



Shining Light on
Washington Politics Since 1972

Washington State Public Disclosure Commission

(360) 753-1111 | 1-877-601-2828 toll free in WA | pdc@pdc.wa.gov

The public's right to know of the financing of political campaigns and lobbying and the financial affairs of elected officials and candidates far outweighs any right that these matters remain secret and private.

RCW 42.17A.001 (10)

Personal Financial Affairs Statement

**Instruction Manual
January 2014**

F-1 Report Due Dates

(Date by which report must be mailed or hand-carried to PDC)

Elected officials currently in office (annual report) (Report is due even if official filed an F-1 last year as a candidate.)	Between Jan. 1 – April 15
Elected officials who left office during preceding calendar year (final report).....	Between Jan. 1 – April 15
State appointed officials (annual report).....	Between Jan. 1 – April 15
Officials appointed to fill vacancy in elected or state appointive office.....	Within two weeks of appointment
Candidates (non-incumbents).....	Within two weeks of becoming a candidate

All reports filed with the Commission are **public records**. Copies are available at cost:

Paper copies of scanned records: 15 cents per page
CD: \$1 each plus scanning fee as set out in the PDC's fee schedule.

See the PDC's fee schedule for other available formats and associated costs.

Most reports filed by candidates, political committees, and lobbyists are available for free on the Commission's website [www.pdc.wa.gov].

Send your suggestions for improving these instructions to:

Public Disclosure Commission
711 Capitol Way, Suite 206
P O Box 40908
Olympia, WA 98504-0908

Telephone: (360) 753-1111
1-877-601-2828 toll-free in Washington State

Fax: (360) 753-1112 (F-1s CANNOT be filed by fax)

E-mail: pdcc@pdc.wa.gov (F-1s CANNOT be filed by e-mail)

F1 reports are public records. Do not include account numbers, date of birth, social security numbers, etc...

Instructions in this booklet are provided to assist in the preparation of reports required by chapter 42.17A RCW. Care has been taken to make these instructions accurate and concise. However, these instructions cannot be substituted for the applicable provisions of RCW 42.17A and WAC 390. The law and rules are controlling in the event of any conflict with or omission in the instructions. Copies of the law and rules are available on request.

Call the PDC office or visit our web site at www.pdc.wa.gov for additional information and blank forms.

Key Points About Reporting Your Personal Financial Affairs Statement

Forms

The Personal Financial Affairs Statement can be electronically filed over the Internet. Once in office, you may use agency equipment to file the annual F-1, since filing is a requirement for officeholders and not campaign-related.

Blank forms are available under Filer Resources >> Forms at www.pdc.wa.gov.

Postmark Date

The postmark date is considered the date filed. Therefore, persons filing their annual report may mail the properly completed and signed statement on or before April 15 and be in compliance. (Persons filing as candidate or new appointees may likewise mail their reports within two weeks of the date that triggers filing and be on time.)

Send Reports to PDC

File your personal financial affairs statement with the PDC. If you hold county or city elected office (or are a candidate for a county or city office), check with your county auditor or city clerk to see if you must file a copy of the report locally.

Reporting is an Annual Event

Persons holding state or local elected office (and “executive state officers”) must file personal financial affairs statements every year by April 15, even if they filed last year as a candidate for office, as an official holding office, or as a person who was newly appointed to office. For more details, see “When to Report” beginning on page 3.

Reports cover a Specific Period of Time

Persons newly appointed to office or filing as candidates disclose sources of income and other financial information for the previous 12 months. Persons filing their annual report (due no later than April 15) disclose financial activity for the entire preceding calendar year. See “Time Period Covered by Report – Reporting Period” beginning on page 4.

Keep a Copy for Yourself

Be sure to keep a personal copy of your report so you have it to refer to next year.

Why We Have Financial Disclosure

In 1972, nearly one million Washington residents -- or 72% of the voters -- supported an initiative designed to bring more openness and accountability to this state's political process. With the adoption of that initiative, the voters declared that the personal and business finances of elected officials should be disclosed and available for public review. Four years later, voters reaffirmed this position on financial disclosure when they added state-level appointed officials to the list of persons who must file these disclosure reports.

Since 1973, approximately 238,000 financial disclosure statements have been filed by Washingtonians who have been candidates or elected officials, or were serving in key appointive positions in state government.

Filing reports that disclose financial interests and holdings is more than a formality. It's a means for the public to have tangible proof that officials are acting in the public interest and not for their private gain. Conversely, completing the reports gives officials an opportunity annually to review their holdings and be more sensitive to subjects that might pose an actual or perceived conflict of interest.

Some form of conflict of interest or ethics laws has been on the books for generations. They stem from common law and the biblical caution that "no man can serve two masters." These laws and their inherent prohibitions go hand-in-hand with financial disclosure. Each is virtually meaningless without the other.

What to do in Case of a Conflict

If, during the preparation of your financial affairs report or later while serving in public office, you think you may have a conflict of interest, PDC suggests the following course of action:

- Take no action until it's decided whether you have a conflict.
- Seek advice from your agency attorney, your jurisdiction's ethics agency, your own attorney or the State Auditor's Office.
- Discuss the matter with members of your government agency. Inform them of the potential or actual conflict.
- The Public Disclosure Commission has no legal authority to consider whether an action does or does not constitute a conflict of interest or a violation of any state or local ethics law.

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Who is Exempt From F-1 Reporting

The following people do not need to file the personal financial affairs statement, PDC form F-1.

- Candidates for federal office or officials holding federal government positions.
- Candidates and elected officials in jurisdictions that had fewer than 1,000 registered voters at the time of the last general election, **unless**
 - a "petition for disclosure" has been filed with PDC or the jurisdiction has passed a local ordinance requiring disclosure (check with your county elections officer regarding the number of registered voters), or
 - a candidate receives or expects to receive contributions of \$5,000 or more in the aggregate
- Cemetery district commissioners and candidates
- Precinct committee officers and candidates
- Officials and candidates in districts that have special qualifications for voting, such as property ownership. These districts include the following:

agricultural pest control
conservation
diking
drainage
educational service (ESD)*
flood control
irrigation

intercounty weed
irrigation and reclamation
irrigation and rehabilitation
mosquito control
public waterway
sewer improvement
weed

(*This educational service district exemption does not apply to school district directors.)

Introduction to F-1 Reporting

Preparing a financial affairs statement cannot be done casually, but neither should it be seen as a task that is overwhelming or somehow beyond the ability of any person who is, or seeks to be, a public official. Completing the statement will take time and a thorough review of your finances and investment holdings. This instruction manual will help, but it may not answer all your questions. You are encouraged to contact the Public Disclosure Commission (PDC) staff or your attorney for guidance on how to report special situations.

We recommend you look at the F-1 and F-1 Supplement forms and then read the instructions carefully before completing each section of the report.

State officials needing information about the state Ethics Law are reminded that PDC has no authority to advise them regarding the acceptability of gifts or other items. Contact either the Executive Ethics Board (360/664-0871), the Legislative Ethics Board (360/786-7540) or the Commission on Judicial Conduct (360/753-4585).

Each F-1 you file must include certain financial information on you, your spouse or registered domestic partner, your dependent children and other dependent relatives if they lived with you during the reporting period. In other words, include information regarding dependent children regardless of where they lived. (Do not report information about independent adult children who lived at home or away from home.) Include information about other dependent relatives only if they lived with you.

This booklet contains general information, section-by-section instructions for completing the forms. The section-by-section format consists of a quotation from the statute, an explanation of the statutory language, and an example.

The amounts of the reporting thresholds and dollar codes were most recently adjusted for inflation in 2007 (WAC 390-24-301).

If you have questions, comments or suggestions on ways to improve these instructions, please contact the PDC. If you write to us with questions, also include a daytime telephone number.

Who Must Report

State Level: The following persons holding or seeking state office must file F-1 reports:

- Elected Officials -- All persons elected to state office, including newly elected officials who may have filed an F-1 as a candidate just a few months earlier;
- Appointees to Elective Office -- Persons appointed to fill vacant elective offices;
- Candidates -- Anyone running for legislative or state-wide executive office; and
- Appointed State Officials -- The professional staff of the Governor's Office and the Legislature as well as other "executive state officers" designated in RCW 42.17A.705 (see list at the end of these instructions).

Local Level: If a jurisdiction has at least 1,000 registered voters as of the last general election,* then the following persons must file an F-1 report:

- Elected Officials* -- All persons elected to county, city, town or other local office (even though the person may have filed an F-1 as a candidate only a few months ago);
- Appointees to Elective Office* -- Persons appointed to fill vacant elective offices; and
- Candidates* -- Anyone seeking an elective office.

* Report not required if office is exempt. See "Who is Exempt From F-1 Reporting" on page 1. A candidate seeking an elective office in a jurisdiction with less than 1,000 registered voters and who receives or expects to receive contributions of \$5,000 or more in the aggregate must file the F-1.

Judicial Branch: All persons holding, seeking or appointed to:

- an elected judge or justice position on a superior or appeals court or the state supreme court, or
- an elected judge position on a district or municipal court in a jurisdiction of 1,000 or more registered voters as of the last general election must file personal financial affairs statements, even if the position is part-time, temporary, or both. However, neither pro tem judges nor court commissioners are required to file because they do not hold an elected office.

Where to Report

State law only requires that F-1 forms be filed with the Public Disclosure Commission (PDC) in Olympia. Mail the form carrying your original signature to the PDC at the address on the inside of the front cover. Since the document must carry your original signature, copies sent via facsimile are not legally sufficient and are **not** considered properly filed.

Some individuals filing an F-1 with the PDC will also be required to file with their county or city:

- **City of Seattle** elected officials and candidates for Seattle Mayor, Seattle City Council, and Seattle City

Attorney must also file a copy of their F-1 report with the Seattle City Clerk by the same due date specified in state law. Contact Seattle Ethics & Elections at (206) 615-1248 for more information or clarification.

- **King County Board of Ethics** requires county elected officials to file annually by April 15. An F-1 with an original signature or the county's Statement of Financial and Other Interests will be accepted. Additionally, a nominee for appointment to any county elective office, except judicial, must file within two weeks of nomination. For more information, visit the King County Board of Ethics website at www.kingcounty.gov/ethics or contact the Board's staff at (206) 298-1586 or board.ethics@kingcounty.gov.
- All **Pierce County** office candidates and incumbents are required to file a copy of their F-1 report with the Pierce County Auditor when filing with the PDC.
- **Snohomish County** elected officials, candidates for county elective office (except county judicial office), and some county appointed officials are obligated to file a copy of the F-1 with the Snohomish County Auditor by the same due date specified in state law.

Other cities or counties may have similar requirements. Contact your specific jurisdiction for more information.

When to Report

Elected Officials (state, local & judicial): File an F-1 report between January 1 and April 15 during each year you hold office. Also, if your term of office ends December 31 or in January, you're required to file a final report by the following April 15. Generally, reports cover the preceding calendar year. (For those leaving office on December 31, reports cover the year ending on that December 31.)

(NOTE: If you filed a report as a candidate last year and were elected, you must file again by April 15 of this year. Every year you hold office you're required to file a report between January 1 and April 15 covering your finances for the entire previous calendar year.)

Local elected officials who resign or are removed from office prior to the end of their term must file a report covering that portion of the year they were in office. This report is due by April 15 of the following year. (For example, if a local elected official resigns on August 31, he or she will file by April 15 of the following year for the eight-month period he or she was in office.)

Appointees to Elective Office (state, local & judicial): File an F-1 report within two weeks of being appointed to fill a vacant elective office. This initial report covers the previous 12 months. Thereafter, report as described above for Elected Officials.

Candidates for State, Local and Judicial Office: File an F-1 report within two weeks of becoming a candidate (covering previous 12 months). You become a candidate when you first receive contributions, make expenditures, reserve space or facilities for your race, buy commercial advertising space or time, authorize another person to take any of these actions on your behalf, or when you make a public announcement that you're a candidate or you file a Declaration of Candidacy, whichever occurs first.

Candidates who already have a current financial affairs report on file with PDC -- because they're the incumbent or hold another position that subjects them to the law -- do **not** file a second report. Only one F-1 report per person per year is required.

However, many candidates will be required to file a series of "C" forms reporting the campaign money they receive and spend during the election. Check with PDC or your county elections office regarding which reports are necessary.

Appointed State Officials (Including professional staff of Governor's Office and Legislature): Report within two weeks of initial appointment. Thereafter, file annually by April 15. A list of those appointed officials who must file personal financial affairs reports can be found at the end of these instructions. (The list of "executive state officers" who must file F-1 reports is found in RCW 42.17A.705.)

Persons who assume a position designated in RCW 42.17A.705 in an acting capacity, by virtue of an ex officio appointment or as a designee of the official must also file F-1 statements. Non-voting ex officio members of state boards and commissions are not required to file unless specifically required to do so elsewhere in law.

Time Period Covered by Report--Reporting Period

Each F-1 report only covers a specific period of time. For example, an official filing his or her annual F-1 report will show financial information relevant to the preceding calendar year. See below for information on the reporting period for each type of filer.

The Previous Calendar Year (January - December) is the Reporting Period for:

- elected and appointed state officials holding office in January of current year and filing annual report,
- elected local officials holding office in January of current year and filing annual report.

(Note: Persons filing their annual report will disclose information for the entire preceding calendar year, even if doing so means the report now being filed duplicates part of the activity included on their first report that covered the 12 previous calendar months.)

The Previous 12 Calendar Months is the Reporting Period for:

- persons newly appointed to fill a vacant state or local elected office,
- persons appointed to fill a newly created executive state office, and
- candidates for local or state elected office.

Special Situations Applying to Local Officials:

If you resigned, or were otherwise removed, from a local elected office prior to the expiration of your term, file a report covering the portion of the year you were in office no later than April 15 of the following year.

If you're a local elected official and your term ends on or before December 31, file a report covering that calendar year by the following April 15.

Types of Reports: The F-1, F-1 Supplement and F-1A

Although some type of financial affairs report is required annually from persons subject to the law, it may not be necessary to file the full F-1 (long form) every year if there are no or only minor changes to the full F-1 already on file with PDC.

F-1: This form is used by persons completing their first financial affairs report or by persons otherwise ineligible to use the shorter F-1A form (see below).

F-1 Supplement: This form is filed as part of the F-1 report if the answer to one or more of the questions in Part 5 of the F-1 is "yes."

