

Statement of Economic Interests FAQs — For Filers

	Question	Answer
Filing Period	<ul style="list-style-type: none"> When are the forms due? 	<ul style="list-style-type: none"> The regular filing period begins on January 1 and ends on February 1 Failure to file before the deadline will result in a \$250 late filing penalty.
	<ul style="list-style-type: none"> Is there a way to get an extension? 	<ul style="list-style-type: none"> Extensions may be granted but in very limited circumstances that are detailed on the Council’s website. A completed <i>Deadline Extension Request</i> must be submitted to the Council to be considered. The Council’s website is: ethics.dls.virginia.gov
Guide to Completing the Form	<ul style="list-style-type: none"> Is there some sort of guide available to help me figure out what information I should be including on my form? 	<ul style="list-style-type: none"> Yes! The <i>Guide to Completing the Statement of Economic Interests</i> can be found on the Filing Resources page of the Council’s website. Each section of the form is explained in detail with accompanying examples. The Council’s website is: ethics.dls.virginia.gov
Definitions	<ul style="list-style-type: none"> Who counts as a member of my immediate family? 	<ul style="list-style-type: none"> “Immediate family” is defined in the definitions that accompany the form. To access the definitions in the online filing system, click the <i>Definitions</i> button that appears in the top right of your screen when you are viewing your form.
Instructions	<ul style="list-style-type: none"> What is the time period that I am reporting on? 	<ul style="list-style-type: none"> The instructions on Schedules A through E are all structured in the present tense because they are requesting information that is accurate as of the date you submit your form. The instructions on Schedules F through the remainder of the form all contain the phrase “in the prior calendar year” because they are requesting information about the immediately previous calendar year.
	<ul style="list-style-type: none"> Do I have to list the names of my children? 	<ul style="list-style-type: none"> Please review the very first page of instructions when you access your form. Information on how to list your children can be found there.
Street Addresses	<ul style="list-style-type: none"> I have to list the street address for all my businesses/properties/rental properties, right? 	<ul style="list-style-type: none"> No. The form specifically instructs you not to list street addresses on any Schedule. You should list only the address information requested in the column header of the Schedule you are completing.
Salary	<ul style="list-style-type: none"> I don’t see any place to disclose my salary. Where should I put this? 	<ul style="list-style-type: none"> You should not include your salary anywhere on the form, because the form does not request this information. As a government officer or employee your salary is already public information accessible via other documents.

Statement of Economic Interests FAQs — For Filers

Debts/Schedule B	<ul style="list-style-type: none"> Do I list my mortgage? 	<ul style="list-style-type: none"> The instructions of Schedule B instruct you <u>not</u> to include “any loan secured by a recorded lien on property if such lien is at least equal to the value of the loan.” If the value of your house is equal to or greater than the loan amount, do not include it. Most home mortgages are secured by recorded liens. Please check with your lender if you are unsure if your mortgage is secured.
	<ul style="list-style-type: none"> Do I list my car loan? 	<ul style="list-style-type: none"> The instructions of Schedule B instruct you <u>not</u> to include “any loan secured by a recorded lien on property if such lien is at least equal to the value of the loan.” If the value of your car is equal to or greater than the loan amount, do not include it. Most car loans are secured by recorded liens. Please check with your lender if you are unsure if your car loan is secured.
	<ul style="list-style-type: none"> Do I list my student loans? 	<ul style="list-style-type: none"> The instructions of Schedule B instruct you <u>not</u> to include “any debt owed to any government.” You will need to determine if your student loan is held by the US federal government or by a private lender. If you have questions about this you will need to contact your lender.
Securities/Schedule C	<ul style="list-style-type: none"> I don’t understand what I am supposed to list on Schedule C. 	<ul style="list-style-type: none"> Please review the <i>Guide to Completing the Statement of Economic Interests</i> found on the Filing Resources page of the Council’s website. A detailed explanation of the instructions of Schedule C along with examples is provided on pages 12-13. The Council’s website is: ethics.dls.virginia.gov
	<ul style="list-style-type: none"> All my investments are managed by a broker at an investment company. I have no idea what’s in my account. Do have to list these securities? 	<ul style="list-style-type: none"> Yes. If you have control over your securities, you are required to report them regardless of whether or not you elect to exercise that control or designate it to another individual.
	<ul style="list-style-type: none"> I have over 100 stocks in my investment account. Can I just list my investment account as a whole on one line? 	<ul style="list-style-type: none"> No. Your investment account is not a security; it is the vehicle you have opted to use to hold your securities. You must list all securities valued over \$5,000, separately, per the instructions of Schedule C. The online form is designed to allow an extraordinarily high number of line entries on Schedule C. We’ve never had anyone hit the limit.

Statement of Economic Interests FAQs — For Filers

		<ul style="list-style-type: none"> • If you are a local filer using the fillable PDF form, you will need to: <ul style="list-style-type: none"> ○ Complete/fill in the table until all lines are used ○ Print out the table listing your securities ○ Go back into the form, delete the securities you listed so the table is again blank, then continue listing your securities and print the table ○ Continue these steps until all of your securities are properly reported ○ Securities MUST be listed in the table provided on the form; you may NOT simply attach a listing of your investments or a copy of your brokerage report
	<ul style="list-style-type: none"> • Can I attach a summary of my investment account instead of listing all my securities on Schedule C? 	<ul style="list-style-type: none"> • No. Attachments should not be used as a substitute for properly completing the form. • If you are a state filer using the online filing system, the system does not support or accept uploads or attachments. • If you are a local filer using the fillable PDF form, please carefully review the instructions on the very last page of your form.
	<ul style="list-style-type: none"> • Do I have to list what’s inside my VRS or retirement account? 	<ul style="list-style-type: none"> • Yes, unless you have a defined benefit account. • The instructions of Schedule C specifically instruct you to “INCLUDE securities held in . . . (ii) individual retirement arrangements (IRAs); (iii) defined contribution plans, including plans established in accordance with sections 401, 403, or 457 of the Internal Revenue Code . . .” • Please review the <i>Guide to Completing the Statement of Economic Interests</i> found on the Filing Resources page of the Council’s website. A detailed explanation of the instructions of Schedule C along with examples is provided on pages 12-13. • The Council’s website is: ethics.dls.virginia.gov

Statement of Economic Interests FAQs — For Filers

<p>Amending a Submitted Form</p>	<ul style="list-style-type: none"> I forgot to put something down on my form, what do I do? 	<ul style="list-style-type: none"> If you file using the online filing system, once the form has been completed and submitted to the Council, it is locked and you are only able to view the form from the dashboard in your portal. To make a change to a previously submitted online form, you may call the Council at 804.698.1810 or send an email to ethics@dls.virginia.gov requesting that your form be unlocked. If you are a local government officer or employee and file on paper, please call the Council at 804.698.1810 or send an email to ethics@dls.virginia.gov for instructions on how to amend your form.
	<ul style="list-style-type: none"> My assets have now changed in the middle of the year after the filing deadline has passed. How do I update my form to reflect these changes? 	<ul style="list-style-type: none"> Unless the information you submitted during the filing period was inaccurate, you should not amend your form. Remember that the form only asks for information that is accurate as of the date you submit the form and information regarding the previous calendar year. If you amend your form to include current information after the filing period has passed, your form will no longer be completed correctly. Include any changes in your next regular annual filing.