## Frequently Asked Questions

**Why must I submit a disclosure statement?** The General Assembly has required local governments to enact an Ethics Ordinance requiring the annual filing of statements containing certain disclosures and conflicts of interest provisions.

**Who must file a disclosure statement?** Local elected officials and candidates must file a statement disclosing conflicts of interests and financial interests, particularly those interests in entities doing business with the county. Employees and appointees to county boards and commissions must file a statement disclosing conflicts of interest and listing any gifts received (exclusive of those received from their immediate family).

**What period does the disclosure statement cover?** The 2016 calendar year.

**When is the deadline for filing the disclosure statement?** April 30, 2017.

**What if I need another form, or additional schedules, or want to fill the statement out on the computer?** The disclosure statements are available online at: http://www2.washco-md.net/county_attorney/ethics.shtm . You may print additional copies of the Statement and their schedules. The may be filled in using Adobe Reader®.

**What if I serve on more than one board or commission? Do I need to fill out multiple disclosure statements?** No. Simply name the various boards on the Board, Commission, or Committee line.

**I've already completed the State's ethics form. Do I have to fill out another form for the county?** We are required to collect the county form. However, for convenience and to avoid duplication of effort, simply sign the county form and indicate that the state form (with supporting information) is attached.

**Where do I file the disclosure statement?** You must *sign* the disclosure statement. Please return it to the Office of the County Attorney, 100 W. Washington Street, Room 202, Hagerstown, Maryland 21740. Phone: 240-313-2230. Fax: 240-313-2231. Email: kjacobson@washco-md.net.

**What happens if I refuse to file a required disclosure statement?** Your name may be referred to the Ethics Commission. Failure to file the form by the due date can subject you to late fees of $2 per day up to a maximum of $250. Violations of the provisions of the Ethics Ordinance may subject you to civil and administrative penalties. Willful and false filing may subject you to a criminal penalty for perjury.

**What if I have additional questions?** Call your board or commission's county staff liaison or the County Attorney's Office at 240-313-2230.