affairs Statement

When filling out your annual Personal Financial Affairs Statement (F-1)...

Start a new f1 report to file your annual report

Only amend when you need to correct a earlier report you have already filed.



It is **NOT** necessary to include dependents that have **NO** reportable information.

DO identify your spouse or registered domestic partner. List dependent children and dependents living in your household who have reportable information.

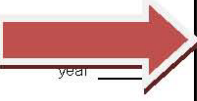
PUBLIC DISCLOSURE COMMISSION 711 CAPITOL WAY RM 206 PO BOX 40908 OLYMPIA WA 98504-0908 (360) 753-1111 TOLL FREE 1-877-601-2828		PDC FORM F-1 (1/12)	PERSONAL FINANCIAL AFFAIRS STATEMENT	P M PDC OFFICE USE O A S R T K	
Refer to instruction manual for detailed assistance and examples. Deadlines: Incumbent elected and appointed officials – by April 15. Candidates and others – within two weeks of becoming a candidate or being newly appointed to a position. SEND REPORT TO PUBLIC DISCLOSURE COMMISSION		DOLLAR CODE AMOUNT A \$1 to \$3,999 B \$4,000 to \$19,999 C \$20,000 to \$39,999 D \$40,000 to \$99,999 E \$100,000 or more	R E C E I V E D		
Last Name First Middle Initial		Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.			
Mailing Address (Use PO Box or Work Address) *					
City County Zip + 4					
Filina Status (Check only one box.)		Office Held or Sought			

Do **NOT** include account numbers or social security numbers on your F-1 or any attachments you might include. Redact this information before submitting your F-1 to the PDC.

3 ASSETS / INVESTMENTS - INTEREST / DIVIDENDS	List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.		
A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$20,000 any time during the report period.	Type of Account or Description of Asset	Asset Value (Use Code)	Income Amount (Use Code)
B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$20,000 during the period.	No account #'s or Social Security Numbers		

Make sure to identify the office sought county and jurisdiction number.

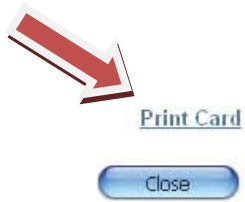
Filing Status (Check only one box.) <input type="checkbox"/> An elected or state appointed official filing annual report <input type="checkbox"/> Final report as an elected official. Term expired: _____ <input type="checkbox"/> Candidate running in an election: month _____ year _____ <input type="checkbox"/> Newly appointed to an elective office <input type="checkbox"/> Newly appointed to a state appointive office <input type="checkbox"/> Professional staff of the Governor's Office and the Legislature	Office Held or Sought Office title: _____ County, city, district or agency of the office, name and number: _____ Position number: _____ Term begins: _____ ends: _____
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Remember to **PRINT, SIGN** and **SEND**

1st time E-filers will need to print and sign the signature authorization and password identification card and mail the **original** to the PDC.

**SIGNATURE AUTHORIZATION AND PASSWORD IDENTIFICATION
FOR ELECTRONIC FILING PERSONAL FINANCIAL AFFAIRS**



4/9/2014

Please Mail in this Signature Card!

This document serves as an official signature authorization form and identification of electronic filing for the purpose of filing electronic reports for Joe Filer.

ADDRESS: 211 Filling Today Way Olympia, WA 98513

You may contact me at "iamafil@xxx.com" / "360-XXX-XXXX".

The filer's name is: "Joe Filer"

I certify that I have the authority to sign PDC reports for the above-named entity, and further certify that the information contained in the reports are true, complete and correct to the best of my knowledge. I acknowledge and agree that by signing this document, I have read [WAC 390-19-010 through 050](#), and the Electronic Filing Instructions.

See the [2014 F-1 Personal Financial Affairs Statement instruction manual](#) for details and answers or contact one of the PDC Filer Specialists:

Chip Beatty chip.beatty@pdc.wa.gov (360) 586-0616

Jennifer Hansen Jennifer.hansen@pdc.wa.gov (360) 586-4560

All F-1 reports are public records.

F-1 Report Due Dates

(Date by which report must be mailed or hand-carried to PDC)

Elected officials currently in office (annual report) (Report is due even if official filed an F-1 last year as a candidate.)	Between Jan. 1 – April 15
Elected officials who left office during preceding calendar year (final report).....	Between Jan. 1 – April 15
State appointed officials (annual report).....	Between Jan. 1 – April 15
Officials appointed to fill vacancy in elected or state appointive office.....	Within two weeks of appointment
Candidates (non-incumbents).....	Within two weeks of becoming a candidate

All reports filed with the Commission are **public records**. Copies are available at cost:

Paper copies of scanned records: 15 cents per page
CD: \$1 each plus scanning fee as set out in the PDC's fee schedule.

See the PDC's fee schedule for other available formats and associated costs.

Most reports filed by candidates, political committees, and lobbyists are available for free on the Commission's website [www.pdc.wa.gov].

Send your suggestions for improving these instructions to:

Public Disclosure Commission
711 Capitol Way, Suite 206
P O Box 40908
Olympia, WA 98504-0908

Telephone: (360) 753-1111
1-877-601-2828 toll-free in Washington State

Fax: (360) 753-1112 (F-1s CANNOT be filed by fax)

E-mail: pdcc@pdc.wa.gov (F-1s CANNOT be filed by e-mail)

F1 reports are public records. Do not include account numbers, date of birth, social security numbers, etc...

Instructions in this booklet are provided to assist in the preparation of reports required by chapter 42.17A RCW. Care has been taken to make these instructions accurate and concise. However, these instructions cannot be substituted for the applicable provisions of RCW 42.17A and WAC 390. The law and rules are controlling in the event of any conflict with or omission in the instructions. Copies of the law and rules are available on request.

Call the PDC office or visit our web site at www.pdc.wa.gov for additional information and blank forms.

Key Points About Reporting Your Personal Financial Affairs Statement

Forms

The Personal Financial Affairs Statement can be electronically filed over the Internet. Once in office, you may use agency equipment to file the annual F-1, since filing is a requirement for officeholders and not campaign-related.

Blank forms are available under Filer Resources >> Forms at www.pdc.wa.gov.

Postmark Date

The postmark date is considered the date filed. Therefore, persons filing their annual report may mail the properly completed and signed statement on or before April 15 and be in compliance. (Persons filing as candidate or new appointees may likewise mail their reports within two weeks of the date that triggers filing and be on time.)

Send Reports to PDC

File your personal financial affairs statement with the PDC. If you hold county or city elected office (or are a candidate for a county or city office), check with your county auditor or city clerk to see if you must file a copy of the report locally.

Reporting is an Annual Event

Persons holding state or local elected office (and “executive state officers”) must file personal financial affairs statements every year by April 15, even if they filed last year as a candidate for office, as an official holding office, or as a person who was newly appointed to office. For more details, see “When to Report” beginning on page 3.

Reports cover a Specific Period of Time

Persons newly appointed to office or filing as candidates disclose sources of income and other financial information for the previous 12 months. Persons filing their annual report (due no later than April 15) disclose financial activity for the entire preceding calendar year. See “Time Period Covered by Report – Reporting Period” beginning on page 4.

Keep a Copy for Yourself

Be sure to keep a personal copy of your report so you have it to refer to next year.