The Supplement discloses your or a family member's relationships with businesses, unions, associations and the like if you or they were an owner, partner or officer of the entity. The Supplement also shows if you or your family members lobbied at the state level. Officials filing an annual report must also file the Supplement if they or an immediate family member received food and beverages costing over \$50 per occasion, travel expenses or educational benefits from some person or entity other than the official's agency. Submit the Supplement only if it

is applicable to you or your immediate family.

F-1A: Complete this "short-form" if you have no changes or only minor changes to your previously filed full F-1 report and you are not electronically filing. Read below to see if you qualify.

When To Use Form F-1A: You are eligible to use the F-1A short form to satisfy your annual financial affairs filing requirement so long as you meet both of these criteria:

- 1) the full F-1 (long form) that is already on file with PDC from you is no more than three years old (for example, if you filed a long form in 2009, potentially you could file the F-1A in 2010, 2011 and 2012) and
- 2) the information supplied on that previously filed full F-1 is still accurate or there are only minor changes to reflect on the F-1A being submitted.

A complete F-1 report must be filed at least every four years.

The Commission reserves the right to require a complete F-1 report if it believes the information on an F-1A report could confuse or mislead a person reading the report.

Electronic Filing

Public officials and candidates can file their Personal Financial Affairs Statement electronically over the Internet. The F-1 filing process provides an easy way for elected officials, state appointed officials and candidates to comply with the state reporting requirements. Officials may use agency computers and staff to file annual F-1 reports (since filing requirement stems from their holding public office). Contact the PDC with questions at (360) 753-1111 or toll free at 1-877-601-2828.

Requests for Reporting Modifications

The Public Disclosure Commission may suspend or modify the reporting requirements if it decides that the law works a "manifestly unreasonable hardship" on the filer and the modification "will not frustrate the purposes" of the disclosure law. If you believe your situation meets these two statutory tests and you can provide convincing arguments to that effect, you have the option of requesting a reporting modification.

Usually, requests for modification come from people who are partners or owners of a business or who are officers, directors or trustees of an organization, association or union. These types of filers often request modifications because they must report the names of business customers or governmental agencies that paid their businesses, organizations, associations, and the like of \$10,000 or more during the reporting period.

To apply for a modification,

- Complete the Reporting Modification Application Questionnaire at the end of this manual *or* use the online application found at www.pdc.wa.gov >> Filer Resources >>Elected/Appointed Officials >> Forms;
- Complete the Personal Financial Affairs Statement, except for the section covered by the reporting modification application, and
- Send the completed application questionnaire and your Personal Financial Affairs Statement to the Commission.

Apply at least one month in advance of your filing deadline so that the Commission will have an opportunity to act on your request before the due date of the report. A hearing will be scheduled to consider your request. It's best if you attend the hearing, but your presence is not required. **By law, a modification may only be granted for one reporting period.** Another application must be made in following years if you still need the modification.

Due to the volume and similarity of F-1 reporting modification requests from certain professions, the Commission has developed interpretations regarding reporting by lawyers and law firms (PDC Interpretation # 02-03), judges and judicial candidates (PDC Interpretation #02-04), and motor vehicle dealers (PDC Interpretation #02-05).

These interpretations can be found online at <http://www.pdc.wa.gov/home/laws/default.aspx>.

Reportable Information of A Judge's Or Judicial Candidate's Former Law Firm or Current Firm

PDC Interpretation 02-04 refers to modification requests from judges and judicial candidates concerning disclosure on the F-1 form, including those seeking a modification of reportable information about the judge's or judicial candidate's firm or former law firm. With respect to the identities of clients of law firms, ordinarily, the identity of a client does not fall within the purview of the information protected by the attorney-client privilege unless there is a "strong probability" that the disclosure would convey the substance of a confidential communication between client and attorney. Splash Design, Inc. v. Lee, 104 Wn.App. 38, 14 P.3d 879 (2001) (describing Rule of Professional Conduct 1.6 and citing to Dietz v. Doe, 131 Wn.2d 835, 935 P.2d 611 (1997)); Tegland, Washington Practice, Vol. 5A, § 501.15 (1999); United States v. Hunton & Williams, 952 F.Supp. 843 (D.C. 1997)(under federal law, absent special circumstances, identity of a client of a lawyer or law firm is not protected by attorney-client privilege); C.K. Liew v. Breen, 640 F.2d 1046 (9th Cir. 1981) (citing to California law for same proposition, and to J. Wigmore, Evidence § 2313). Lawyers who are judicial candidates but are not incumbent judges and who are seeking a modification request regarding client information should also review PDC Interpretation 02-03.

With respect to reporting information about the clients of a judge's former law firm, and where the filer may no longer have access to the firm's files, PDC Interpretation 02-04 lists several ways in which a filer is presumed to know reportable information. In addition, the filer may be aware of the reportable clients of his or her former law firm in other ways, for example:

- the filer has seen public documents publicizing or referencing the clients' names or was present when they were discussed, including in documents that are open for public inspection at the courts, in administrative hearings, or at other public agencies; or
- at public meetings, the filer has seen documents identifying the clients or was present where they were discussed; or,
- the filer has attended other public forums or events where the client names have been made a matter of public knowledge.

Since business and other professional interests of a spouse or registered domestic partner are required to be disclosed in an F-1 report, the Commission has also adopted an interpretation for applicants whose spouses or registered domestic partners create a reporting obligation for the application (PDC Interpretation 02-06) available at <http://www.pdc.wa.gov/home/laws/default.aspx>.

Reportable Information of a Spouse or Registered Domestic Partner

PDC Interpretation 02-06 refers to modification requests concerning disclosure on the F-1 form of the reportable information of a spouse or registered domestic partner. The interpretation also references that the filer is to report information of which the filer is aware. The interpretation lists several ways in which a filer is presumed to be aware of reportable information of a spouse or registered domestic partner. In addition, there can be other situations in which a filer becomes aware of reportable information of a spouse or registered domestic partner. For example, the filer may become aware of the names of the reportable business clients or customers of a spouse or domestic partner in various ways, including but not limited to:

- attending social events, or
- receiving other oral or written communications identifying those clients or customers as customers or clients of the spouse or domestic partner, or
- receiving documents or sources of information making public the spouse's/domestic partner's customers' or clients identities as customers or clients, including documents that are open for public inspection at the courts, in administrative hearings, or in public meetings or public proceedings/events attended by the applicant, or
- viewing documents reflecting payments of public funds from the governmental agency to the spouse's or domestic partner's firm or business or in other public records. See definition of public record at RCW 42.17A.005(40) and RCW 42.56.010(2).

Other Key Points

No Blue or Other Colored Ink: All reports and attachments not electronically filed must be typewritten or printed in **black ink**. Reports are scanned into a document imaging system that recognizes only black ink.

One Report Per Year: Officials only need file one report each calendar year. If you have a current report on file with the PDC, you do not have to file another report if you're up for re-election or you decide to run for another office.

Corrections: File amendments as soon as you discover that a previously filed report is incomplete or otherwise inaccurate. Include a cover letter with the amendment explaining the circumstances surrounding the error. Use 8-1/2" x 11" white paper.

(Remember, changes in your financial holdings which happened after the reporting period do not trigger an amendment. These changes will first appear on the report covering the period in which they occurred.)

Attachments: Use standard 8-1/2" x 11" white paper for any paper attachments. Identify all additional pages with your name, the time period covered by the report and the report section number.

Current Events: Significant changes in your life this year -- marriage, divorce, purchase of property, etc. -- do not affect a report covering a previous year. You'll report the financial effects of these changes on your next report.

Incomplete Reports: Filers are required to fill out each section of the F-1 and F-1 Supplement (or F-1A if using the short form) that applies to them and their immediate family members. Persons unable to disclose all of the required information (perhaps because of special spousal holdings or business with whom they are associated refuses to cooperate) must request a reporting modification from the Commission (see above) rather than simply failing to include the required information on the report.

File Date: Reports are considered filed the day they are postmarked (or hand-carried to the PDC). Reports filed electronically are considered received when validated by the PDC computer system.

Personal Copy: Be sure to keep a copy of your report. You'll need it next year and the PDC may not be able to supply one in time for you to meet your reporting deadline.

Compensation: In the report, you will be asked to disclose sources of compensation for you, your immediate family members and businesses with which you and/or your family members are involved. By statutory definition, **"compensation" means payment in any form for real or personal property or services of any kind.**

Compensation usually does not include payments for per diem, mileage or other forms of expense reimbursement paid to you or your immediate family members by your or their respective employers. However, if you or your family members work in the private sector and realize a profit from these expense payments over and above your actual expenses, the profit is considered compensation. See Part 1 of the Section-by-Section Instructions for more information on sources of compensation.

On the report, you'll use one of the Dollar Amount Codes (A, B, C, etc.) to show how much compensation was received from a given source during the reporting period. **Be sure to report the code range that includes your gross compensation figure**, not the net figure you receive after taxes, deductions or (for businesses) operating expenses.

Reporting Amounts and Values: When reporting the value of stocks, bonds and other intangible property, use the highest fair market value realized by the asset during the reporting period, not the year-end value or the asset's value when you're completing the report.

These amounts may be different from what you report for income tax purposes. On the F-1, you will report the letter code that represents the gross fair market value of stocks that you owned during the year, but to the IRS you may report only taxable income or profit from the sale of the stock.

When reporting the amounts owed creditors, show the original amount owed and the balance due as of the day you file the report.

With the exception of two parts of the F-1 Supplement and one portion of the F-1A, when reporting amounts or values, use the dollar code shown below and in the box at the top of the F-1 form, rather than showing actual or approximate dollar figures. Dollar figures are only disclosed when reporting food, travel or educational benefits received or showing payments from your (actual or potential) governmental body to a business with which you or a family member was associated during the reporting period.

Dollar Code	Amount
A	\$1 to \$3,999
B	\$4,000 to \$19,999
C	\$20,000 to \$39,999
D	\$40,000 to \$99,999
E	\$100,000 or more

The F-1 Page - Section-by-Section Instructions

Heading: Please type or print in black ink. Use your full name, not a nickname. Provide all the information requested, including the last four digits of your nine-digit zip code. **Be sure to identify your spouse (Sp) or registered domestic partner (DP) and your dependents (D).** However, the Commission has ruled that if there is no reportable information to disclose for dependent children, or other dependents living in your household, you do not have to identify them. Remember, you must include financial information about yourself, your spouse or registered domestic partner, and your dependent children (even if they did not live with you during the reporting period) and other dependent relatives if they, in fact, lived with you during the period covered by the report and have reportable information to disclose.

Last Name Daniels	First Jack	Middle Initial F.	Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details. Melodee Daniels - spouse
Mailing Address (Use PO Box or Work Address) *			
1714 S. Jackson Street			
City Watertown	County Chavez	Zip + 4 99678	
Filing Status (Check only one box.)			Office Held or Sought
<input checked="" type="checkbox"/> An elected or state appointed official filing annual report <input type="checkbox"/> Final report as an elected official. Term expired: _____ <input type="checkbox"/> Candidate running in an election: month _____ year _____ <input type="checkbox"/> Newly appointed to an elective office <input type="checkbox"/> Newly appointed to a state appointive office <input type="checkbox"/> Professional staff of the Governor's Office and the Legislature			Office title: <u>mayor</u> County, city, district or agency of the office, name and number: <u>Watertown</u> Position number: _____ Term begins: <u>Jan 2008</u> ends: <u>Dec 2011</u>

Part 1. Income, Employment and Compensation

Excerpt from Statute. According to RCW 42.17A.710(1)(a) & (f), you must disclose for yourself and each member of your immediate family who has reportable information to disclose:

"Occupation, name of employer, and business address;" and

"The name and address of each governmental entity, corporation, partnership, joint venture, sole proprietorship, association, union, or other business or commercial entity from whom compensation has been received in any form of a total value of two thousand dollars or more; the value of the compensation; and such consideration given or performed in exchange for such compensation."

Explanation. "Compensation" means payment in any form for real or personal property or services of any kind. In other words, you disclose:

- the name(s) and address(s) of your employer or employers during the reporting period as well as those of your spouse or registered domestic partner, dependent children and other dependent relatives living with you;
- your occupations or the reasons you or your relatives received the income; and
- the names and addresses of other (non-employer) businesses and government agencies -- but not individuals - that compensated you, your spouse or registered domestic partner, or your dependent relatives \$2,000 or more during the reporting period. (For example, if you sold your pleasure boat to a business, you'd identify the buyer and specify a Dollar Code. If an individual purchased your boat, the sale would not be reported.)

Typical sources of income or compensation are:

- Your Employers (Also show your occupation and the proper Dollar Code for gross compensation received. Include deferred compensation earned during the reporting period when selecting the appropriate dollar code.) Stock options received as part of a compensation package should also be reported using the value when granted or describing the number of shares optioned.
- Employers who paid your spouse or registered domestic partner or dependents \$2,000 or more during the reporting period. Show names and addresses of employers, occupations and appropriate Dollar Codes. If the employer was an individual - meaning not a commercial or government entity - no reporting of compensation received from that employer is needed.)
- Other business or government sources from which you or your family received \$2,000 or more during the reporting period. For instance, you'd report the following income and identify the source if you or a family member received \$2,000 or more from:
 - social security income
 - sale of personal property to a business or government agency
 - strike benefits
 - salary for government service (Do not include travel or other office expense reimbursements.)
 - government assistance or subsidies (welfare, child support, disability compensation, farm subsidies, etc., but not payments received for foster child care)
 - unemployment compensation
 - rent or lease payments for real property
 - partnership income
 - trust income received by the beneficiary
 - compensation received by trustee for managing the trust
 - educational scholarships that are taxable as income
 - sales commissions (Show the identity of each business and government entity whose purchases generated a commission of \$2,000 or more in the aggregate during the reporting period as well as the identity of the

business that actually paid the commissions, usually your employer or that of a family member; attach a list of these sources of income to your F-1 form if the space provided in Part 1 is insufficient.)

retirement income (unless it appears in Part 3)

honoraria, travel expenses (received as compensation for speeches or other appearances, rather than as reportable food, travel or seminars as discussed beginning on page 27.)

