

Statements of Economic Interest (SEI): What You Need to Know

State law requires certain public officials to complete and electronically file a Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGEC). Whether you are a veteran of the SEI filing process or a first-time filer, this article will provide you with the basics.

What is a Statement of Economic Interest?

The SEI is an annual financial disclosure form that certain public officials as specified in ORS 244.050, are required to file with the commission.

Who Must File?

Not all city officials must file an SEI. The filing requirement generally applies to those elected city officials, municipal judges, city recorders, and appointed members of city planning, city zoning or city development commissions, and the chief executive officer of a city or another person who perform the duties of a manager or principal administrator. The SEI filing requirement applies to individuals who hold one of those offices on April 15 of each filing year.

When is the Due Date?

April 15 of each filing year. For the filing year of 2017, a complete and electronically signed SEI must be submitted via the commission's electronic filing system no later than Sunday, **April 15, 2018**. Failure to complete and file an annual SEI by the April 15 deadline may subject a city official to an automatic civil penalty of \$10 for each of the first 14 days the SEI is late and \$50 for each day thereafter, up to a maximum penalty of \$5,000. The OGEC's electronic filing system is available 24/7.

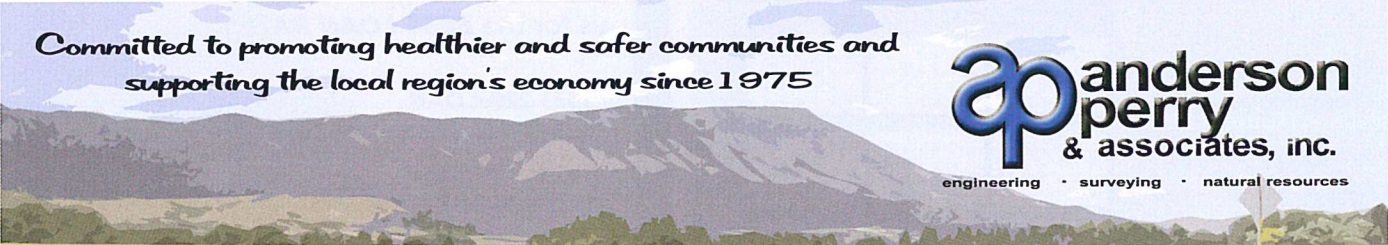
What Disclosures are Required?

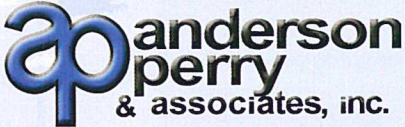
SEIs are like an individual's tax filing—they disclose information regarding the previous calendar year. Therefore, city officials will disclose economic interests they held between January 1, 2017 and December 31, 2017. Note: Even if you did not hold your position during the 2017 disclosure period, if you hold the position as of April 15, 2018, you will have a filing requirement.

ORS 244.060, 244.070 and 244.090, describe the required content of the filing. The electronic filing system has help text to guide you through each of the questions. You will be asked to provide information about the following:

- Businesses with which a city official or members of their household are associated;
- Names of businesses under which a city official or members of their household did business;
- Certain sources of income to a city official and members of their household (note that only sources, not amounts, of income must be disclosed);
- Certain holders of debt owed by a city official or members of their household (excluding credit card debt and mortgages);
- Certain investments in real property located in a city official's city (*excluding the city official's primary residence*);
- Payments made on behalf of a city official for certain office-related events;
- Honoraria received by a city official or member of their household;

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- The name of any compensated lobbyist who, during the preceding calendar year was associated with a business with which the public official or candidate or a member of the household of the public official or candidate was also associated; and
- Office-related events.

Where are SEIs Filed?

The SEI is required to be filed via the OGEC's electronic filing system. The commission's electronic filing system is available 24/7.

How to Register as a User in the Electronic Filing System (EFS)?

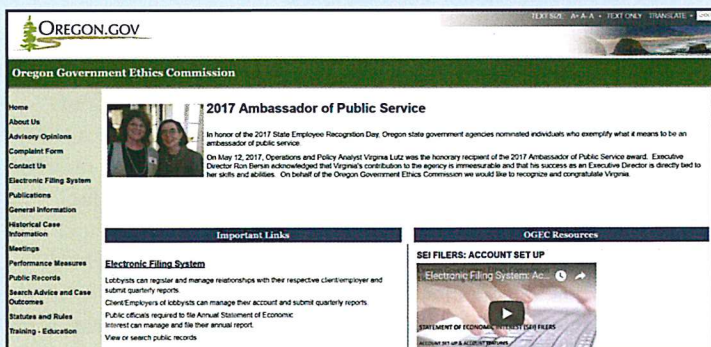
OGEC staff has identified the positions held by public officials who must file the SEI form and has them listed by jurisdiction. Each jurisdiction (city, county, executive department, board or commission, etc.) has a person who acts as the commission's point of contact for that jurisdiction [OAR 199-020-0005(1)].

The **contact person** for each jurisdiction has an important role in the annual filing of the SEI forms. It is through the contact person that the commission obtains the current name and email address of each public official who is required to file. It is imperative you provide a valid email address to this contact person, this should be an email account you monitor. When there is a change, through resignation, appointment or election, in who holds a position, the contact person notifies the commission.

Once the contact person has entered you into the electronic filing system you will receive an email from the commission that contains a link to the filing system. You then create your personal profile. Once you have successfully registered, you will be able to file your report during the open filing period each calendar year.

On the Web: www.oregon.gov/ogec

The commission's website contains training tutorials and handouts on the use of the electronic filing system. Live online training sessions are scheduled each filing year to assist filers. You can visit the OGEC's website at www.oregon.gov/OGEC or call directly at (503) 378-5105.



Because of the complexities of SEI disclosures, this article is necessarily general and is not intended to provide legal advice. City officials are advised to please consult with their city attorney, in accordance with their council rules for doing so, with private legal counsel or with the OGEC to ensure full compliance with SEI disclosure requirements.

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