

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY**



FINANCIAL DISCLOSURE E-FILING WAIVER REQUEST

Pursuant to DCMR 3 § 5702.1 all Public Financial Disclosure Statement (“PFDS”) filers must file their annual PFDS forms electronically. However, the rules allow filers to submit e-filing waiver requests to the Director of the Office of Government Ethics. If such a waiver request is granted, the filer may then submit a hard copy PFDS form for the year for which the request was made. Please read the information below carefully and then email this fully completed form to the **BEGA-FDS Inbox at bega-fds@dc.gov** or mail it to **Board of Ethics and Government Accountability, 441 4th Street, NW, Suite 830 South, Washington, DC 20001.**

Waiver requests must be submitted, in writing, to the Director of Government Ethics **no later May 5th or at least ten days before the financial disclosure filing deadline.** The request must contain language explicitly authorizing the Office of Government Ethics to manually enter the requestor’s responses to the Public Financial Disclosure Statement into the financial disclosure e-filing system.

A waiver granted by the Director shall be in writing and provided to the requestor before the PFDS filing deadline. If the waiver is granted, the PFDS shall be filed in PDF hard copy, in person, by first class mail or email. The PFDS shall be deemed timely filed if received in the Office of Government Ethics no later than end of day on the date of the filing deadline (*the filing deadline is generally May 15th but is pushed to the next working day if the 15th falls on a weekend*).

A denial of the waiver of the requirement to file electronically is appealable to the Board. An appeal is timely filed if submitted, in writing, in hard copy or electronically, no later than two (2) business days after the date of the Director’s decision. The decision of the Board is final and shall be provided in writing to the requestor. Please submit appeals to bega-fds@dc.gov or Board of Ethics and Government Accountability, 441 4th Street, NW, Suite 830 South, Washington, DC 20001.

When considering e-filing waiver requests, both the Director and the Board consider the following good cause factors:

- (1) Physical impairment, combined with a lack of resources or assistance to complete the online form;
- (2) Computer illiteracy, combined with a lack of resources or assistance to complete the online form;
- (3) A complete lack of access to a computer or other technological device; or
- (4) An inability to gain access to the e-filing web portal due to technological error caused by the Office of Government Ethics or its e-filing system vendors, or a permanent lack of log-in credential.
- (5) Other factors or extenuating circumstances.

NAME:

AGENCY, POSITION AND SALARY:

ADDRESS:

EMAIL ADDRESS:

Reason for E-filing Waiver Request (*if more space is needed, use a blank sheet of paper and attach to this form*):

WAIVER AND PERMISSION:

I authorize the Board of Ethics and Government Accountability ("BEGA"), including all BEGA staff, to manually transfer the answers I provide on my hard copy PFDS form to the Financial Disclosure E-filing System on my behalf. I understand that allowing BEGA and its staff to manually transfer the answers I provide on my hard copy PFDS form to the Financial Disclosure E-filing System comes with some risk of error. I waive all administrative or legal recourse I might have regarding any errors and assume that risk. I do not waive my right to the administrative waivers and appeals I otherwise have a right to pursuant to the Code of Conduct.

YEAR FOR WHICH AUTHORIZATION IS GIVEN:

SIGNATURE:

DATE:

FOR INTERNAL USE ONLY:

DATE:

DECISION:

- Good cause was shown, and the waiver request is, hereby, **GRANTED.**
- No good cause was shown, and the waiver request is, hereby, **DENIED.**

Explanation:

PRINTED NAME

SIGNATURE: