



City of Hyattsville, Maryland Financial Disclosure Instructions

Thank for your willingness to work to better the City of Hyattsville and its residents through public service. Under the City Charter §10-9, and in accordance with State law, elected officials, candidates for public office, and certain city staff and appointees are required to file a *Financial Disclosure Statement*. The goal is to make clear any potential conflicts of interest or undue influence that may exist and is necessary to ensure transparency and accordance with State ethical guidelines.

The *Financial Disclosure Statement* may seem complicated, but for most individuals, compliance is relatively simple. This document should help in avoiding common oversights that may occur when filling out the forms.

- A. [PAGE 1] Please make certain the contact information you provide on the first page is correct and that the completed form is properly notarized. To schedule an appointment to notarize your form, please contact City Clerk, Laura Reams at (301) 985-5009 or cityclerk@hyattsville.org.
- B. [PAGES 2–3] Please check “yes” or “no” for each question (A–K). **If you check “no” for any of the questions, you do not need to complete or return the form associated with the question.** Please check the associated form if there are any questions about the information being sought.
- C. [PAGES 4–5] **Schedule A** asks about property you own or rent, including timeshares. You must submit a separate Schedule A for each property. If you **own** the property (or jointly own it with your spouse), you must answer Questions 1–10. If you **rent** the property, you most likely need only answer Questions 1, 2, and 4.
 - a. Question 3: “Attributable” means if the property is owned by an estate or trust and you have a future ownership stake in the property.
 - b. Question 4: If you **rent** your property, please mark yourself as the tenant.
 - c. Question 6: If you have a mortgage, please check “yes” and note the loan holder on the following line.
 - d. Question 10: If you sold or otherwise transferred some or all of your interest in the property over the past year, please answer Questions 11A–11C.
- D. [PAGES 6–7] **Schedule B** asks about ownership stakes you have in any business. You only should report stocks held in publicly traded corporations if you own more than 10% of the company’s shares or your stake is greater than \$25,000. Please file a separate **Schedule B** for each business in which you hold a reportable ownership stake.
- E. [PAGES 8–9] **Schedule C** asks specifically about an interest in a business or entity that does business with the City of Hyattsville. You may have previously reported your ownership in **Schedule B**.
- F. [PAGE 10] **Schedule D** asks if you or your immediate family (spouse or children) are employed by or serve on the board or otherwise have oversight of a business or entity that does business with the City of Hyattsville. Please file a separate **Schedule D** for each qualifying person or position.



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- G. [PAGE 11] **Schedule E** asks about debts owed, excluding retail credit, personal credit card, and similar accounts, to financial entities that do business with the City.
- H. [PAGE 12] **Schedule F** asks about gifts you may have received relative to your position as an elected official or candidate for office. Please complete a separate **Schedule F** for each gift-giver.
- I. [PAGE 13] **Schedule G** asks if your spouse or child is employed by the City of Hyattsville in any capacity.
- J. [PAGE 14-15] **Schedule H** asks about your employer and your spouse's employer. **Complete Question 1 if you are an employee; Question 2 if you are a business owner. Complete a separate Schedule H for yourself and for your spouse if you are both employed.** Dependent children's employment need be reported only if their employer is regulated by the City or does more than \$10,000 worth of business with the city.
- K. [PAGE 16] **Schedule I** asks if you have acted as a paid representative for anyone before a city agency, for example as a legal counsel, lobbyist, or consultant.
- L. [PAGE 17] **Schedule J** asks about ownership stakes in a business regulated by the City.
- M. [PAGE 18] **Schedule K** is an opportunity to disclose any additional potential conflicts of interest or financial encumbrances with which you may be involved.

Most people end up only filing **Schedule A** and **Schedule H** (and **Schedule B**, if they own a business). The most common mistake people make is not filing separate **Schedule H's** for themselves and their spouse.

If you have any questions or concerns about the *Financial Disclosure Statement*, please direct your questions to the City of Hyattsville Ethics Commission at ethics@hyattsville.org, or to City Clerk, Laura Reams at (301) 985-5009 or cityclerk@hyattsville.org.