

MODEL ANNUAL DISCLOSURE FORM

[COUNTY, CITY, TOWN, VILLAGE, OR OTHER MUNICIPALITY] OF

ANNUAL DISCLOSURE STATEMENT
FOR CALENDAR YEAR 20__

Last Name	First Name	Initial
Title		Department or Agency
Work Address	Work Phone No.	Email Address

If the answer to any of the following questions is “none,” please so state. Attach additional pages if necessary.

1. Outside Employers and Businesses. List the name of every employer or business, other than the [municipality], from which you received more than [*specify amount, tied to the threshold amount for recusal under the municipality’s ethics law*] for services performed or for goods sold or produced, or of which you were a paid or unpaid attorney, agent, broker, officer, director, trustee, consultant, or employee during the year 20__. Do not list individual customers or clients of the business. Do not list businesses in which you were an investor only (they are listed in Question 2 below). Identify the nature of the business and the type of business, such as a partnership, corporation, or sole proprietorship, and list your relationship(s) to the employer or business (*e.g.*, owner, partner, officer, director, member, employee, and/or shareholder). Provide the same information for your relatives with respect to their paid businesses or positions. “Relative” means your spouse, child, grandchild, brother, sister, parent, or grandparent; a parent, child, sister, or brother of your spouse; and a spouse of your parent, child, brother, or sister.

Name of Family Member	Relationship to You	Name of Employer or Business	Nature of Business	Type of Business	Relationship to Business
[<i>E.g.: Minsun Cho</i>]	[<i>Wife</i>]	[<i>ABC Realty</i>]	[<i>Real Estate</i>]	[<i>Partnership</i>]	[<i>Partner</i>]
[<i>E.g.: Chang Cho</i>]	[<i>Self</i>]	[<i>IBM</i>]	[<i>Computers</i>]	[<i>Corp.</i>]	[<i>Employee</i>]

2. **Investments.** List the name of any entity in which you have an investment of at least [*specify percentage, tied to the threshold amount for recusal under the municipality's ethics law*] of the stock or debt of the entity or [*set forth value, tied to the threshold amount for recusal under the municipality's ethics law*], whichever is less. Do not list any entity listed in response to Question 1 above. Identify the nature of the business and the type of business (*e.g.*, corporation). Provide the same information for your spouse and any of your children who are under age 18.

Name of Family Member	Relationship to You	Name of Entity	Nature of Business	Type of Business
[<i>E.g.: Chang Cho</i>	<i>Self</i>	<i>Braun</i>	<i>Consumer Goods</i>	<i>Corp.</i>]

3. **Real Estate.** List the address of each piece of real estate that you or your relatives, as defined in Question 1, own or have a financial interest in. List only real estate that is located within the [*municipality*] or within _____ km of the [*municipality*]. If you or your relative lives at the address, list as the address only the province and the city, town, or village in which the property is located.

Name of Family Member	Relationship to You	Address of Real Estate	Type of Investment
[<i>E.g.: Kunsam Cho</i>	<i>Father</i>	<i>Oz City, MI</i>	<i>Rent</i>]

4. **Gifts.** List each gift that you or your spouse or any of your children who are under age 18 received worth [*specify threshold amount for prohibited gifts under the municipality's ethics law*] or more during the year 20__, except gifts from relatives, as defined in Question 1. "Gift" means anything of value sought or received for less than fair market value, whether in the form of money, a service, a loan, travel, lodging, meals, refreshments, entertainment, discount, forbearance, promise, or tickets, or in any other form. Separate gifts from the same or affiliated donors during the year must be added together for purposes of the [*amount*] rule.

Recipient of Gift	Donor of Gift	Relationship to Donor	Nature of Gift
[E.g.: Chang Cho	XYZ Corp.	Former employer	Free trip to Majorca]

5. **Money You Owe.** List each person or firm to which you or your spouse or any of your children who are under age 18 owes [*specify amount, tied to the threshold amount for recusal under the municipality's ethics law*] or more and the type of obligation. Do not list money owed to relatives, as defined in Question 1. Do not list credit card debts unless you have owed the money for at least 60 days.

Debtor	Creditor	Type of Obligation
[E.g.: Chang & Minsun Cho	TUV Bank	Mortgage loan]

6. **Money Owed to You.** List each person or firm that owes you or your spouse or any of your children who are under age 18 [*specify amount, tied to the threshold amount for recusal under the municipality's ethics law*] or more and the type of obligation. Do not list money owed by relatives, as defined in Question 1.

Creditor	Debtor	Type of Obligation
-----------------	---------------	---------------------------

<i>[E.g.: Chang Cho</i>	<i>Manuel Garcia</i>	<i>Mortgage loan]</i>
-------------------------	----------------------	-----------------------

7. **Relatives in Government Service.** List each relative, as defined in Question 1, who is an officer or employee of the [municipality], whether paid or unpaid, including the relative's name, relationship to you, title, and department.

Name of Family Member	Relationship to You	Title	Department
------------------------------	----------------------------	--------------	-------------------

<i>[E.g.: Alex Jones</i>	<i>Sister's husband</i>	<i>Code Enf. Officer</i>	<i>Building]</i>
--------------------------	-------------------------	--------------------------	------------------

COMMENTS:

I certify that all of the above information is true, accurate, and complete to the best of my knowledge and that, within the past two weeks, I have read Code of Ethics and the Conflicts of Interest Code, a copy of which are attached to this form.

Signed: _____

Date Signed: _____