Note: If you or a family member sold real estate during the reporting period, you need not include the purchaser's name as a source of income because you will disclose this information in the Real Estate section below. However, if the sale took place before the reporting period, the property was bought by a business or government agency, and you or a family member realized \$2,000 or more during the reporting period from this earlier sale, the purchaser should be listed as a source of income in Part 1 of this report.

Investment income should be disclosed in Part 3 of your report.

1 INCOME List each employer, or other source of income (pension, social security, legal judgment, etc.) from which you or a family member, including registered domestic partner, received \$2,000 or more during the period. Include stock options received during the reporting period that had a value of \$2,000 or more. (Report interest and dividends in Item 3.)			
Show Self (S) Spouse (SP/DP) Dependent (D)	Name and Address of Employer or Source of Compensation	Occupation or How Compensation Was Earned	Amount: (Use Code)
S	Veterans Administration 810 Vermont Ave, Washington DC 20204	military retirement	C
S	City of Watertown City Hall, Watertown, WA 99678	mayor	C
SP	Watertown School District 502 Old Midd Rd, Watertown, WA 99678	teacher	D
Check Here <input type="checkbox"/> if continued on attached sheet			

Part 2. Real Estate

This is the portion of the report where you will disclose any real estate -- land, structures and mineral rights -- with an assessed value of over \$10,000 that is located in Washington State in which you, your spouse or registered domestic partner, dependent children or a dependent family member living with you held a financial interest at any time during the reporting period. Do not include real estate owned by a partnership, joint venture or other business, since that information is listed on the F-1 Supplement form.

Excerpt from Statute. RCW 42.17A.710)(h),(i) and (j) require: "A list, including legal or other sufficient descriptions as prescribed by the commission, of all real property in the state of Washington, the assessed valuation of which exceeds ten thousand dollars in which any direct financial interest was acquired (emphasis added) during the preceding calendar year; and a statement of the amount and nature of the financial interest and of the consideration given for such interest;" and

"A list, including legal or other sufficient descriptions as prescribed by the commission, of all real property in the state of Washington, the assessed valuation of which exceeds ten thousand dollars in which any direct financial interest was divested (emphasis added) during the preceding calendar year, and a statement of the amount and nature of the consideration received in exchange for such interest, and the name and address of the person furnishing such consideration;" and

"A list, including legal or other sufficient descriptions as prescribed by the commission, of all real property in the state of Washington, the assessed valuation of which exceeds ten thousand dollars in which a direct financial interest was held (emphasis added). Provided, That if a description of such property has been included in a report previously filed, such property may be listed, for purposes of this provision, by reference to such previously filed report."

Explanation. It will be helpful to ask yourself these three questions:

- 1) What property did I or a family member sell or otherwise divest any financial interest in (give away, lose through legal judgment, etc.) during the reporting period?
- 2) What property did I or a family member buy or otherwise acquire any financial interest in (inherit, be given, acquire through a lease/purchase agreement, etc.) during the reporting period?
- 3) What other property did I or a family member own, fully or partially, any financial interest in during the entire reporting period?

You only have to list property located in Washington State that had, during the reporting period, an assessed value of over \$10,000.

Typically reported are homes, farms, vacation cabins, inherited property, leased property, rental property, unimproved land, and mineral rights.

When listing property use one of the following, along with the name of the county in which the property is located:

- Street address;
- Assessor's parcel number;
- Abbreviated legal description shown on property tax notices; or
- Complete legal description.

Do not use rural route or box numbers.

Property Sold or Interest Divested

You are divested of a financial interest in property if you no longer may claim full or partial legal ownership. Generally, this happens through sales, expiration of leases, condemnation or foreclosure.

If you or a family member sold or otherwise divested your interest in real property, give:

- its location,
- its assessed value during the reporting period (use Dollar Code shown on the form),
- the name and address of the new owner, and
- the kind of payment or consideration received as well as the amount of payment or consideration received (use Dollar Code).

"Payment or consideration" means such things as cash, cash plus mortgage, real estate contracts, exchanges or trading of property, and promissory notes. The Dollar Code for each part of the payment should be shown: For example: Cash - "C"; Mortgage - "E".

Property Purchased or Interest Acquired

You acquire an interest in real property through cash transactions, mortgages, lease agreements, deeds of trust, options to buy or lease, real estate contracts and the like.

If you or a family member for whom you're reporting acquired even a small financial interest in a piece of property that is located in Washington and was assessed at over \$10,000, you must disclose the following information:

- its location,
- its assessed value during the reporting period (use Dollar Code),
- the creditor's name and address,
- the payment terms (example: 25 years at 8% interest),
- the security given,
- the amount owed on the mortgage, lease or contract (use Dollar Code).

For property acquired during the reporting period, the "original mortgage amount" and the "current mortgage amount" may be the same.

In this case, "current" refers to the amount owed on the last day of the reporting period, not the day you complete the report.

NOTE: Since you're listing who extended you credit, the terms and the amount owed, you do not have to repeat this information in Part 4, Creditors.

Other Property Entirely or Partially Owned

In this portion of the Real Estate section you'll report property in which an interest was held throughout the reporting period. Again, you'll report for yourself and appropriate family members and you'll include all Washington State property valued at over \$10,000, even if only a minor interest was held, except that which was bought or sold during the period (and reported as discussed above).

Report the same information as listed above in "Property Purchased or Interest Acquired." The notation about the Creditors section also applies here.

Once you've completed the Real Estate section, double check that you haven't forgotten to include, as sources of income in Part 1, businesses or government agencies that rented or leased property from you or your family.

A typical report might look like this:

2 REAL ESTATE		List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$10,000 in which you or a family member, including registered domestic partner, held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)			
Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser		Nature and Amount (Use Code) of Payment or Consideration Received	
1515 Oak Street Watertown	E	Karen Adams 1515 Oak Street, Watertown		Cash Real Estate Contract A D	
Property Purchased or Interest Acquired	Assessed Value (Use Code)	Creditor's Name/Address	Payment Terms	Security Given	Mortgage Amount - (Use Code) Original Current
1714 S. Jackson St Watertown	E	Watertown S&L 500 Grand Ave Watertown	20% down 7% APR for 20 yrs	Mortgage	E E
All Other Property Entirely or Partially Owned 635 Maple Avenue, Watertown Unimproved property Check here <input type="checkbox"/> if continued on attached sheet	C	No creditor			

Part 3. Other Assets and Financial Holdings

This is the category where you will report financial holdings, investments and other intangible property -- such as checking and savings accounts, insurance policies, stocks and bonds, etc. -- if they meet or exceed certain monetary thresholds. The ownership of tangible property (other than real estate), including furniture, farm machinery, motor homes, automobiles and coin collections, is not disclosed on your financial affairs statement. [However, if you sell tangible property, the income from the sale may be reportable in Part 1 (or if real estate, in Part 2); see previous discussions for details.]

Excerpt from Statute. RCW 42.17A.710(1)(b) requires you to report: "Each bank or savings account or insurance policy in which any such person or persons (you, your spouse or registered domestic partner, dependent children or other dependent family members living with you) owned a direct financial interest which exceeded twenty thousand dollars at any time during such period; each other item of intangible personal property in which any such person or persons owned direct financial interest, the value of which exceeded two thousand dollars during such period; and the name, address, nature of entity, nature and highest value of each such direct financial interest during the reporting period."

Explanation.

A. Bank Accounts (>\$20,000 Threshold)

In this section, report the name and address of each bank, savings and loan, credit union or other financial institution in which you or an immediate family member had an account over \$20,000 at any time during the reporting period. You must also:

- identify the type of account [savings, checking, sharedraft, certificate of deposit, individual retirement account (IRA) or KEOGH if managed by the bank], etc.;
- use the Dollar Code amount that reflects the account's highest value during the period;
- use the Dollar Code to disclose how much income was generated by the account, if at least \$2,000 in income was produced. If under \$2,000 in income was generated, put "none" or "N/A".

B. Insurance Policies (>\$20,000 Threshold)

Give the name and address of each insurance company where you or a family member had a policy **with a cash or loan value of over \$20,000** during the reporting period. Also

- identify the type of policy (life, disability, annuity, etc.);
- indicate the highest value of the policy during the reporting period using the Dollar Code; and
- use the Dollar Code to disclose how much income was produced, if at least \$2,000 in income was generated by the policy. If under \$2,000 in income, put "none" or "N/A."

C. Other Investments (>\$2,000 Threshold)

Show the name of each company, partnership, corporation, association, government agency, etc., in which you or a family member had a financial interest worth over \$2,000, including investments that were only held during a portion of the reporting period. Provide an address for investment holdings that are not listed on a major stock exchange.

This is the section in which you will show:

- stocks, bonds, securities, commodities (list each holding separately if worth over \$2,000 at any time during the reporting period; it's insufficient simply to identify the brokerage house)
- employer retirement system account (if you or a family member paid into an employer-sponsored retirement system, that retirement account is a reportable asset)
- stock options held during the reporting period but not yet exercised - report the value at grant date or describe number of shares for which you hold option;
- stock options exercised during the reporting period – report the value as income received;
- stock appreciation rights,
- IRA (if investor managed, list each holding worth over \$2,000; if managed by an agent, list name of manager or management company that decides how IRA money is invested)
- money market accounts (if investor managed, list each holding worth over \$2,000; if managed by an agent, list name of manager or management company that decides how money is invested)
- businesses in which you or your family had less than a 10% ownership interest (if 10% or more, file F-1 Supplement)
- loans owed you or an immediate family member by individuals, candidates, political committees, businesses, associations, churches, etc. (Do not include accounts receivable due in the normal course of business)
- legal judgments due you or your family

For each item listed, you are requested to provide a description, a value code (the highest value during the period) and, if appropriate, an income amount code. Instead of a value code, you may list the highest number of shares held during the reporting period for stocks, bonds, and securities. Addresses for security holdings traded on a major exchange are not required.

Note: Each stock, bond and other intangible asset holding worth over \$2,000 at any time during the reporting period, whether held for the entire reporting period or just a portion of it, must be reported in this section. If you sold an intangible asset during the period, simply select the code amount that reflects the sale price plus any other interest or dividend income generated by the asset and put that code in the Income Amount column.

3 ASSETS / INVESTMENTS - INTEREST / DIVIDENDS		List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.	
<p>A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$20,000 any time during the report period. Watertown S&L, 500 Grand Ave., Watertown Watertown Mutual, 82 3rd Str., Watertown</p> <p>B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$20,000 during the period. Fidelity Insurance Co. 1101 Sunshine Blvd., Anchorage AK 99999</p> <p>C. Name and address of each company, association, government agency, etc. in which you, a family member, including registered domestic partner, owned or had a financial interest worth over \$2,000. Include stocks, bonds, ownership, retirement plan, IRA, notes, stock options, and other intangible property. If you, your spouse, registered domestic partner and/or dependents had decision making authority regarding individual assets/investments list each asset or investment, the value and any income amount. EXAMPLE: If you self-directed an investment account identify each stock or other asset in that account. ABC Corporation, New York XYZ Company, Local City Gamers, Inc. Public Employees Retirement System Veterans Administration Fidelity.com</p> <p>Check here <input type="checkbox"/> if continued on attached sheet.</p>	<p>Type of Account or Description of Asset</p> <p>Savings account Certificate of Deposit</p> <p>Whole life & variable annuity</p> <p>Stock Stock Stock options exercised TRS account Military Retirement Roth IRA – International Fund Growth & Equity Fund Bond Fund</p>	<p>Asset Value (Use Code)</p> <p>D C</p> <p>D</p> <p>20 shares 50 shares 15 shares E E D C B B</p>	<p>Income Amount (Use Code)</p> <p>A A</p> <p>A</p> <p>B C A None C None None None None</p>

List each investment, stock, mutual fund, 401K profit sharing plan, etc., if the investment decisions are self-directed. Itemize the holdings of investment accounts (e.g., individual stocks, securities, mutual funds, etc.) if you make the buy & sell decisions for the account.

Part 4. Creditors

Excerpt from Statute. RCW 42.17A.710(1)(c) requires: "The name and address of each creditor to whom the value of two thousand dollars or more was owed; the original amount of each debt to each such creditor; the amount of each debt owed to each creditor as of the date of filing; the terms of repayment of each debt; and the security given, if any, for such debt: Provided, That debts arising out of a "retail installment transaction" as defined in chapter 63.14 RCW (Retail Installment Sales Act) need not be reported."

Explanation. Generally, this section of the law requires you to report loans and other indebtedness, regardless of whether money is owed to an individual, a lending institution, other commercial businesses or your local, state or federal government. In this section, include only **personal obligations** of \$2,000 or more that you or family members owed at any time during the reporting period. Don't include debts owed by a business you might own, unless you are personally liable for the repayment.

Credit card debts and revolving charge accounts are not reportable. Nor are "retail installment transactions" such as the purchase of an appliance on contract. Also, since you listed any outstanding mortgages and other real estate debts in Part 2, you need not repeat them here.

Be sure to state, using the Dollar Code, the amount owed when the debt was first obligated, and the amount owed as of the date you're completing this report. (In the other sections of this report, you gave values based on what they were during the reporting period; however, in the case of debts and liabilities, the law specifically asks for the balance due at the time you're filing this report.)

Common items reported in this section are:

- bank loans
- margin accounts with stockbroker
- finance company loans
- home improvement loans

- loans against insurance
- judgment against you or lien against your property
- pledge to a political committee
- loans to your campaign committee for which you are personally liable
- automobile loans
- taxes in arrears
- student loans
- business debts for which you are personally liable
- farm equipment loans for which you are personally liable
- notes you have co-signed
- leases for property, vehicles, machinery or other equipment or services

A typical report might look like this:

4	CREDITORS	List each creditor you or a family member, including registered domestic partner, owed \$2,000 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2.	AMOUNT (USE CODE)		
			Original	Present	
	Creditor's Name and Address	Terms of Payment	Security Given		
	U S Dept. of Education, Atlanta GA 30353	10 yrs @ 3.5%	Student loan	C	A
	Watertown Savings & Loan	5 yrs @ 8%	Auto loan	B	A
	Mary Smith, 840 Lincoln Ave., Distant City	2 yrs @ 12%	Note	B	A

Check here if continued on attached sheet.

Are You Done?

For many people, this is the end of the line. Others, however, will have to file the F-1 Supplement as well. Answer the questions in Part 5 of the report. If you are filing the annual report due by April 15 and you answer "yes" to any of the questions, you must also complete the Supplement Page.

