



MONTGOMERY COUNTY ETHICS COMMISSION

2022

Dear New Employee:

You are required to file a Montgomery County Financial Disclosure Statement for calendar year 2021 and the current year up to the date of filing. The position you have accepted with the County has been designated, in accordance with the Montgomery County Public Ethics Law, as one requiring a Financial Disclosure Statement. The financial disclosure requirements in County law are important in ensuring compliance with County ethics laws, including those addressing conflicts of interest.

Your initial filing must be made within 15 days of commencing employment in a designated 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. You must use the single sign on username and password you have been provided to access the system.

When you sign on to the system you will be prompted to start filing at the top of the screen. While completing the statement, it is vital that you read all instructions in order to fully comply with requirements. For a presentation on how to use the financial disclosure system, please go to <https://prezi.com/view/JemDj32mK0yRngEoW26k/>. Do not disclose social security numbers or other account numbers. 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. All financial disclosures are public documents.

If you have any questions, please contact the Ethics Commission by writing to financial.disclosure@montgomerycountymd.gov.

Sincerely,

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

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