

## SELECT COMMITTEE ON LEGISLATIVE ETHICS

## Annual ethics disclosures due February 18, 2021 (corrected date)

All legislators, legislative employees, and public members of the Ethics Committee are required to file annual disclosures within 30 days after the first day of session (February 18, 2021).

Annual disclosure examples include:

- Close economic associations
- Close economic association with a lobbyist spouse or partner
- Participation in state benefit and loan programs. See Appendix C in the Standards of Conduct Handbook for more information.
- Interest in state contracts and leases of \$5,000 or more
- Board membership with one or more of the following powers: advisory, investigatory, managerial, or supervisory power — even if you have no voting power — in a:
  - \* Non-profit
  - \* For profit
  - \* Religious
  - \* Educational
  - \* Condo Association
  - \* Native Corporation
  - \* Governmental or National Board.

Contact the ethics office at 269-0150 or 269-8179 for more information.

### File Your Ethics Disclosures Online

1. Go to <http://intranet.akleg.gov/> and scroll down to the “File an Ethics Disclosure” section and click.
2. Go to the line that begins with “CLICK HERE.”
3. Double click on the word “HERE.”
4. Enter your credentials (your computer log-in, not your email address).
5. Click on the type of disclosure you want to file.
6. Complete the form using drop down menus when available. **(Provide complete information. Gifts of travel are for the purpose of obtaining information about matters of legislative concern. Include one or two sentences about how the information you obtained is a matter of legislative concern.)**
7. Check your completed disclosure for accuracy, sign, and submit.

Contact the ethics office at 269-0150 or 269-8179 for more information.

### APOC Legislative Financial Disclosures

**Legislators and legislative directors** must file an annual report with the Alaska Public Offices Commission by Monday, March 15, 2021. Legislative staff is permitted to help with preparing and filing a legislator’s annual financial disclosure on state time using a government computer.

If you have questions, call APOC at 276-4176.

**For a four-page detailed instruction handout for online filing or for other information, contact the Ethics Office at 269-0150 or 269-8179 for more information.**

#### DISCLAIMER

*Information in this newsletter is given as a general overview. Your circumstances may require more specific information and advice. Please contact the ethics office if you have any questions as to whether your intended action is in compliance with the Ethics Act AS 24.60.*