If you are a candidate or a new appointee filing an initial report and you answer "yes" to any of the questions posed in A thru D, you must also complete the Supplement Page. Question E does not apply to you

5 All filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a candidate for state or local office, an appointee to a vacant elective office, or a state executive officer filing your initial report, no F-1 Supplement is required.

Incumbent elected officials and state executive officers filing an annual financial affairs report also must answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.

A. At any time during the reporting period were you, your spouse, registered domestic partner or dependents (1) an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity or (2) a partner or member of any limited partnership, limited liability partnership, limited liability company or similar entity including but not limited to a professional limited liability company? YES. If yes, complete Supplement, Part A.

B. Did you, your spouse, registered domestic partner or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? YES. If yes, complete Supplement, Part A.

C. Did you, your spouse, registered domestic partner or dependents own a business at any time during the reporting period? YES. If yes, complete Supplement, Part A.

D. Did you, your spouse, registered domestic partner or dependents prepare, promote or oppose state legislation, rules, rates or standards for compensation or deferred compensation (other than pay for a currently-held public office) at any time during the reporting period? YES. If yes, complete Supplement, Part B.

E. **Only for Persons Filing Annual Report.** Regarding the receipt of items not provided or paid for by your governmental agency during the previous calendar year: 1) Did you, your spouse, registered domestic partner or dependents (or any combination thereof) accept a gift of food or beverages costing over \$50 per occasion? YES or 2) Did any source other than your governmental agency provide or pay in whole or in part for you, your spouse, registered domestic partner and/or dependents to travel or to attend a seminar or other training? YES. If yes to either or both questions, complete Supplement, Part C.

Use of Public Facilities Prohibition

Excerpt from Statute. According to RCW 42.17A.710(7): "Every elected official and every executive state officer shall file with their statement of financial affairs a statement certifying that they have read and are familiar with RCW 42.17A.555 or 42.52.180, whichever is applicable."

Explanation. Local elected officials, including those appointed to fill vacant elective offices, are subject to RCW 42.17A.555. State elected officials, executive state officers and persons appointed to fill both types of positions must abide by RCW 42.52.180.

Both relate to prohibiting the use of public facilities to support or oppose a candidate or ballot proposition.

With the exception of candidates, all other filers must read and be familiar with the prohibition that applies to them and also check the appropriate box on the F-1 or the F-1A form.

Questions about RCW 42.17A.555 may be directed to your jurisdiction's attorney, the local county prosecutor's office or PDC staff. Inquiries concerning RCW 42.52.180 should be directed to the Executive Ethics Board (360/664-0871), the Legislative Ethics Board (360/786-7540), or the Judicial Conduct Commission (360/753-4585).

Signature, Etc.

YOUR REPORT IS NOT VALID UNLESS YOU SIGN IT! It's considered filed as of the postmark date shown on the envelope. Send your report "Return Receipt Requested" if you want documentation that you mailed it in a timely manner. **Keep a copy of the report for your files.**

Local Officials, Employees -- Use of Public Facilities Prohibition

42.17A.555 Forbids use of public office or agency facilities in campaigns. No elective official nor any employee of his office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency: PROVIDED, That the foregoing provisions of this section shall not apply to the following activities:

(1) Action taken at an open public meeting by members of an elected legislative body to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

(2) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;

(3) Activities which are part of the normal and regular conduct of the office or agency.

State Officials, Employees -- Use of Public Facilities Prohibition

RCW 42.52.180 Use of Public Resources for Political Campaigns. (1) No state officer or state employee may use or authorize the use of facilities of an agency, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Knowing acquiescence by a person with authority to direct, control, or influence the actions of the state officer or

state employee using public resources in violation of this section constitutes a violation of this section. Facilities of an agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of state employees of the agency during working hours, vehicles, office space, publications of the agency, and clientele lists of persons served by the agency.

(2) This section shall not apply to the following activities:

(a) Action taken at an open public meeting by members of an elected legislative body to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition as long as (i) required notice of the meeting includes the title and number of the ballot proposition, and (ii) members of the legislative body or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

(b) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry. For the purposes of this subsection, it is not a violation of the section for an elected official to respond to an inquiry regarding a ballot proposition, to make incidental remarks concerning a ballot proposition in an official communication, or otherwise comment on a ballot proposition without an actual, measurable expenditure of public funds. The ethics boards shall adopt by rule a definition of measurable expenditure;

(c) Activities that are part of the normal and regular conduct of the office or agency; and

(d) De minimis use of public facilities by state-wide elected officials and legislators incidental to the preparation or delivery of permissible communications, including written and verbal communications initiated by them of their views on ballot propositions that foreseeably may affect a matter that falls within their constitutional or statutory responsibilities.

(3) As to state officers and employees, this section operates to the exclusion of RCW 42.17A.555.

The Supplement Page

The F-1 Supplement is used for disclosing the following information:

- Relationships that you and your family members had with businesses, organizations, associations, unions, governmental bodies and the like that could potentially impact the decisions you make as a public official. You will be asked to identify the entity, give the nature of your (or their) involvement with it, list any payments it has received from the government unit where you seek or hold office, identify other clients or customers of the entity who paid it compensation of \$10,000 or more, and show the entity's real estate holdings.
- Any state-level lobbying you and your immediate family may have undertaken for compensation (other than in your official governmental capacity).
- Any reportable gifts of food and beverages costing over \$50, travel or educational benefits you and/or your immediate family members received.

A. Offices Held, Business Interests

Excerpt from Statute. RCW 42.17A.710(1)(d) & (g) require you to show: "Every public or private office, directorship and position as trustee held," and

"The name of any corporation, partnership, joint venture, association, union, or other entity in which is held any office, directorship, or any general partnership interest, or any ownership interest of ten percent or more; the name or title of that office, directorship, or partnership; the nature of the ownership interest. . ."

Explanation. The first step is to write down the names of every trusteeship held and of every corporation, limited liability company, business, partnership, limited partnership, limited liability partnership, club, labor union, association, government body and the like that you or your immediate family members were officers or directors of, general partners in, or had a 10% or more financial interest in, during the reporting period. You will have to complete Part A of the Supplement Page for each name on your list. (If there are eight names on your list, you'll need four supplement forms because there is space for two entities on each form.)

When you're making your list, keep in mind that:

- this disclosure requirement applies to both public and private entities, including "for profit" and "not for profit"

organizations;

- if you or a family member was an officer, director or trustee of an organization (entity), include it even if you did not have an ownership interest in it (see discussion of "corporate officer" below);
- membership in an organization does not trigger reporting unless you also held an office or had an ownership interest of 10% or more;
- you will not include on your list an elected public office you held during the reporting period; however, you will include an elected office held by your spouse or registered domestic partner (or other immediate family member).

Corporate Officer: Some corporations, including banks and other financial institutions, use various titles (particularly vice president) to denote managerial positions. These "titled" managers have no corporate officer status within the organization and are not subject to Part A of the Supplement.

A filer would only have to report as a corporate officer -- and disclose financial information about the corporation -- if he or she held one of the offices described in the corporation's bylaws. However, if the officer was excluded, by resolution of the board of directors or by the bylaws, from participation in the corporation's major policy making functions and the officer did not actually participate in these functions, then he or she does not have to report the corporation's activity.

Listed below are some of the more common entities for which you'll have to file the Supplement Page:

- sole proprietor business
- limited liability company
- general partnerships
- limited partnerships and limited liability partnerships
- political organizations, including political parties (if officer or director)
- fraternal organizations (if officer or director)
- charitable organizations (if officer or on board of directors)
- corporations (if corporate officer, on board of directors or 10% or more owner)
- religious organizations (if officer or director)
- real estate partnerships (if officer, general partner or 10% or more owner)
- labor unions (if officer)
- government boards or bodies (if you or family member were an officer or director, whether by appointment or election)
- community clubs (if officer or on board of directors)
- trusts of which you/family member were a trustee

Once you determine which entities you have a legal obligation to disclose information about, the discussion below will help you fill out the Supplement.

Identification of Entity

The initial information requested on the Supplement Page is straightforward. You are asked to state:

- the entity's legal name (as found on legal documents establishing the entity);
- the entity's operating or "doing business as" name if different from the legal name;
- whether you, your spouse, or dependent (or a combination thereof) had the relationship with the entity that triggers this report;
- the office held with the entity or the percent of ownership held (or both);
- a brief description of the entity's purpose, or of the products or services provided by it.

See F-1 Supplement examples on pages 22-25.

Payments Entity Received From Government Unit in Which You Seek/Hold Office (No Minimum Amount)

Excerpt from Statute. According to RCW 42.17A.710(1)(g)(i), "With respect to a governmental unit in which the official seeks or holds any office or position, if such entity has received compensation in any form during the preceding twelve months from such governmental unit, the value of such compensation and the consideration given or performed in exchange for such compensation;"

Explanation. This means that if the governmental unit in which you hold office or for which you're running has paid compensation to or purchased goods or services from the entity you're reporting for, you need to disclose the purpose of the payment and the **actual amount** received by the entity from the government unit during the reporting period.

Remember, "compensation" means payment in any form for any real or personal property or services.

The following items are typically reported:

- retail goods and other supplies sold to government agencies
- goods sold through open competitive bids
- repair and maintenance contracts
- gasoline or fuel sales
- interest or service payments on bonds or loans,
- contracts, retainers
- temporary services
- insurance purchases by government unit
- commission payments received by entity because of sale of goods or services to government unit

Note: These instructions should not be taken as authorizing business activities between a person and a governmental body that are otherwise prohibited by local or state law.

Payments Entity Received From Other Government Customers (if \$10,000 or more) AND

Payments Entity Received From Business Customers (if \$10,000 or more)

Excerpt from Statute. RCW 42.17A.710(1)(g)(ii) requires the reporting of: "The name of each governmental unit, corporation, partnership, joint venture, sole proprietorship, association, union, or other business or commercial entity from which such entity has received compensation in any form in the amount of ten thousand dollars or more during the preceding twelve months and the consideration given or performed in exchange for such compensation: Provided, That the term "compensation" for purposes of this subsection shall not include payment for water and other utility services at rates approved by the Washington state utilities and transportation commission or the legislative authority of the public entity providing such service;"

"Provided, further, That with respect to any bank or commercial lending institution in which is held any such office, directorship, partnership interest, or ownership interest, it shall only be necessary to report either the name, address and occupation of every director and officer of such bank or commercial lending institution and the average monthly balance of each account held during the preceding twelve months by such bank or commercial lending institution from the governmental entity for which the individual is an official or candidate or professional staff member, or all interest paid by a borrower on loans from and all interest paid to a depository by such bank or commercial lending institution if such interest exceeds eighteen hundred dollars;"

Explanation. The first paragraph quoted above requires you to identify all business and government customers that, during the reporting period, paid \$10,000 or more in the aggregate for services or products provided by the entity you're reporting about on this Supplement Page. Include the names of any government agency (other than the one in which you seek or hold office), corporation, partnership, joint venture, sole proprietorship, association, union or other business if they meet or exceed the \$10,000 reporting threshold.

Be sure to report the name and address of each business or government agency for which a service was rendered or to which a product was sold that resulted in a commission of \$10,000 or more in the aggregate to the

entity for which you are reporting.

Do not list payments received from individuals acting in a private rather than a business capacity. A doctor, for example, would not disclose the names of individual patients who paid his or her medical corporation \$10,000 or more; nor would this doctor include the names of insurance companies paying on behalf of patients. He or she would, however, report the names of employers that paid fees for employee medical services and the names of hospitals that compensated the medical corporation. Similarly, lawyers, farmers and other business people would not list "individual" customers, but would disclose their business, corporate and government clients.

Do not include gifts or grants of \$10,000 or more the entity may have received from a foundation, business or governmental agency. These charitable contributions do not constitute "compensation" and are not reportable.

You'll note from the form that you don't need to state a Dollar Code or an actual dollar amount. However, you do need to briefly describe what services or products the entity you're reporting about provided in order to earn the compensation.

Banks and Other Lending Institutions

If you or a family member had an ownership interest in a bank or lending institution, or you were a director or corporate officer of one (see discussion of corporate officer above), the second paragraph of the statutory excerpt above applies to you.

Essentially, the law says that, for banks and other lending institutions, you don't have to supply a list of all major commercial or governmental customers.

Rather, you can do one of the following:

- provide the name, address and occupation of each officer or director of the institution as well as the average monthly balance of each account held during the previous year by the government body in which you hold office (whether elected or appointed) or for which you're running; OR
- provide the total amount of interest paid by each borrower who paid over \$2,400 in interest and the total amount of interest paid to each depositor who received over \$2,400 in interest during the previous year.

Business Real Estate

Excerpt from Statute. RCW 42.17A.710(1)(k) requires: "A list, including legal or other sufficient descriptions as prescribed by the commission, of all real property in the state of Washington, the assessed valuation of which exceeds twenty thousand dollars, in which a corporation, partnership, firm, enterprise, or other entity had a direct financial interest, in which corporation, partnership, firm or enterprise a ten percent or greater ownership interest was held;"

Explanation. This means that if you or an immediate family member owned a 10% or more interest in the entity for which you're reporting and that entity in turn owned Washington real estate assessed at over \$20,000, you need to disclose that fact. For each parcel assessed at over \$20,000, show the property's street address. If there is no street address, show the assessor's parcel number, the abbreviated legal description included on property tax notices, or the complete legal description.

If you were an officer or director of an entity, but did not own 10% or more of it or its stock, you are not required to list real estate owned by the entity.

Reportable property includes:

- rental houses, apartment buildings
- store buildings, office buildings
- plant sites, warehouses
- farmland owned by family corporation
- property leased to others
- property on which the entity had an option to purchase
- mineral rights owned or held by the entity

See F-1 Supplement examples on pages 22-25.

Howard M. Johnson is Mayor of the City of Anywhere and President and part owner, with his three brothers, of the family farm corporation. During the reporting period, the farm had both wholesale and retail customers, a contract with the city's Corrections Department (which did not require the Mayor's approval), and business customers that paid it \$10,000 or more. The corporation also owned the farmland.

