Instructional Guide:
Financial Disclosure Statement
For Reporting Year 2015

You have received this financial disclosure package because the Nassau County Board of Ethics has identified you as a County official, employee, Board or Commission member who is required to file a Financial Disclosure Statement pursuant to Nassau County Administrative Code §22-4.3.

When To File

Your financial disclosure statement must be submitted on or before **June 20th, 2016.**

Where To File

Office of the County Attorney
One West Street (2nd Floor)
Mineola, NY 11501

Instructions/Guidelines

1. The reporting year is 2015. All information requested is covering the calendar year 2015.
2. Make sure **every section** is completed. Even if your answer would be "None" you must fill in the section with either "None" or "N/A"
3. All original files are to be done in **Blue ink.**
4. Initial and date alongside any changes/crossouts made.
5. If you need additional space to answer any question, you may attach extra pages to your form. Be sure to print your name and reference the section covered on each additional page.

CONTINUE ONTO SECOND PAGE

6. **SIGN AND DATE** on the last page using the spaces provided
7. Before submitting your completed form, make a copy for your own personal records.
8. Be aware that failure to file a Financial Disclosure Statement or intentionally submitting false information is subject to disciplinary action.

Application for an extension of time to file

You may request an extension of time to file your Financial Disclosure Statement on the grounds of justifiable cause or undue hardship. You must submit your request –in writing – on or before June 20th, 2016. Submit your request to the Board of Ethics, c/o the Office of the County Attorney, One West Street, Mineola, New York 11501

Additional Information

To be considered, requests must be submitted – in writing – no later than June 20th, 2016.

1. A request for exemption from disclosing certain information pertaining to your spouse or child may be submitted on reasonable grounds disclosed to the Board of Ethics if the information will have no material bearing on the discharge of your duties. You must report the particular information to the Board of Ethics in order for the Board to decide whether the request should be granted.

2. A request that certain information be deleted from public disclosure may be submitted based on reasonable security concerns or other grounds. You must report the particular information to the Board of Ethics in order for the Board to decide whether the request should be granted.

3. A request for exemption from filing may be submitted on the grounds that you do not hold a policymaking position and the public interest does not require disclosure, but only in your job title is not required by law to file.

CONTINUE ONTO THIRD PAGE

Public Inspection

The information set forth in the Financial Disclosure Statement shall be available for public inspection (upon FOIL request) as required by law, except that the categories of value and amount shall be withheld from inspection, as will any information deleted by the Board of Ethics pursuant to a request that is granted. Also available for public inspection are Notices of Delinquency, Notices of Reasonable Cause and Notices of Civil Assessment.

Questions

May be directed to the Board of Ethics-

Sean Berman Phone: (516) 571-6086 Email: sberman@nassaucountyny.gov