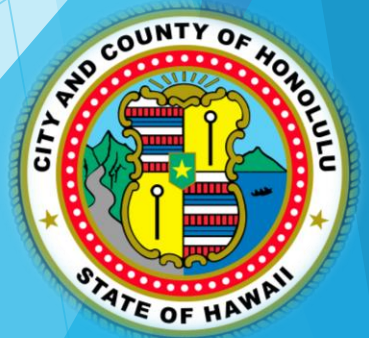


Boards & Commissions
Financial Disclosure
Training



— HONOLULU —
ETHICS COMMISSION




Agenda

- FAQ's
- Due Dates
- How to Submit
- Penalties



FAQ's

- Are Board and Commission members required to file Financial Disclosures?
- Why are Financial Disclosures important?
- Is my Financial Disclosure confidential?



Honolulu Ethics Commission
925 Dillingham Boulevard, Ste. 190
Honolulu, HI 96817

TEL: (808) 768-9242
Email: ethics@honolulu.gov
www.honolulu.gov/ethics/ethicforms

THIS SPACE FOR OFFICE USE ONLY

CONFIDENTIAL FINANCIAL DISCLOSURE (FOR CY2021)

Board and Commission Members

PART A BOARD AND COMMISSION MEMBERS COMPLETE

Type of Filing: Initial – Appointment Date _____ Annual Leaving Office-Resignation Date _____

Name _____
Last First Middle Initial (Jr.,Sr.,III)

Board/Commission Name _____ Email Address _____

Home Mailing Address _____ Cell Phone _____

Name of Spouse _____ Name(s) of Dependent Child(ren) _____

PART B BOARD AND COMMISSION MEMBERS COMPLETE

Where you are asked to state a dollar amount, answer by using the appropriate letter code.

A - Less than \$1,000	E - \$50,000 – \$99,999	I - \$300,000 – \$399,999	M - \$700,000 – \$799,999
B - \$1,000 – \$9,999	F - \$100,000 – \$149,999	J - \$400,000 – \$499,999	N - \$800,000 – \$899,999
C - \$10,000 – \$24,999	G - \$150,000 – \$199,999	K - \$500,000 – \$599,999	O - \$900,000 – \$999,999
D - \$25,000 – \$49,999	H - \$200,000 – \$299,999	L - \$600,000 – \$699,999	P - At least \$1,000,000

1. **INCOME** of \$1,000 or more, source and services rendered, during the preceding calendar year. Include income of spouse and dependent child(ren).
 None Additional sheets attached

RECIPIENT	EMPLOYER/SOURCE	POSITION/ SERVICE RENDERED	ANNUAL INCOME <small>(use codes)</small>
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Important Due Dates

- **Initial:** Due 20 days from swear in date
- **Annual:** Due January 31st
 - Filing period begins January 1st
- **Final:** Due 10 days prior to leaving office

