

## **General Information Regarding Financial Disclosure Statements: Reporting Year 2016**

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.

### **Deadline To File**

Your financial disclosure statement must be submitted by close of business **May 15<sup>th</sup>, 2017.**

### **Where To File**

Office of the County Attorney 1 West Street (2 <sup>nd</sup> Floor) Mineola, NY 11501 Att: Board of Ethics
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### **Instructions/Guidelines**

1. The reporting year is 2016. All information requested is covering the calendar year 2016.
2. Make sure **every section** is completed. Even if your answer would be "None" you must fill in the section stating "None."
3. Original files are to be written in Blue ink.
4. Initial and date next to any changes/crossouts made.
5. If additional space is required to complete a section, you may attach extra pages to your form. Be sure to print your name and reference the section covered on each additional 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 May 15<sup>th</sup>, 2017. 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 May 15<sup>th</sup>, 2017.

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.

### **Public Inspection**

Financial Disclosure Statements are subject to FOIL. In the event that your Statement is requested you will immediately be notified by the Board of Ethics, as well as granted a period of time to review your Statement before any material is sent out. As policy, the Board will **automatically redact** the following items from all copies produced:

Home address

Home telephone number

Names of any minor aged children

Categories of dollar amounts listed

The Board will consider requests for additional redactions beyond the items above.

### **Questions**

May be directed to the Board of Ethics at:

(516) 571-3056 or;

[boardofethics@nassaucountyny.gov](mailto:boardofethics@nassaucountyny.gov)