**LOUISIANA BOARD OF ETHICS**
Post Office Box 4368
Baton Rouge, Louisiana 70821

# TIER 3 PERSONAL FINANCIAL DISCLOSURE STATEMENT (ANNUAL)

## GENERAL INFORMATION

- **You are required to file a Tier 3 Personal Financial Disclosure Statement if you serve as an elected official representing a voting district having a population of fewer than 5,000.**
- **You are required to file a Tier 3 Personal Financial Disclosure Statement if you serve as a member of the governing authority or management board of a charter school created pursuant to Chapter 42 of Title 17 of the Louisiana Revised Statutes.**
- You are required to file a personal financial disclosure statement in the prior calendar year **on or before May 15** of each year you hold office, **AND** by May 15 of the year following the termination of the holding of such office.
- You are only required to complete the schedules that are applicable to your personal financial status. If additional copies of the schedules are needed, copies are available at **www.ethics.la.gov.**
- If you hold another position/office that requires you to file a financial disclosure statement, you are only required to file one financial disclosure statement. Such financial disclosure statement shall be filed under the highest tier. Tier levels (highest to lowest): Tier 1, Tier 2, Tier 2.1, Tier 3.
- You may not request an extension to file your personal financial disclosure statement.
- **If your holding of office ends in January**, you may file your "final" personal financial disclosure statement for the days served in January, if the disclosure statement is filed on or before May 15 of the year in which your service ends. By filing this "final" personal financial disclosure statement, you are not required to file the year following the termination of the holding of such office.

- For additional information, call our office at 225-219-5600 or visit our website, www.ethics.la.gov, and view the *Disclosure --Frequently Asked Questions* section or the information sheets provided under *General Information --Publications*.
- Acceptable methods for filing a personal financial disclosure statement:
  - Fax: 225-381-7271
  - Mail: Board of Ethics, Post Office Box 4368, Baton Rouge, Louisiana 70821
  - Commercial or Hand-delivery: 617 North Third Street, LaSalle Building, Suite 1036, Baton Rouge, LA 70802
  - Upload via agency website: www.ethics.la.gov (pdf format only)
  - Electronic Filing: Instructions for electronic filing are on the agency website (www.ethics.la.gov)

# Instructions

## Cover Sheet

- You are required to disclose financial information related to the **PREVIOUS CALENDAR YEAR**.
- You are required to disclose whether you have filed your federal and state income tax returns for the previous year.
- You are required to sign the cover sheet certifying that the information provided is true and correct to the best of your knowledge and belief.

## Schedule A: Employment Information

- You are required to disclose employment information related to both you and your spouse (if applicable).
- List the name of the employer; the title of the position; a brief description of the job; and disclosure as to whether the position is full-time or part-time.

## Schedule B: Income from the State, Political Subdivisions, and/or Gaming Interests

- You are required to complete Schedule A if you or your spouse (if applicable) received income (which exceeded $250 from each source) from the State, a political subdivision, and/or a gaming interest, **OR** if a business in which you or your spouse owns AN INTEREST WHICH EXCEEDS 10% (either individually or collectively) received income (which exceeded $250 from each source) from the State, a political subdivision of the State, and/or a gaming interest.
- Income received must be reported as an exact dollar figure.
- **"Business" means** any corporation, limited liability company, partnership, sole proprietorship, firm, enterprise, franchise, association, business, organization, self-employed individual, holding company, trust, or any other legal entity or person.
- **"Income" (for a business) means** gross income less costs of goods sold, and operating expenses.
- **"Income" (for an individual) means** taxable income and shall not include any income received pursuant to a life insurance policy.
- **"Political Subdivision" means** a parish, municipality, or any other unit of local government, including a school board or a special district authorized by law to perform governmental functions, e.g., hospital service districts, school boards (and schools under its authority), police juries, parish councils, boards of aldermen, cities, towns, villages, clerks of court, special districts, etc.
- **"Gaming Interest" means** [as defined in La. R.S. 18:1505.2L(3)(a)] (i) Any person who holds a license or permit as a distributor of gaming devices, who holds a license or permit as a manufacturer of gaming devices, who holds a license or permit as a device service entity, and any person who owns a truck stop or a licensed pari-mutuel or off-track wagering facility which is a licensed device establishment, all pursuant to the Video Draw Poker Devices Control Law; (ii)Any person who holds a license to conduct gaming activities on a riverboat, who holds a license or permit as a distributor or supplier of gaming devices or gaming equipment including slot machines, or who holds a license or permit as a manufacturer of gaming devices or gaming equipment including slot machines issued pursuant to the Louisiana Riverboat Economic Development and Gaming Control Act, and any person who owns a riverboat upon which gaming activities are licensed to be conducted; or (iii) Any person who holds a license or entered into a contract for the conduct of casino gaming operations, who holds a license or permit as a distributor of gaming devices or gaming equipment including slot machines, or who holds a license or permit as a manufacturer of gaming devices or gaming equipment including slot machines issued pursuant to the Louisiana Economic Development and Gaming Corporation Act, and any person who owns a casino where such gaming operations are licensed.