How to Submit

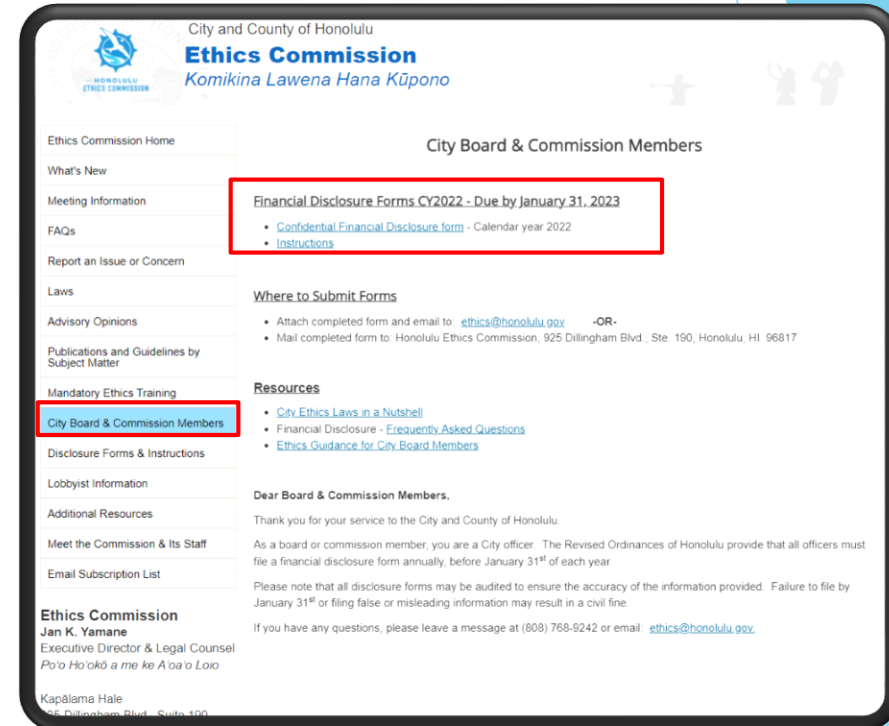
- **Current Process:**

- **Access PDF form:**

- Ethics website at honolulu.gov/ethics
 - Click on “City Board & Commission Members” tab

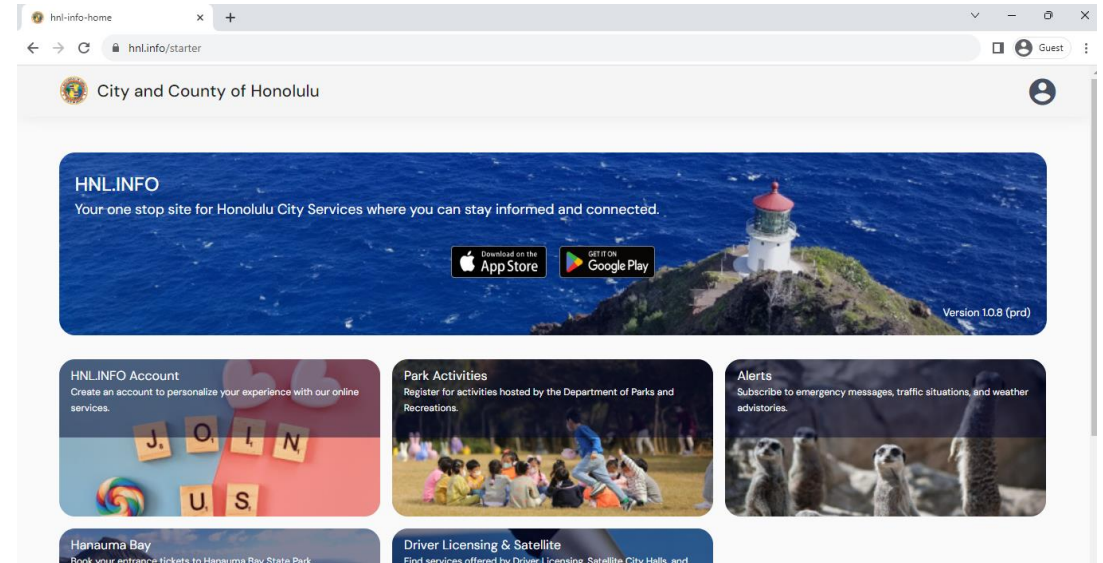
- **Submit form:**

- Email completed form to ethics@honolulu.gov; or
 - Mail to Honolulu Ethics Commission,
925 Dillingham Blvd Ste 190, Honolulu HI 96817



How to Submit, cont.

- **New Process:**
 - Electronic submission via DIT Database
 - HNL.INFO at hnl.info/starter
 - Create an account via “Self Register”
 - Create username and password
 - More information and handouts to come



Penalties



Fines in accordance with applicable city statutes and/or rules:

- Failure to file FD within 10 days of NOAV receipt:
 - \$100 for the first-time;
 - \$200 for the second late filing;
 - For each additional late filing, the fine imposed for the previous late filing plus \$200.
- \$5,000 fine for failure to file FD within 30 days of NOAV receipt.

Criminal penalty:

- Fine of not more than \$2,000 or imprisonment of not more than one year, or both.

Contact us:

- Email: ethics@honolulu.gov
- Website: www.honolulu.gov/ethics
- Phone: (808) 768-9242



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Mahalo!