**FINANCIAL DISCLOSURE STATEMENT FILING SEASON: STEP-BY-STEP PROCESSES**

1. Determine which of your employees qualify as "Public" or "Confidential" filers.
    - *See* Financial Disclosure Highlights for definition of "Public" and "Confidential" filers.

2. Using the excel spreadsheets BEGA provided, create two lists: (1) List of all agency employees designated as Public filers; and (2) list of all agency employees Confidential filers.
    - Both lists must include the employee's: name, title, position, grade or salary, and in the case of Public Filers, the list must also include the employee's home address and work email address (or personal email address / phone number if Filer is no longer with agency). The list templates were previously sent via email to agency ethics officers.

3. Send your list of Public filers via email to bega-fds@dc.gov by **March 1, 2017**.

4. Notify, *in writing*, all employees who were designated as Confidential filers by **April 18, 2017**
    - The notification must also inform the employee that he or she can request a review of the designation by the agency head within 5 days of the designation.
    - If employee requests a review, follow review and redetermination process in §1810.7.

5. Send your list of Confidential filers via email to bega-fds@dc.gov by **May 1, 2017**.

6. Deadline for all Public Filers and Confidential Filers to submit their forms : **May 15, 2017**
    - Public Filers – submit their financial disclosure statements online at http://www.bega-dc.gov/financial-disclosure-forms
    - Confidential Filers – submit their financial disclosure statements to their agency head.

7. Review all submitted Confidential financial disclosure statement documents and fill-out the Confidential Filers Review Report listing all Filers, Non-Filers, and any information about successful or pending appeals of designation as a Confidential Filer by **June 1, 2017**.

Questions?
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