 <p>PUBLIC DISCLOSURE COMMISSION 711 CAPITOL WAY RM 206 PO BOX 40908 OLYMPIA WA 98504-0908 (360) 753-1111 TOLL FREE 1-877-601-2828 EMAIL: pdc@pdc.wa.gov</p>	PDC FORM F-1 SUPPLEMENT <small>(11 /08)</small>	SUPPLEMENT PAGE PERSONAL FINANCIAL AFFAIRS STATEMENT	
PROVIDE INFORMATION FOR YOURSELF, SPOUSE, REGISTERED DOMESTIC PARTNER, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD			
Last Name Johnson	First Howard	Middle Initial M.	DATE March 13, 200X
A	OFFICE HELD, BUSINESS INTERESTS:	Provide the following information if, during the reporting period, you, your spouse, registered domestic partner or dependents <ol style="list-style-type: none"> (1) were an officer, director, general partner, trustee, or 10 percent or more owner of a corporation, non-profit organization, union, partnership, joint venture or other entity; and/or (2) were a partner or member of a limited partnership, limited liability partnership, limited liability company or similar entity, including but not limited to a professional limited liability company. <ul style="list-style-type: none"> • Legal Name: Report name used on legal documents establishing the entity. • Trade or Operating Name: Report name used for business purposes if different from the legal name. • Position or Percent of Ownership: The office, title and/or percent of ownership held. • Brief Description of the Business/Organization: Report the purpose, product(s), and/or the service(s) rendered. • Payments from Governmental Unit: If the governmental unit in which you hold or seek office made payments to the business entity concerning which you're reporting, show the purpose of each payment and the actual amount received. • Payments from Business Customers and Other Government Agencies: List each corporation, partnership, joint venture, sole proprietorship, union, association, business or other commercial entity and each government agency (other than the one you seek/hold office) which paid compensation of \$10,000 or more during the period to the entity. Briefly say what property, goods, services or other consideration was given or performed for the compensation. • Washington Real Estate: Identify real estate owned by the business entity if the qualifications referenced below are met. 	
ENTITY NO. 1		Reporting For: Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Registered Domestic Partner <input type="checkbox"/> Dependent <input type="checkbox"/>	
LEGAL NAME: Valley View Agricultural Co.		POSITION OR PERCENT OF OWNERSHIP	
TRADE OR OPERATING NAME: Valley Farm		President, 25% Owner	
ADDRESS: Rt. 1 Box 100 Anywhere, WA 98500			
BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:			
Family farm owned equally with brothers. Fruit & vegetable agribusiness – wholesale & retail sales.			
PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:			
Purpose of payments		Amount (actual dollars)	
Purchase fresh fruits (contract with Anywhere City Jail)		\$ 6,477.88	
PAYMENTS ENTITY RECEIVED FROM OTHER GOVERNMENT AGENCIES OF \$10,000 OR MORE:			
Agency name:		Purpose of payment (amount not required)	
Mercy Hospital Dist., Spokane, WA		purchase vegetables	
PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS OF \$10,000 OR MORE			
Customer name:		Purpose of payment (amount not required)	
Valley Co-Op, Anywhere, WA Safefood Grocery, Tacoma, WA		purchase fruit purchase vegetables	
WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over \$20,000. List street address, assessor parcel number, or legal description and county for each parcel):			
Parcel numbers in Graceland County: 4731172260769 & 473418051265			
Parcel numbers in Mountain County: 03468209110 & 36901748222			

David C. Jones is a member of the State Gambling Commission. During the reporting period, his wife was an officer and 30% owner of the local office supply store. The Gambling Commission did not buy any products or services from the store. The supply store did sell \$10,000 or more worth of merchandise to commercial and governmental customers during the reporting period. His wife's corporation owned the supply store property as well as the adjacent parking lot.

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PROVIDE INFORMATION FOR YOURSELF, SPOUSE, REGISTERED DOMESTIC PARTNER, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD

Last Name Jones	First David	Middle Initial C.	DATE January 27, 200X
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A

OFFICE HELD, BUSINESS INTERESTS:

Provide the following information if, during the reporting period, you, your spouse, registered domestic partner or dependents

- (1) were an officer, director, general partner, trustee, or 10 percent or more owner of a corporation, non-profit organization, union, partnership, joint venture or other entity; and/or
- (2) were a partner or member of a limited partnership, limited liability partnership, limited liability company or similar entity, including but not limited to a professional limited liability company.

- Legal Name: Report name used on legal documents establishing the entity.
- Trade or Operating Name: Report name used for business purposes if different from the legal name.
- Position or Percent of Ownership: The office, title and/or percent of ownership held.
- Brief Description of the Business/Organization: Report the purpose, product(s), and/or the service(s) rendered.
- Payments from Governmental Unit: If the governmental unit in which you hold or seek office made payments to the business entity concerning which you're reporting, show the purpose of each payment and the actual amount received.
- Payments from Business Customers and Other Government Agencies: List each corporation, partnership, joint venture, sole proprietorship, union, association, business or other commercial entity and each government agency (other than the one you seek/hold office) which paid compensation of \$10,000 or more during the period to the entity. Briefly say what property, goods, services or other consideration was given or performed for the compensation.
- Washington Real Estate: Identify real estate owned by the business entity if the qualifications referenced below are met.

ENTITY NO. 1

Reporting For: Self Spouse
 Registered Domestic Partner Dependent

LEGAL NAME: **A. C. Jones & Co., Inc.**

POSITION OR PERCENT OF OWNERSHIP

TRADE OR OPERATING NAME: **Quality Office Supply**

Executive Vice President, 30% Owner

ADDRESS: **1234 Wall Street
Anywhere, WA 98500**

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:
Sales of office furniture, machines & supplies.

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:
 Purpose of payments

None

Amount (actual dollars)
\$

PAYMENTS ENTITY RECEIVED FROM OTHER GOVERNMENT AGENCIES OF \$10,000 OR MORE:
 Agency name:

State of Washington, Public Disclosure Commission, Olympia, WA

Purpose of payment (amount not required)
computer purchase

PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS OF \$10,000 OR MORE:
 Customer name:

**Hamble, Humble & Homer Law Firm, Anywhere, WA
Anywhere Gas & Electric Co., Anywhere, WA**

Purpose of payment (amount not required)
**Furniture
Furniture, Office Supplies**

WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over \$20,000. List street address, assessor parcel number, or legal description and county for each parcel):

**1234 Wall Street, Anywhere, WA (commercial building)
Parcel No. 23478920113, Graceland County (parking lot)**

Mary Kay Smith is a member of the Central City School Board. During the reporting period, she also served as general partner and 12% owner of Smith and Kerns Real Estate Company. The real estate company owned, during the reporting period, several parcels of undeveloped land and three lots with buildings on them. The company earned \$10,000 or more from four business customers.

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PROVIDE INFORMATION FOR YOURSELF, SPOUSE, REGISTERED DOMESTIC PARTNER, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD			
Last Name Smith	First Mary Kay	Middle Initial L.	DATE February 27, 200X
A	OFFICE HELD, BUSINESS INTERESTS:	Provide the following information if, during the reporting period, you, your spouse, registered domestic partner or dependents <ol style="list-style-type: none"> (1) were an officer, director, general partner, trustee, or 10 percent or more owner of a corporation, non-profit organization, union, partnership, joint venture or other entity; and/or (2) were a partner or member of a limited partnership, limited liability partnership, limited liability company or similar entity, including but not limited to a professional limited liability company. <ul style="list-style-type: none"> • Legal Name: Report name used on legal documents establishing the entity. • Trade or Operating Name: Report name used for business purposes if different from the legal name. • Position or Percent of Ownership: The office, title and/or percent of ownership held. • Brief Description of the Business/Organization: Report the purpose, product(s), and/or the service(s) rendered. • Payments from Governmental Unit: If the governmental unit in which you hold or seek office made payments to the business entity concerning which you're reporting, show the purpose of each payment and the actual amount received. • Payments from Business Customers and Other Government Agencies: List each corporation, partnership, joint venture, sole proprietorship, union, association, business or other commercial entity and each government agency (other than the one you seek/hold office) which paid compensation of \$10,000 or more during the period to the entity. Briefly say what property, goods, services or other consideration was given or performed for the compensation. • Washington Real Estate: Identify real estate owned by the business entity if the qualifications referenced below are met. 	
ENTITY NO. 1		Reporting For: Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Registered Domestic Partner <input type="checkbox"/> Dependent <input type="checkbox"/>	
LEGAL NAME: Smith & Kerns Partnership		POSITION OR PERCENT OF OWNERSHIP	
TRADE OR OPERATING NAME: Smith & Kerns Real Estate		General partner, 12%	
ADDRESS: 456 Land Avenue Central City, WA 98050			
BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION: Real estate brokerage partnership with Steven P. Kerns & Matthew W. Smith (father)			
PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:		Purpose of payments	
None		Amount (actual dollars) \$	
PAYMENTS ENTITY RECEIVED FROM OTHER GOVERNMENT AGENCIES OF \$10,000 OR MORE:		Agency name:	
None		Purpose of payment (amount not required)	
PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS OF \$10,000 OR MORE		Customer name:	
ABC Construction Co., Central City, WA Safefood Stores, Inc., Spokane, WA Trademark Building Co., Tacoma, WA Far View Development Co., Anywhere, WA		Purpose of payment (amount not required) Commission on lots sold Land sale Commission on office rent 100 shares of stock in lieu of Cash payment for land sale	
WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over \$20,000. List street address, assessor parcel number, or legal description and county for each parcel):			
None			

Terry Thomas recently announced he's a candidate for the State Legislature. [Thomas filed his campaign disclosure registration (Form C-1) in a timely manner.] Thomas is a partner with the Earnest, Goode, Smart & Eager law firm. This firm served as a consultant to a legislative committee in March of last year. Earnest, Goode, Smart & Eager specializes in criminal defense law, but did have a few commercial and governmental clients. Since Thomas is a partner in the firm, he must report the names of the commercial and governmental clients that paid the firm \$10,000 or more during the reporting period.

 <p>PUBLIC DISCLOSURE COMMISSION 711 CAPITOL WAY RM 206 PO BOX 40908 OLYMPIA WA 98504-0908 (360) 753-1111 TOLL FREE 1-877-601-2828 EMAIL: pdc@pdc.wa.gov</p>	PDC FORM F-1 SUPPLEMENT <small>(11/08)</small>	SUPPLEMENT PAGE PERSONAL FINANCIAL AFFAIRS STATEMENT	
PROVIDE INFORMATION FOR YOURSELF, SPOUSE, REGISTERED DOMESTIC PARTNER, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD			
Last Name Thomas	First Terry	Middle Initial P.	DATE May 15, 200X
A	OFFICE HELD, BUSINESS INTERESTS:	Provide the following information if, during the reporting period, you, your spouse, registered domestic partner or dependents <ol style="list-style-type: none"> (1) were an officer, director, general partner, trustee, or 10 percent or more owner of a corporation, non-profit organization, union, partnership, joint venture or other entity; and/or (2) were a partner or member of a limited partnership, limited liability partnership, limited liability company or similar entity, including but not limited to a professional limited liability company. <ul style="list-style-type: none"> • Legal Name: Report name used on legal documents establishing the entity. • Trade or Operating Name: Report name used for business purposes if different from the legal name. • Position or Percent of Ownership: The office, title and/or percent of ownership held. • Brief Description of the Business/Organization: Report the purpose, product(s), and/or the service(s) rendered. • Payments from Governmental Unit: If the governmental unit in which you hold or seek office made payments to the business entity concerning which you're reporting, show the purpose of each payment and the actual amount received. • Payments from Business Customers and Other Government Agencies: List each corporation, partnership, joint venture, sole proprietorship, union, association, business or other commercial entity and each government agency (other than the one you seek/hold office) which paid compensation of \$10,000 or more during the period to the entity. Briefly say what property, goods, services or other consideration was given or performed for the compensation. • Washington Real Estate: Identify real estate owned by the business entity if the qualifications referenced below are met. 	
ENTITY NO. 1		Reporting For: Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/>	
		Registered Domestic Partner <input type="checkbox"/> Dependent <input type="checkbox"/>	
LEGAL NAME: Earnest, Goode, Smart & Eager LLP		POSITION OR PERCENT OF OWNERSHIP	
TRADE OR OPERATING NAME: Same		Partner, 3-1/2%	
ADDRESS: 1111 Park Avenue Hometown, WA 99400			
BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION: Law Firm			
PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:		Amount (actual dollars)	
Purpose of payments Legislative Committee consultation		\$ 12,650.00	
PAYMENTS ENTITY RECEIVED FROM OTHER GOVERNMENT AGENCIES OF \$10,000 OR MORE:		Purpose of payment (amount not required)	
Agency name: City of Hometown		legal fees	
PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS OF \$10,000 OR MORE		Purpose of payment (amount not required)	
Customer name: XYZ Labor Union Toddler's Disposable Diaper Co. Mom & Pop Corner Grocery		Contract mediation Legislative lobbying services Legal fees	
WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over \$20,000. List street address, assessor parcel number, or legal description and county for each parcel):			
None reportable (under 10% ownership interest)			

B. Lobbying

Excerpt from Statute. RCW 42.17A.710(1)(e) requires you to name: "All persons for whom any legislation, rule, rate, or standard has been prepared, promoted, or opposed for current or deferred compensation: Provided, That for the purposes of this subsection, "compensation" does not include payments made to the person reporting by the governmental entity for which such person serves as an elected official or state executive officer or professional staff member for his service in office; the description of such actual or proposed legislation, rules, rates, or standards; and the amount of current or deferred compensation paid or promised to be paid;"

Explanation. You complete this part of the form if, during the reporting period, you or a family member prepared, promoted, opposed or drafted legislation or changes to state agency rules, rates or standards and you or they were paid or were promised payment for your efforts. If this section applies, provide:

- the name of the person, organization or business on whose behalf the work was done;
- a description of the legislation or rule; and
- the Dollar Code that reflects the amount paid or promised.

If you or a family member was employed by, or an officer of, a government agency and you or they prepared, promoted or opposed legislation or rules as part of your normal duties, this activity does not need to be reported on the F-1 Supplement. (However, this kind of lobbying activity on behalf of government agencies should be reported to the agency's administrative officer because it may have to be reported by the agency on its quarterly lobbying report.)

Typically reported in this Supplement section are:

- travel payments
- salary for time spent lobbying
- payments for meals and accommodations
- legal fees paid for lobbying-related services
- reimbursements for lobbying-related entertainment, travel or educational benefits provided to legislators or other state officials or employees.

B	LOBBYING:	List persons for whom you or any immediate family member lobbied or prepared state legislation or state rules, rates or standards for current or deferred compensation. Do not list pay from government body in which you are an elected official or professional staff member.	
Person to Whom Services Rendered		Description of Legislation, Rules, Etc.	Compensation (Use Code)
ABC Contracting, Inc. General Contractors Assn.		HB 501 (building standards) Increase budget provision for highway improvements	B D
Check here <input type="checkbox"/> if continued on attached sheet			

The Remainder of These Instructions Applies Only to State and Local Elected Officials and Executive State Officers Filing Annual F-1 Reports

C. Food, Travel, Seminars

The gift reporting provisions of the disclosure law were amended by Chapter 397, 1995 Session Laws. Based on this change in law, **filers are only required to disclose three types of items** they and their immediate family members receive from others: **food and beverages costing over \$50 per occasion, travel excursions, and seminars, educational programs or other training.** However, there are six circumstances under which these items are not reportable. For example, if a state or local elected official also had other employment and his or her employer paid for travel related to that job, the official would not report receiving this travel.

Also note that if officials or their family members paid for their own food, beverages, travel or training, the expenditures are not reported. The point of this type of disclosure is to shed light on expenditures made by persons who may be attempting to influence the governmental decisions made by public officials.

Excerpt from Statute. RCW 42.17A.710(1)(l) calls for: "A list of each occasion, specifying date, donor, and amount, at which food and beverage in excess of fifty dollars was accepted under RCW 42.52.150(5);"

RCW 42.52.150(5) says: "A state officer or state employee may accept gifts in the form of food and beverage on infrequent occasions in the ordinary course of meals where attendance by the officer or employee is related to the performance of official duties. Gifts in the form of food and beverage that exceed fifty dollars on a single occasion shall be reported as provided in chapter 42.17A RCW."

Further, RCW 42.17A.710(1)(m) requires: "A list of each occasion, specifying date, donor, and amount, at which items specified in RCW 42.52.010(10)(d) and (f) were accepted."

RCW 42.52.010(10)(d) says: "Payments by a governmental or nongovernmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance, or trade mission made in an official capacity. As used in this subsection, 'reasonable expenses' are limited to travel, lodging and subsistence expenses incurred the day before through the day after the event."

RCW 42.52.010(10)(f) says: "Payment of enrollment and course fees and reasonable travel expenses attributable to attending seminars and educational programs sponsored by a bona fide nonprofit, professional, educational, or trade association, or charitable institution. As used in this subsection, 'reasonable expenses' are limited to travel, lodging, and subsistence expenses incurred the day before through the day after the event."

Explanation. The above quoted provisions of chapter 42.52 RCW, the State Ethics Law, speak to three classifications of items that most state officials and employees may accept from donors. However, at its meeting on December 5, 1995, the Public Disclosure Commission determined that having local officials also report receipt of these types of items was consistent with the purposes of the disclosure law.

Therefore, the Commission adopted reporting forms that require local elected officials, state elected officials, executive state officers and any appointees to these positions who are filing their annual personal financial affairs statement to disclose all:

- 1) food and beverages costing over \$50 per occasion,
 - 2) travel occasions, or
 - 3) seminars, course fees, educational programs or other training
- that were paid for or otherwise provided, in whole or in part, to you, your spouse or dependents, or a combination

thereof, by a source other than yourself or your own governmental agency (unless one of the exemptions discussed below applies).

As such, the qualifiers in RCW 42.52.010(10)(d) and (f) cited above are not relevant when reporting items received. That is, if travel expenses were received beyond what these statutes refer to as "reasonable expenses," the entire amount received for travel is nonetheless reported. And, if some person or entity other than a bona fide nonprofit, professional, educational or trade association or charitable institution has paid for educational fees and travel expenses, the actual source of the payment must be reported. [These reporting requirements do not constitute authority to accept any item or benefit not permitted by the State Ethics law or any applicable local ethics ordinance.]

When reporting food/beverages, travel, field trips and other excursions, or educational occasions provided at least in part by some source other than you or your governmental agency,

- identify the date you and/or your family received the item,
- show the donor's name, city and state,
- give a brief description of the event, and
- provide the actual dollar amount for the occasion that benefited you and/or your family members and also note the amount code of the range in which the amount falls.

Reporting Full Value

When determining whether a food and beverage occasion costs over \$50 and needs to be reported on the Supplement or F-1A report, calculate whether the original cost of all food and beverages provided to you and/or your family members totaled in excess of \$50. If so, the occasion is reportable (unless one of the exemptions below is satisfied) even if you paid a portion of the costs attributable to you. For example, if a lobbyist spends \$60 for your dinner and you give him or her \$10 (perhaps thinking that this would mean the dinner would fall below the reporting threshold), you still need to report receipt of this dinner valued at \$60. You may note on the form that you reimbursed the lobbyist \$10 if you wish. The occasion would NOT be reportable only if you paid the full value of the benefit realized by you and/or your family members. In the above example, that's the entire \$60.

When reporting the value of travel occasions, include the full value of any transportation, meals, lodging, entertainment, and other miscellaneous items or services paid for or otherwise provided to you and your family in connection with the event.

When reporting the value of seminars or other training, report the standard admission fee or, if there is no such fee, the pro rated cost of the seminar or training attributable to you. To compute this cost, divide the full cost of holding the event by the number of persons who were expected to attend. Multiply this amount by the number of your family members who attended. That is, multiply by two if you and your spouse attended.

Examples of reportable items received:

- free admission to a seminar at which other attendees pay an admission fee (unless you are a speaker, panelist or have some other significant, official role at the event);
- all transportation, lodging, meals and other expenditures associated with an official and spouse attending a conference as the guests of a trade association;
- dinner attended by an official and the value of the food and beverages attributable to the official exceeds \$50; and
- a corporation provides several members of a legislative committee, as well as staff, with lunch and an aerial tour of its facility; each official and employee will report his or her pro-rated share of the value of this occasion.

If an employee or official held positions in two or more public agencies during the reporting period, either agency could pay for food and beverages, travel or training without the employee or official having to report receipt of the item. For example, an elected county sheriff also serves on a state commission. If this state commission pays for the sheriff's travel expenses to and from meetings, these expenditures are not reportable by the sheriff.

Exemptions

There are six circumstances where an otherwise reportable food, travel or educational occasion is exempt from reporting:

- 1) It came from family members or friends where it is clear beyond a reasonable doubt that it was not given as part of any design to gain or maintain influence;
- 2) It is related to your or an immediate family member's outside business and is customary and not related to your performance as a public official;
- 3) It is part of an exchange among officials and employees;
- 4) The occasion is a social event hosted or sponsored by a coworker;
- 5) Any food, travel or education fee discount made available to you or your family members was also available to other members of the broad-based group to which you or they belonged; and
- 6) You or a family member returned the item to the donor within 30 days of receipt or gave it to a charitable organization within 30 days of receipt.

Attribution of Items Received by Family Members

As has been noted throughout this section, any reportable items or occasions received by your spouse or registered domestic partner or dependents are attributable to and reportable by you, unless the occasion is exempt from reporting as described above (or if an independent business, family or social relationship exists between the donor and the recipient).

Notice From Lobbyists

Persons who lobby at the state level and who give a reportable item to a state elected official or the official's family member are required to provide that official with a copy of their monthly lobbying report (Form L-2 or the Memo Report) disclosing information about the occasion, including cost. Although receipt of reportable items from any non-exempt source is reportable by you, state-level lobbyists are the only persons required by law to supply notice. **You have the ultimate responsibility to make sure that your disclosure statement shows each reportable item you or an immediate family member received.**

C FOOD TRAVEL SEMINARS Complete this section if a source other than your own governmental agency paid for or otherwise provided all or a portion of the following items to you, your spouse or dependents, or a combination thereof: 1) Food and beverages costing over \$50 per occasion; 2) Travel occasions; or 3) Seminars, educational programs or other training.				
Date Received	Donor's Name, City and State	Brief Description	Actual Dollar Amount	Value (Use Code)
3/22/0X	XYZ Paper Co, Tacoma, WA	Dinner (self & dom. part.) Four Seasons, Seattle	\$ 150	A
6/13-15/0X	Gizmo Manufacturing Assn. Denver, CO	Plant Tour & Speaker at annual meeting in Denver	1,200	A
9/7/0X	Best Union, Seattle, WA	Seminar on Bargaining	250	A

Check here if continued on attached sheet

Appendix

Who Files an F-1 Form

Reporting Modification Application Questionnaire

F-1 Form

F-1 Supplement Form

F-1A Form

Annotated F1 Forms

List of Executive State Officers Required to File

Executive State Officers

State Officials Required to File Personal Financial Affairs Statements - F-1 Forms) January 2014

<u>State Agency</u>	<u>Officials Required to Report</u>	<u>State Agency</u>	<u>Officials Required to Report</u>
Administrative Hearings, Office of	Chief Administrative Law Judge	Indeterminate Sentence Review Board	Executive Secretary, Members
Agriculture, Dept. of	Director	Industrial Ins. Appeals, Board of	Members
Attorney General, Office of	Attorney General	Insurance Commissioner, Office of the	Insurance Commissioner
Auditor, Office of the State	State Auditor	Investment Board, State	Executive Director, Members
Blind, Depart. of Services for the	Director	Joint Legislative Audit and Review Comm	Professional staff members
Colleges & Universities:		Judicial Conduct, Commission on	Members
Central Washington University	President, Trustees	Labor and Industries, Dept. of	Director
Community Colleges	District & Campus Pres., Trustees	Legislative Ethics Board	Members
Eastern Washington University	President, Trustees	Legislative Eval. & Accountability Program	Professional staff members
Technical Colleges	Trustees	Licensing, Dept. of	Director
The Evergreen State College	President, Trustees	Lieutenant Governor, Office of the	Lieutenant Governor
Washington State University	President, Regents	Life Sciences Discovery Fund Auth. Board	Trustees
Western Washington University	President, Trustees	Liquor Control Board	Members
University of Washington	President, Regents	Lottery Commission	Director, Members
Community & Technical Colleges, State Bd for	Director, Members	Minority & Women's Bus. Enterprises, Ofc. Of	Director
Commerce, Dept. of	Director	Natural Resources, Dept. of	Commissioner of Public Lands
Convention & Trade Center, State	Board of Directors	Pac. NW Elec. Power & Conserv. Plan, Council	Members
Corrections, Dept. of	Secretary	Parks and Recreation Commission	Director, Members
Early Learning, Dept. of	Director	Patrol, WA State	Chief
Ecology, Dept. of	Director	Personnel Resources Board, WA	Members
Economic Dev. Finance Authority, WA	Members	Pilotage Commissioners, Board of	Members
Employment Security Department	Commissioner	Pollution Control Hearings Board	Members
Energy Facility Site Evaluation Council	Chair	Public Disclosure Commission	Executive Director, Members
Energy Northwest	Executive Board Members	Public Employees' Benefits Board, State	Members
Enterprise Services	Director	Public Instruction, Supt. Of	State Superintendent
Chief Information Office	Chief Information Officer	Puget Sound Partnership	Executive Director
Consolidated Technology Services	Director	Recreation & Conservation Funding Board	Director, Members
Human Resources	Director	Retirement Systems, Dept. of	Director
Executive Ethics Board	Members	Revenue, Dept. of	Director
Finance Committee, State	Secretary	Salmon Recovery Funding Board	Members
Financial Management, Office of	Director	Secretary of State, Office of the	Secretary of State
Fish & Wildlife Commission	Members	Senate	Senators, Professional staff
Fish & Wildlife, Dept. of	Director	Shorelines Hearings Board	Members
Forest Practices Board (DNR)	Members	Social and Health Services, Dept. of	Secretary
Gambling Commission	Director, Members	Student Achievement Council	Members
Governor, Office of the	Governor, professional staff	Tax Appeals, Board of	Executive Secretary, Members
Health, Department of	Secretary	Transportation Commission	Members
Health Care Authority, WA State	Administrator	Transportation, Dept. of	Secretary
Health Care Facilities Authority	Executive Secretary, Members	Treasurer, Office of the State	State Treasurer
Higher Education Facilities Authority	Executive Secretary, Members	Utilities & Transportation Commission	Secretary, Members
Horse Racing Commission	Executive Secretary, Members	Veterans Affairs, Dept. of	Director
House of Representatives	Representatives, Professional staff	Other:	
Housing Finance Commission, State	Members	Supreme Court & Court of Appeals	Justices and Judges
Human Rights Commission	Executive Secretary, Members		

Washington State Public Disclosure Commission
Personal Financial Affairs Statement
Reporting Modification Application Questionnaire, Instructions And Certification
August 2007

Application Questionnaire Instructions

The purpose of the Public Disclosure Act in chapter RCW 42.17A includes at RCW 42.17A.001(3):

“That the people shall be assured that the private financial dealings of their public officials, and of candidates for those offices, present no conflict of interest between the public trust and private interest.”

The form for providing disclosures of financial affairs is the F-1 Personal Financial Affairs Statement. The Act also provides for a process to seek a modification or suspension of reporting some information. RCW 42.17A.120(10) states in part:

*“After hearing, by order approved and ratified by a majority of the membership of the commission, [the commission is empowered to] suspend or modify any of the reporting requirements of this chapter in a particular case if it finds that literal application of this chapter works a **manifestly unreasonable hardship** and if it also finds that the suspension or modification will not **frustrate the purposes of the chapter...***

... Any suspension or modification shall be only to the extent necessary to substantially relieve the hardship. The commission shall act to suspend or modify any reporting requirements only if it determines that facts exist that are clear and convincing proof of the findings required under this section.” (Emphasis added).

Possible qualifications for modifications or suspensions (referred to collectively as “modifications”) are found at RCW 42.17A.120(10) and WAC 390-28-100. Copies of these provisions and reporting requirements are on the PDC’s website at www.pdc.wa.gov under “Laws and Rules.” The *Personal Financial Affairs Statement Instruction Manual* is also available on the website, under “Filer Resources – Manuals and Brochures.” The Commission has also adopted Interpretations addressing modifications for certain professions and situations, and those are also available under “Laws and Rules” then “Interpretations.” Modifications, if granted by the Commission, cover only one reporting period. Another application must be made in the following years if you still need a modification.

