

Financial Disclosure Statement FAQs — For Filers

	Question	Answer
Filing Period	<ul style="list-style-type: none"> When are the forms due? 	<ul style="list-style-type: none"> The regular filing period begins on January 1 and ends on February 1
	<ul style="list-style-type: none"> Is there a way to get an extension? 	<ul style="list-style-type: none"> Extensions may be granted but in very limited circumstances that are detailed on the Council’s website. A completed <i>Deadline Extension Request</i> must be submitted to the Council to be considered. The Council’s website is: ethics.dls.virginia.gov
Guide to Completing the Form	<ul style="list-style-type: none"> Is there some sort of guide available to help me figure out what information I should be including on my form? 	<ul style="list-style-type: none"> Yes! The <i>Guide to Completing the Financial Disclosure Statement</i> can be found on the Filing Resources page of the Council’s website. Each section of the form is explained in detail with accompanying examples. The Council’s website is: ethics.dls.virginia.gov
Definitions	<ul style="list-style-type: none"> Who counts as a member of my immediate family? 	<ul style="list-style-type: none"> “Immediate family” is defined in the definitions that accompany the form. To access the definitions in the online filing system, click the <i>Definitions</i> button that appears in the top right of your screen when you are viewing your form.
Instructions	<ul style="list-style-type: none"> What is the time period that I am reporting on? 	<ul style="list-style-type: none"> The instructions on Sections I through III are all structured in the present tense because they are requesting information that is accurate as of the date you submit your form. The instructions on Sections IV and V each contain the phrase “in the prior calendar year” because they are requesting information about the immediately previous calendar year.
	<ul style="list-style-type: none"> Do I have to list the names of my children? 	<ul style="list-style-type: none"> Please review the very first page of instructions when you access your form. Information on how to list your children can be found there.
Street Addresses	<ul style="list-style-type: none"> I have to list the street address for all my businesses/properties/rental properties, right? 	<ul style="list-style-type: none"> No. The form specifically instructs you not to list street addresses on any Section. You should list only the address information requested in the column header of the Section you are completing.
Salary	<ul style="list-style-type: none"> I don’t see any place to disclose my salary. Where should I put this? 	<ul style="list-style-type: none"> You should not include your salary anywhere on the form, because the form does not request this information. As a government officer or employee your salary is already public information accessible via other documents.

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<p>Business Interests/Section II</p>	<ul style="list-style-type: none"> I don't understand what I am supposed to list on Section II. 	<ul style="list-style-type: none"> Please review the <i>Guide to Completing the Financial Disclosure Statement</i> found on the Filing Resources page of the Council's website. A detailed explanation of the instructions of Section II along with examples is provided on pages 8-9. The Council's website is: ethics.dls.virginia.gov
	<ul style="list-style-type: none"> Can I attach a summary of my investment account instead of listing all my securities on Section II? 	<ul style="list-style-type: none"> No. Attachments should not be used as a substitute for properly completing the form. If you are a state filer using the online filing system, the system does not support or accept uploads or attachments. If you are a local filer using the fillable PDF form, please carefully review the instructions on the very last page of your form.
<p>Amending a Submitted Form</p>	<ul style="list-style-type: none"> I forgot to put something down on my form, what do I do? 	<ul style="list-style-type: none"> If you file using the online filing system, once the form has been completed and submitted to the Council, it is locked and you are only able to <i>View</i> the form from the dashboard in your portal. To make a change to a previously submitted online form, you may call the Council at 804.698.1810 or send an email to ethics@dls.virginia.gov requesting that your form be unlocked. If you are a local government officer or employee and file on paper, please call the Council at 804.698.1810 or send an email to ethics@dls.virginia.gov for instructions on how to amend your form.
	<ul style="list-style-type: none"> My assets have now changed in the middle of the year after the filing deadline has passed. How do I update my form to reflect these changes? 	<ul style="list-style-type: none"> Unless the information you submitted during the filing period was inaccurate, you should not amend your form. Remember that the form only asks for information that is accurate as of the date you submit the form and information regarding the previous calendar year. If you amend your form to include current information after the filing period has passed, your form will no longer be completed correctly. Include any changes in your next regular annual filing.