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# TIER 3 PERSONAL FINANCIAL DISCLOSURE STATEMENT(ANNUAL)

**This Report Covers Calendar Year:** _____

Print Form

☐ ORIGINAL REPORT

☐ AMENDED REPORT

☐ FINAL REPORT WHERE TERM ENDS IN JANUARY (COVERING JANUARY 1 THROUGH JANUARY _____ )

Final reports must be filed on or before May 15 of the year in which your service to that office ends.
Refer to the "GENERAL INFORMATION" sheet of this form to determine eligibility.

Office/Position Held: _____

Name (print full name): _____

Mailing Address: _____

City, State, Zip : _____

Name of Spouse(if applicable) (print full name): _____

Spouse's Occupation _____

Principal Business Address: _____

City, State, Zip : _____

**Check all that apply:**

☐ I have filed my federal income tax return for the previous year.

☐ I have filed for an extension of my federal income tax return for the previous year.

☐ I have filed my state income tax return for the previous year.

☐ I have filed for an extension of my state income tax return for the previous year.

**NOTE: La. R.S. 42:1124.3 does not provide you the opportunity to request an extension in filing your personal financial disclosure statement.**

## Certification of Accuracy

I do hereby certify that the information contained in this personal financial disclosure statement is true and correct to the best of my knowledge and belief.

_____
Signature of Filer

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# Schedule A: Employment Information

Add Additional Page

☐ Check if not applicable

☐ Filer ☐ Spouse ☐ Full-Time ☐ Part-Time

Name of Employer: _____

Job Title: _____

Job Description: _____

☐ Filer ☐ Spouse ☐ Full-Time ☐ Part-Time

Name of Employer: _____

Job Title: _____

Job Description: _____

☐ Filer ☐ Spouse ☐ Full-Time ☐ Part-Time

Name of Employer: _____

Job Title: _____

Job Description: _____

☐ Filer ☐ Spouse ☐ Full-Time ☐ Part-Time

Name of Employer: _____

Job Title: _____

Job Description: _____

- **You are required to disclose employment information related to both you and your spouse (if applicable).**
- **List the name of the employer; the title of the position; a brief description of the job; and disclosure as to whether the position is full-time or part-time.**

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# Schedule B: Income from the State, Political Subdivisions, and/or Gaming Interests

Add Additional Page

☐ Check if not applicable

**(income which exceeded $250 from each source)**

☐ Filer ☐ Spouse ☐ Business (name of business) _____

Type of Income: ☐ State ☐ Political Subdivision ☐ Gaming Interest

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): $ _____

☐ Filer ☐ Spouse ☐ Business (name of business) _____

Type of Income: ☐ State ☐ Political Subdivision ☐ Gaming Interest

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): $ _____

☐ Filer ☐ Spouse ☐ Business (name of business) _____

Type of Income: ☐ State ☐ Political Subdivision ☐ Gaming Interest

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): $ _____

*** You are required to complete SCHEDULE B if you or your spouse received income (includes any income from public source such as employment income, retirement, etc.) from the State, any political subdivision, and/or a gaming interest OR if a business in which you or your spouse owns an interest which exceeds 10% (either individually or collectively) received income from the aforementioned sources.**
*** "Income" (for a business) means gross income less costs of goods sold, and operating expenses.**
*** "Income" (for an individual) means taxable income and shall not include any income received pursuant to a life insurance policy.**
***The definition for (and examples of) political subdivision, gaming interest, and business are found in the *Instructions Section* of this form.**