PDC staff has implemented this application procedure for filers requesting an F-1 Reporting Modification from the Commission. This is designed to provide more uniform information to the Commission from filers seeking a modification, and to enable a quicker response to possible questions about a request from the Commission at the hearing. **Please fill out this Application Questionnaire prior to having a modification request taken to the full Commission for consideration.** The blanks in this document will expand to accommodate your answers. **It is suggested that you review this entire Application Questionnaire first, before filling out your answers.**

- **If you are requesting a modification, whether new or a renewal of an earlier request, please: (1) complete or review your filed Personal Financial Affairs Statement (PDC Form F-1) including Supplemental attachments; (2) answer all questions (# 1 – # 8) on this Application Questionnaire, unless otherwise directed below, (3) sign the Certification if you do not intend to be present at the Commission hearing on your modification request, and (4) return this Application Questionnaire to the PDC via e-mail, mail, fax or other delivery (and also send the original of the Certification to the PDC).**
 - Please note, however, that while this Application Questionnaire for filers seeking a modification can be returned to the PDC in several ways, **F-1 forms cannot be filed by fax or e-mail.** See filing instructions in the *Personal Financial Affairs Statement Instruction Manual*.
- **Other items to consider:**
 - Filers for which a PDC Interpretation may apply. As noted, the Commission has adopted Interpretations for specific filers that are requesting modifications. Those filers include attorneys, automobile dealers, judges and judicial candidates, and spouses of elected and appointed officials, and also include candidates for public office. If you qualify as a filer under an Interpretation, please review the applicable Interpretation and provide the information pursuant to the Interpretation as part of your F-1 or F-1 Supplement forms. Copies of the Interpretations are available on the PDC website at www.pdc.wa.gov under “Laws & Rules” then “Interpretations.”

- Competitive disadvantage. If you are claiming a competitive disadvantage (in disclosing information), you must describe in detail the competitive environment in which the entity operates and explain how disclosure would likely affect the competitive position of the entity.
- **Please carefully review your F-1 and/or F-1 Supplement to ensure each form is fully completed. Here are some commonly overlooked areas:**
 - Do you make the buy and sell decisions with regard to the IRA's, stocks and other securities listed as retirement or income generating assets in Section 3c of your F-1? **If the answer is YES** (if you control the buy and sell decisions) **you must identify the individual securities or mutual funds held**.
 - Did you disclose all of your retirement accounts (i.e. IRA, 401 k, deferred compensation, PERS 1, 2, 3 or TRS or LEOFF, etc.)?
 - Did you complete all of the questions in Section 5 of the F-1?

If you have questions, you may contact PDC staff at (360) 753-1111; 1-877-601-2828 (toll-free in Washington State). The PDC Fax number is: (360) 753-1112. E-mail: pdcc@pdcc.wa.gov. The PDC address is on the last page of this form (Certification).

Washington State Public Disclosure Commission
Personal Financial Affairs Statement
Reporting Modification Application Questionnaire, Instructions And Certification
March 2014



Application Questionnaire Instructions

The purpose of the Public Disclosure Act in chapter RCW 42.17A includes at RCW 42.17A.001(3):

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*“After hearing, by order approved and ratified by a majority of the membership of the commission, [the commission is empowered to] suspend or modify any of the reporting requirements of this chapter in a particular case if it finds that literal application of this chapter works a **manifestly unreasonable hardship** and if it also finds that the suspension or modification will not **frustrate the purposes of the chapter**...*

... Any suspension or modification shall be only to the extent necessary to substantially relieve the hardship. The commission shall act to suspend or modify any reporting requirements only if it determines that facts exist that are clear and convincing proof of the findings required under this section.” (Emphasis added).

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➤ **If you are requesting a modification, whether new or a renewal of an earlier request, please:**

- (1) **Complete or review** your filed Personal Financial Affairs Statement (PDC Form F- 1) including Supplemental attachments (*except for the information for which you are seeking a modification – leave the relevant sections or lines blank on the F-1 form at this time*);
- (2) **Answer all questions (# 1 – # 8)** on this Application Questionnaire, unless otherwise directed below,
- (3) **Sign the Certification** if you do not intend to be present at the Commission hearing on your modification request, and
- (4) **Return** this Application Questionnaire to the PDC via e-mail, mail, fax or other delivery (and also send the original of the Certification to the PDC).

- Please note, however, that while this Application Questionnaire for filers seeking a modification can be returned to the PDC in several ways, **F-1 forms cannot be filed by fax or e-mail.** See filing instructions in the *Personal Financial Affairs Statement Instruction Manual*.

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➤ **Please carefully review your F-1 and/or F-1 Supplement to ensure each form is fully completed.** Here are some commonly overlooked areas:

- Do you make the buy and sell decisions with regard to the IRA's, stocks and other securities listed as retirement or income generating assets in Section 3c of your F-1? **If the answer is YES** (if you control the buy and sell decisions) **you must identify the individual securities or mutual funds held.**
- Did you disclose all of your retirement accounts (i.e. IRA, 401 k, deferred compensation, PERS 1, 2, 3 or TRS or LEOFF, etc.)?
- Did you complete all of the questions in Section 5 of the F-1?



Questions? If you have questions, you may contact PDC staff at (360) 753-1111; 1-877-601-2828 (toll-free in Washington State). The PDC Fax number is: (360) 753-1112. E-mail: pdc@pdc.wa.gov. The PDC address is on the last page of this form (Certification).

Application Questionnaire

Background Information

Filer Name: _____

Filer Office Held or Sought: _____

Date of Request: _____

Period Covered by Request: _____

Questions

Please answer questions # 1 - # 8 below, unless:

- **RESIDENTIAL ADDRESS.** If you are seeking only nondisclosure of a residential address, answer **# 1, # 4, # 6 and # 8.**
- **SPOUSAL SEPARATION.** If you are seeking only nondisclosure of information related to your spouse based upon a recent or pending divorce or separation, or because it relates to a bona fide separate property agreement or other bona fide separate status, answer **# 1, # 4, # 7 and # 8.** A request for nondisclosure may be considered when such financial interest does not constitute a present or prospective source of income for you.



1. **MODIFICATION REQUEST SUMMARY.** Describe the general nature of the information you do not wish to disclose. (Examples: financial interests where reporting the name would likely adversely affect the competitive position of an entity, customer lists of a business entity or sources of compensation/income for the entity, confidential relationships, information subject to bona fide separate property agreements, personal residential address, other).



2. **UNREASONABLE HARDSHIP.** Describe in detail the manifestly unreasonable hardship in disclosing the information. Please describe in detail the reasons why you believe disclosing the information would be a hardship. The reasons stated should address the issues such as those listed below. Please address those topics below that are relevant to your specific request. For example, if you are seeking nondisclosure related to an entity, for each entity, please:

- Provide the name and description of the entity, business, union, association, not-for-profit, charitable organization, or other entity for which you are seeking a modification request from reporting the entity's disclosable customers/sources of compensation/income.

- Describe the size of the entity such as annual sales, number of customers or accounts, the number of employees, and other pertinent information.

- Describe how many business customers or other sources paying the entity more than \$10,000 would be subject to disclosure.

- Describe if you have access to information about the entity's customer base or sources of compensation/income.

- Describe if you are involved with the day-to-day operations of the entity.

- Describe if any of the entity's customers or sources of compensation/income are already listed in other public sources or publications including advertisements, or public records.

- Describe if any of the entity's customers or sources of compensation/income are already listed on a website.

- If the entity has a website address, list it here:

- If the entity's customers or sources of compensation/income are described elsewhere on the Internet, describe why you are seeking a modification (nondisclosure) for those customers or sources of compensation/income:

[Note: along with other information provided in the Application Questionnaire, Internet information regarding entities/sources of compensation/income may be reviewed by PDC staff and/or the Commission as part of the modification process.]

- Describe if the entity has the ability to sort its customer list or sources of compensation/income to identify those paying the entity more than \$10,000 during the reporting period.

- Describe if you disclosed all of the governmental customers or governmental sources of compensation/income that paid the entity more than \$10,000 in the reporting period.

- Indicate whether you have an ownership interest of 10% or more in the entity.

- Indicate whether your spouse's interest in an entity requires you to complete an F-1 Supplement for that entity.

- Describe other relevant information you believe the Commission should consider as to why it would be a manifestly unreasonable hardship if the information was required to be disclosed.



3. **NOT FRUSTRATE THE PURPOSES OF THE ACT.** Describe how allowing you to not disclose the information described in your modification request does not frustrate the purposes of the Public Disclosure Act.



Washington

4. **DUTIES.** Describe your duties as an elected or appointed official. Please describe the jurisdiction or agency for which you hold public office, and the duties performed by you as a public official (examples: adopting rules or ordinances, hiring staff, approving contracts, setting policy, etc.). Please provide as much description as possible.



5. **CUSTOMERS OR SOURCES OF COMPENSATION/INCOME.** If you are seeking a modification related to a particular entity's reportable customers or sources of compensation/income for an entity, describe:

- In detail the position you hold in the entity (examples: owner, board member, officer, partner, etc.) and the duties performed by you for that entity, if any (examples: setting policy, hiring, approving contracts, approving budgets, etc.). Please provide as much description as possible.

- If you (or if you are seeking office, will you) make any decisions as a public official that may benefit the customers of the entity for which you are seeking a modification, or sources of compensation/income for the entity for which you are seeking a modification?



6. **RESIDENTIAL ADDRESS.** Are you requesting to be exempted from disclosing the address of your personal residence in the Real Estate Section of the F-1? In this situation, you or your spouse may be a law enforcement officer, prosecutor, judge, or other official, and the disclosure of the address of your primary residence on the F-1 form could cause you or your family harm, based upon tangible evidence or a specific threat. If so, please explain in detail the **manifestly unreasonable hardship** if disclosure were required, and **why the purposes of the act would not be frustrated** if disclosure of the address was not required. If nondisclosure is based upon an anti-harassment or similar court order, please state.
-



7. **SPOUSAL SEPARATION.** Are you requesting to be exempted from disclosing information related to your spouse based on a pending or recent divorce or separation, or bona fide separate property agreement or other bona fide separate status? In this situation, the filer has little or no knowledge of spouse's or former spouse's income, assets, liabilities or relationship to outside entities for which reporting may be required. (For example, do you file separate income tax returns?) The filer does not have access to spouse's or former spouse's financial information. The financial interest of the spouse or former spouse does not constitute a present or prospective source of income for the filer. If this is your situation, please describe.
-



8. **OTHER INFORMATION.** Is there any other information you want the Commission to consider regarding your modification request? (If you are attaching any information or documents, please describe attachments.)
-



- **IF YOU WILL NOT BE ATTENDING THE HEARING IN PERSON OR BY PHONE TO ATTEST THE ABOVE INFORMATION AND RESPOND TO COMMISSION QUESTIONS, YOU MUST ALSO COMPLETE AND SIGN THE ATTACHED CERTIFICATION PRIOR TO SUBMISSION.**

Certification for an Application for a
Reporting Modification or Suspension
When Applicant Is Waiving Personal Appearance
At the Hearing
(Notary Not Required)

I am waiving my personal appearance at the hearing on my request for a reporting modification or suspension, and request the Commission to consider my written application. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the facts set forth in the attached application for a reporting modification are true and accurate to the best of my actual knowledge or belief.

List the date of the application request: _____

Entity or name of individual
requesting reporting modification: _____

Your signature: _____

Your printed name: _____

Business street address: _____

City, state and zip code: _____

Telephone number: (____) ____ - ____

E-Mail Address: _____

Date Signed: _____

Place Signed (City and County): _____
City County

*RCW 9A.72.040 provides that: "(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a gross misdemeanor."

IF YOU FAX OR SCAN AND SEND A COPY OF THIS SIGNED CERTIFICATION VIA E-MAIL TO THE PDC WITH YOUR MODIFICATION REQUEST, THE ORIGINAL MUST STILL BE PROVIDED.
RETURN THE ORIGINAL OF THIS CERTIFICATION TO:

WASHINGTON STATE PUBLIC DISCLOSURE COMMISSION
711 Capitol Way Room 206
P.O. Box 40908
Olympia, WA 98504-0908
Attn: Reporting Modification Request

PUBLIC DISCLOSURE COMMISSION 711 CAPITOL WAY RM 206 PO BOX 40908 OLYMPIA WA 98504-0908 (360) 753-1111 TOLL FREE 1-877-601-2828	PDC FORM F-1 (1/12)	PERSONAL FINANCIAL AFFAIRS STATEMENT	PDC OFFICE USE P M O S T R E C E I V E D
Refer to instruction manual for detailed assistance and examples.		DOLLAR CODE AMOUNT A \$1 to \$3,999 B \$4,000 to \$19,999 C \$20,000 to \$39,999 D \$40,000 to \$99,999 E \$100,000 or more	
Deadlines: Incumbent elected and appointed officials – by April 15 Candidates and others – within two weeks of becoming a candidate or being newly appointed to a position.			
SEND REPORT TO PUBLIC DISCLOSURE COMMISSION			
Last Name First Middle Initial		Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.	
Mailing Address (Use PO Box or Work Address) *			
City	County	Zip + 4	
Filing Status (Check only one box.) <input type="checkbox"/> An elected or state appointed official filing annual report <input type="checkbox"/> Final report as an elected official. Term expired: _____ <input type="checkbox"/> Candidate running in an election: month _____ year _____ <input type="checkbox"/> Newly appointed to an elective office <input type="checkbox"/> Newly appointed to a state appointive office <input type="checkbox"/> Professional staff of the Governor's Office and the Legislature *		Office Held or Sought Office title: _____ County, city, district or agency of the office, name and number: _____ Position number: _____ Term begins: _____ ends: _____	
1 INCOME List each employer, or other source of income (pension, social security, legal judgment, etc.) from which you or a family member, including registered domestic partner, received \$2,000 or more during the period. Include stock options received during the reporting period that had a value of \$2,000 or more. (Report interest and dividends in Item 3.)			
Show Self (S) Spouse (SP/DP) Dependent (D)	Name and Address of Employer or Source of Compensation		Occupation or How Compensation Was Earned (Use Code)
	H Occupation name of employer, business address		I Compensation of \$2,000 or more from anyone other than individual J Disclosing Sales Commissions
Amount: _____ (Use Code)			
Check Here <input type="checkbox"/> if continued on attached sheet			
2 REAL ESTATE List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over \$10,000 in which you or a family member, including registered domestic partner, held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement.)			
Property Sold or Interest Divested	Assessed Value (Use Code)	Name and Address of Purchaser	Nature and Amount (Use Code) of Payment or Consideration Received
L ←-----→			
Property Purchased or Interest Acquired	Creditor's Name/Address	Payment Terms	Security Given Mortgage Amount - (Use Code) Original Current
M ←-----→			
All Other Property Entirely or Partially Owned	N ←-----→		
Check here <input type="checkbox"/> if continued on attached sheet			

CONTINUE ON NEXT PAGE

A RCW 42.17A.700(1) WAC 390-24-025	B RCW 42.17A.700(2) and (3)	C RCW 42.17A.710(2) WAC 390-24-301
D RCW42.17A.710(1) WAC 390-24-010	E RCW 42.17A.135	F RCW 42.17A.700(1), RCW 42.17A.705,RCW 44.05.080
G RCW 42.17A.705(2)(3) WAC 390-24-160 Definition	H RCW 42.17A.710(1)(a)	I RCW 42.17A.710(1)(f)
J WAC 390-24-202	K WAC 390-24-200	L RCW 42.17A.710(1)(i)
M RCW 42.17A.710(1)(h)	N RCW 42.17A.710(1)(j)	O WAC 390-24-010

3 ASSETS / INVESTMENTS - INTEREST / DIVIDENDS List bank and savings accounts, insurance policies, stock, bonds and other intangible property (including but not limited to stock options) held during the reporting period.

