



## MONTGOMERY COUNTY ETHICS COMMISSION

2014

Dear New Employee:

You are required to file a Montgomery County Financial Disclosure Statement for calendar year 2013 and the current year up to the date of filing. The position you have accepted with the County has been designated, in accordance with County Ethics Law, as one requiring a Financial Disclosure Statement.

Your initial filing must be made within 15 days of commencing your County position. Thereafter, you will be required to file annual Financial Disclosure Statements until such time you no longer hold a designated position (at which point a final filing will be required). All Financial Disclosure Statements must be submitted electronically. The system is located at [www.montgomerycountymd.gov/financialdisclosure](http://www.montgomerycountymd.gov/financialdisclosure). You must use the single sign on user name and password you have been provided to access the system.

Every effort has been made to ensure that our system is secure and user friendly. The system operates behind the County's firewall and the data is password protected, ensuring that only you and your designated reviewer can access the information. Furthermore, you are not asked to provide certain personal and financial data, such as social security or bank account numbers.

When you sign on to the system you will see three possible selections for types of filings: Annual Filing, Initial Filing, and Final Filing. Please select **Initial Filing**. While completing the statement, you will be guided by prompts and explanations regarding the information that must be disclosed. Once the statement is submitted, it will be automatically forwarded to your designated reviewer and to the Ethics Commission. If there are identifiable omissions, errors, or questions, your reviewer will return your filing with comments concerning what is needed to amend the filing. Email notifications will be sent to you throughout the filing process to advise you of the status of your filing. Depending on your filing designation, your filing will be public, limited public or confidential.

*If you fail to comply with the ethics law, you are subject to enforcement actions up to and including dismissal.*

Montgomery County Ethics Commission

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100 Maryland Avenue, Room 204, Rockville, MD 20850  
OFFICE 240-777-6670, FAX 240-777-6672

To help you prepare your filing, here are some of the most common reasons Financial Disclosure Statements are returned to filers by their reviewers:

1. Failure to list County employment
2. Failure to list source of additional income in Section 4 including name and address
3. Failure to list debts, especially if real property listed in Section 1 is subject to a mortgage
4. Failure to list interest rates on all debts
5. Failure to list family members working for the County

Your prompt filing within fifteen days of commencing your County position is appreciated. Thank you for your cooperation in helping Montgomery County maintain its high ethical standards by demonstrating through your financial disclosure filing your commitment to impartiality and avoidance of conflicts of interest in exercising your duties. If you have any questions please contact the Ethics Commission at (240) 777-6670.

Sincerely,



Robert W. Cobb  
Chief Counsel/Staff Director  
Montgomery County Ethics Commission