A. Name and address of each bank or financial institution in which you, a family member, including registered domestic partner, had an account over \$20,000 any time during the report period.	Type of Account or Description of Asset	Asset Value (Use Code)	Income Amount (Use Code)
	P/Q ←-----		↓ ↑
B. Name and address of each insurance company where you, a family member, including registered domestic partner, had a policy with a cash or loan value over \$20,000 during the period.	P/R ←-----		
C. Name and address of each company, association, government agency, etc. in which you, a family member, including registered domestic partner, owned or had a financial interest worth over \$2,000. Include stocks, bonds, ownership, retirement plan, IRA, notes, stock options, and other intangible property. If you, your spouse, registered domestic partner and/or dependents had decision making authority regarding individual assets/investments list each asset or investment, the value and any income amount. EXAMPLE: If you self-directed an investment account identify each stock or other asset in that account.	P/S/T ←-----		

Check here if continued on attached sheet.

4 CREDITORS List each creditor you or a family member, including registered domestic partner, owed \$2,000 or more any time during the period. Don't include retail charge accounts, credit cards, or mortgages or real estate reported in Item 2.

Creditor's Name and Address	Terms of Payment	Security Given	Original	Present
U/V ←-----"Debt"defined-----→				

Check here if continued on attached sheet.

5 All filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a candidate for state or local office, an appointee to a vacant elective office, or a state executive officer filing your initial report, no F-1 Supplement is required.

Incumbent elected officials and state executive officers filing an annual financial affairs report also must answer question E. An F-1 Supplement is required of these officeholders unless all answers to questions A thru E are NO.

A. At any time during the reporting period were you, your spouse, registered domestic partner or dependents (1) an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity or (2) a partner or member of any limited partnership, limited liability partnership, limited liability company or similar entity including but not limited to a professional limited liability company? If yes, complete Supplement, Part A. W
X

Y B. Did you, your spouse, registered domestic partner or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? If yes, complete Supplement, Part A.

Z C. Did you, your spouse, registered domestic partner or dependents own a business at any time during the reporting period? If yes, complete Supplement, Part A.

Z1 D. Did you, your spouse, registered domestic partner or dependents prepare, promote or oppose state legislation, rules, rates or standards for compensation or deferred compensation (other than pay for a currently-held public office) at any time during the reporting period? If yes, complete Supplement, Part B.

Z2/Z3 E. Only for Persons Filing Annual Report. Regarding the receipt of items not provided or paid for by your governmental agency during the previous calendar year: 1) Did you, your spouse, registered domestic partner or dependents (or any combination thereof) accept a gift of food or beverages costing over \$50 per occasion? or 2) Did any source other than your governmental agency provide or pay in whole or in part for you, your spouse, registered domestic partner and/or dependents to travel or to attend a seminar or other training? If yes to either or both questions, complete Supplement, Part C.

ALL FILERS EXCEPT CANDIDATES. Check the appropriate box.

I hold a state elected office, am an executive state officer or professional staff. I have read and am familiar with RCW 42.52.180 regarding the use of public resources in campaigns.

I hold a local elected office. I have read and am familiar with RCW 42.17A.555 regarding the use of public facilities in campaigns.

*CANDIDATES: Do not use public agency addresses or telephone numbers for contact information. Z4

CERTIFICATION: I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Z5/Z6

Signature _____ Date _____

Contact Telephone: () *

Email: _____ (work) *

Email: _____ (Home) Optional

REPORT NOT ACCEPTABLE WITHOUT FILER'S SIGNATURE

P	WAC 390-24-100 Definition	Q	RCW 42.17A.710(1)(b)	R	RCW 42.17A.710(1)(b)
S	RCW 42.17A.710(1)(b)	T	WAC 390-24-010	U	RCW 42.17A.710(1)(c)
V	WAC 390-24-110 Definition	W	RCW 42.17A.710(1)(d) and (g)	X	WAC 390-24-201
Y	RCW 42.17A.710(1)(g)	Z	WAC 390-24-010	Z1	RCW 42.17A.710(1)(e)
Z2	RCW 42.17A.710(l) and (m)	Z3	WAC 390-24-010	Z4	RCW 42.17A.700(7)
Z5	RCW 42.17A.700(6)	Z6	WAC 390-24-105 Definition		

PROVIDE INFORMATION FOR YOURSELF, SPOUSE, REGISTERED DOMESTIC PARTNER, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD

Last Name	First	Middle Initial	DATE
-----------	-------	----------------	------

- A OFFICE HELD, BUSINESS INTERESTS:** Provide the following information if, during the reporting period, you, your spouse, registered domestic partner or dependents
- (1) were an officer, director, general partner, trustee, or 10 percent or more owner of a corporation, non-profit organization, union, partnership, joint venture or other entity; and/or
 - (2) were a partner or member of a limited partnership, limited liability partnership, limited liability company or similar entity, including but not limited to a professional limited liability company.
- Legal Name: Report name used on legal documents establishing the entity.
 - Trade or Operating Name: Report name used for business purposes if different from the legal name.
 - Position or Percent of Ownership: The office, title and/or percent of ownership held.
 - Brief Description of the Business/Organization: Report the purpose, product(s), and/or the service(s) rendered.
 - Payments from Governmental Unit: If the governmental unit in which you hold or seek office made payments to the business entity concerning which you're reporting, show the purpose of each payment and the actual amount received.
 - Payments from Business Customers and Other Government Agencies: List each corporation, partnership, joint venture, sole proprietorship, union, association, business or other commercial entity and each government agency (other than the one you seek/hold office) which paid compensation of \$10,000 or more during the period to the entity. Briefly say what property, goods, services or other consideration was given or performed for the compensation.
 - Washington Real Estate: Identify real estate owned by the business entity if the qualifications referenced below are met.

Interpretation
 No. 91-01

ENTITY NO. 1

Reporting For: Self Spouse
 Registered Domestic Partner Dependent
 POSITION OR PERCENT OF OWNERSHIP

LEGAL NAME: [A]
 TRADE OR OPERATING NAME: [A]
 ADDRESS: [A]
 BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION: [B]
 PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:
 Purpose of payments: [C] Amount (actual dollars) \$
 PAYMENTS ENTITY RECEIVED FROM OTHER GOVERNMENT AGENCIES OF \$10,000 OR MORE:
 Agency name: [D] Purpose of payment (amount not required)
 PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS OF \$10,000 OR MORE:
 Customer name: [E] Purpose of payment (amount not required)
 [E] Financial institution disclosure option
 WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over \$20,000. List street address, assessor parcel number, or legal description and county for each parcel):
 [F/G]

Check here if continued on attached sheet

CONTINUE PARTS B AND C ON NEXT PAGE

A	RCW 42.17A.710(1)(g) WAC 390-24-010	B	RCW 42.17A.710(g)(i)	C	RCW 42.17A.710(g)(ii)
D	RCW 42.17A.710(g)(ii)	E	RCW 42.17A.710(g)	E	WAC 390-24-010
F	RCW 42.17A.710(1)(k)				

Name

ENTITY NO. 2 Reporting For: Self Spouse

Registered Domestic Partner Dependent

LEGAL NAME: POSITION OR PERCENT OF OWNERSHIP

TRADE OR OPERATING NAME:

ADDRESS:

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:

Purpose of payments Amount (actual dollars)

\$

PAYMENTS ENTITY RECEIVED FROM OTHER GOVERNMENT AGENCIES OF \$10,000 OR MORE:

Agency name: Purpose of payment (amount not required)

PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS OF \$10,000 OR MORE:

Customer name: Purpose of payment (amount not required)

WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over \$20,000. List street address, assessor parcel number, or legal description and county for each parcel):

Check here if continued on attached sheet

B LOBBYING: List persons for whom you, or any immediate family member, including registered domestic partner, lobbied or prepared state legislation or state rules, rates, or standards for compensation or deferred compensation. Do not list pay from government body in which you are an elected official or professional staff member.

Person to Whom Services Rendered	Description of Legislation, Rules, Etc.	Compensation (Use Code)
<div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; display: inline-block;"> H/I ←-----→ </div>		

Check here if continued on attached sheet

C FOOD TRAVEL SEMINARS Complete this section if a source other than your own governmental agency paid for or otherwise provided all or a portion of the following items to you, your spouse, registered domestic partner or dependents, or a combination thereof: 1) Food and beverages costing over \$50 per occasion; 2) Travel occasions; or 3) Seminars, educational programs or other training.

Date Received	Donor's Name, City and State	Brief Description	Actual Dollar Amount	Value (Use Code)
<div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; display: inline-block;"> J Field trip disclosure clarification </div>				

Check here if continued on attached sheet

H	I	J
RCW 42.17A.710(1)(e) WAC 390-24-205	RCW 42.17A.710(1)(e)	RCW 42.17A.710(1)(l) and (m) WAC 390-24-203



**PO BOX 40908
OLYMPIA WA 98504-0908
(360) 753-1111
TOLL FREE 1-877-601-2828**

**PDC FORM
F-1A
(1/12)**

**PERSONAL FINANCIAL
AFFAIRS STATEMENT
Short Form**

P USE OR STATE M PDC OFFICE
T R K

The F-1A form is designed to simplify reporting for persons who have no changes or only minor changes to an F-1 report previously filed.
A complete F-1 form must be filed at least every four years; an F-1A form may be used for no more than three consecutive reports.
Deadlines: Incumbent elected and appointed officials -- by April 15.
 Candidates and others -- within two weeks of becoming a candidate or being newly appointed to a position.

DOLLAR CODE	AMOUNT
A	\$1 to \$3,999
B	\$4,000 to \$19,999
C	\$20,000 to \$39,999
D	\$40,000 to \$99,999
E	\$100,000 or more

R
E
C
E
I
V
E
D

Last Name _____ First _____ Middle Initial _____

Mailing Address (Use PO Box or Work Address) * _____

City _____ County _____ Zip + 4 _____

Names of immediate family members, including registered domestic partner. If there is no reportable information to disclose for dependent children, or other dependents living in your household, do not identify them. Do identify your spouse or registered domestic partner. See F-1 manual for details.

Filing Status (Check only one box.)

An elected or state appointed official filing annual report

Final report as an elected official. Term expired: _____ year _____

Candidate running in an election: month _____ year _____

Newly appointed to an elective office

Newly appointed to a state appointive office

Professional staff of the Governor's Office and the Legislature

Office Held or Sought

Office title: _____

County, city, district or agency of the office, name and number: _____

Position number: _____

Term begins: _____ ends: _____

Select either "No Change Report" or "Minor Change Report," whichever reflects your situation. Supply all the requested information.

NO CHANGE REPORT. I have reviewed my last complete F-1 report dated _____ and F-1A reports (if any) dated (1) _____ and (2) _____. The information disclosed on those reports is accurate for the current reporting period.

MINOR CHANGES REPORT. I have reviewed my last complete F-1 report dated _____. The changes listed below have occurred during the reporting period. Specify F-1 Form Item numbers and describe changes. Provide all information required on F-1 report.

Check here if continued on attached sheet

FOOD TRAVEL SEMINARS Complete this section if a source other than your own governmental agency paid for or otherwise provided all or a portion of the following items to you, your spouse, registered domestic partner or dependents, or a combination thereof: 1) Food and beverages costing over \$50 per occasion; 2) Travel occasions; or 3) Seminars, educational programs or other training.

Date Received	Donor's Name, City and State	Brief Description	Actual Dollar Amount	Value (Use Code)
Check here <input type="checkbox"/> if continued on attached sheet				

ALL FILERS EXCEPT CANDIDATES. Check the appropriate box.

I hold a state elected office, am an executive state officer or professional staff. I have read and am familiar with RCW 42.52.180 regarding the use of public resources in campaigns.

I hold a local elected office. I have read and am familiar with RCW 42.17A.555 regarding the use of public facilities in campaigns.

***CANDIDATES:** Do not use public agency addresses or telephone numbers for contact information

CERTIFICATION: I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature Date

Contact Telephone: () *

Email: _____(work) *

Email: _____(Home) Optional

Report Not Acceptable Without Filer's Signature

Name _____

Select either "No Change Report" or "Minor Change Report," whichever reflects your situation. Supply all the requested information.

- NO CHANGE REPORT.** I have reviewed my last complete F-1 report dated _____ and F-1A reports (if any) dated (1) _____ and (2) _____. The information disclosed on those reports is accurate for the current reporting period.
- MINOR CHANGES REPORT.** I have reviewed my last complete F-1 report dated _____. The changes listed below have occurred during the reporting period. Specify F-1 Form Item numbers and describe changes. Provide all information required on F-1 report.

**FOOD
TRAVEL
SEMINARS** (Continued)

Date Received	Donor's Name, City and State	Brief Description	Actual Dollar Amount	Value (Use Code)
			\$	