

PUBLIC FINANCIAL DISCLOSURE CHECKLIST

The following is a non-exhaustive list of items you should include in each part of the public financial disclosure report that you file as a nominee.

PART 1

(Filer's Positions Held Outside United States Government)

Report all positions as an officer, director, trustee, general partner, proprietor, representative, employee, or consultant. Be sure to include both paid and unpaid positions. Do not include political, religious, or honorary positions.

PART 2

(Filer's Employment Assets & Income and Retirement Accounts)

Report all assets and income related to your current or former employment (excluding U.S. government employment). Also, list any retirement plans or individual retirement accounts. Examples include:

- Salary, bonuses, partnership or LLC distributions, other business income, client fees, receivables, director fees, consulting fees, deferred compensation, severance payments, etc.
- Equity in an employer and similar interests (e.g., stock, stock options, restricted stock, stock appreciation rights, capital account, etc.)
- Retirement plans with a current or former employer, including: defined contribution plans, defined benefit pension plans, and any other type of plan (excluding federal employee retirement plans)
- Individual retirement accounts (IRAs)
- Trustee fees or executor fees
- Honoraria
- Patents, copyrights, and other intellectual property

PART 3

(Filer's Employment Agreements and Arrangements)

Report all arrangements with your current and former employers. Examples include:

- Ongoing participation in a retirement or deferred compensation plan
- Leave of absence
- Anticipated payments from your employer (e.g., bonus, severance, return of capital account, partnership or LLC distribution, buyout, etc.)
- Employee benefits that will continue (e.g., health insurance, life insurance, use of car or office, housing benefits, etc.)
- Retention or disposition of any vested or unvested stock options, restricted stock, or other equity-related interests (e.g., forfeit upon resignation, accelerated vesting, exercise, etc.)

PART 4

(Filer's Sources of Compensation Exceeding \$5,000 in a Year)

Report all sources of compensation exceeding \$5,000 in any one calendar year during the reporting period.

- Remember to list your employer and clients, if applicable
- Do not include payments from the United States government

PART 5

(Spouse's Employment Assets & Income and Retirement Accounts)

Report all assets and income related to your spouse's current or former employment. Also list any retirement plans or individual retirement accounts.

- See the discussion of Part 2 for examples
- Do not include payments from the United States government

PART 6

(Other Assets and Income)

Report all other assets and investment income for you, your spouse, and your dependent child. Examples include:

- Stocks, bonds, mutual funds, private equity funds, and hedge funds
- Life insurance, excluding term life insurance
- Cash accounts
- Annuities
- Qualified tuition plans (also called 529 plans, college savings plans, or prepaid tuition plans)
- Real estate that you rent out or hold for investment purposes
- Investment partnerships, LLCs, and S-corporations
- Assets of any trust in which a vested beneficial interest is held by you, your spouse, or your dependent child
- Uniform Gifts to Minors Act accounts and Uniform Transfers to Minors Act accounts

PART 7

(Transactions)

Nominees do not complete this Part.

PART 8

(Liabilities)

Report all liabilities that exceeded \$10,000 at any time during the reporting period. (As an exception to this rule, report credit card debt only if it currently exceeds \$10,000.) Examples include:

- A mortgage on a personal residence
- A mortgage on other real estate
- A student loan
- An equity line of credit (but only if you have exercised the equity line of credit)
- A margin loan
- A capital commitment

PART 9

(Gifts and Travel Reimbursements)

Nominees do not complete this Part.

ADDITIONAL CHECKLISTS FOR ATTORNEYS

The following is a non-exhaustive list of additional items that nominees who are attorneys (or are married to attorneys) often need to include in their public financial disclosure reports.

A. If you or your spouse hold a position with a law firm, you may find these reminders helpful.

- 1.** Report your position with the law firm in Part 1. (Do not report your spouse's position in Part 1.)
- 2.** Report the law firm as a source of income in Part 4 if you earned more than \$5,000 in a calendar year during the reporting period. Also, report the name of any client who paid more than \$5,000 to the law firm (or to you) for your services in a calendar year during the reporting period. You may describe your services simply as "legal services." (Do not report your spouse's law firm or clients in Part 4.)
- 3.** If you received any of the following kinds of income from the law firm during the reporting period, report the exact amount of income in Part 2. (If your spouse received any of these types of income, report your spouse's receipt of income from the law firm in Part 5, but do not include the amount of income.)
 - Salary and/or bonus
 - Partnership share or LLC distribution
 - Severance payment
 - Other compensation
- 4.** If the law firm owes you any of the following kinds of payments, report the anticipated payments in Part 2, and indicate the anticipated amount by selecting the appropriate category (as opposed to the exact amount) in the "Value" column (as opposed to the "Income" column). Explain your arrangement for the payment in Part 3. (If the law firm owes any of these kinds of payments to your spouse, report the anticipated payments in Part 5, and indicate the anticipated amount by selecting the appropriate category in the "Value" column. Do not report information about your spouse in Part 3.)
 - Anticipated bonus
 - Anticipated partnership share or LLC distribution
 - Anticipated severance
 - Any other outstanding compensation
- 5.** Report all items listed below that currently have a value greater than \$1,000 or that, during the reporting period, produced more than \$200 in income. If the item is associated with you, report it in Part 2 and describe any arrangement with the law firm (e.g., return of capital account after separation from the firm) in Part 3. (If the item is associated with your spouse, report it in Part 5. Do not report information about your spouse in Part 3.)
 - Law firm capital account
 - Law firm stock

- A financial interest in a contingency fee case (see item 4 in the solo legal practice section for more details on contingency fee cases)
- A financial interest in an investment fund that the law firm created
- A financial interest in other firm investments (e.g., real estate partnerships)

6. If your name is used in the name of the law firm, describe what will happen to the firm's name in Part 3 (e.g., "my name will be removed from the name of the firm upon my withdrawal"). Note that the Ethics in Government Act prohibits certain high level government officials from allowing firms to use their names.

7. If your law firm is small enough that it will be dissolved after your separation, describe the arrangements for the firm's dissolution in Part 3. (Do not provide information about your spouse's firm in Part 3.)

B. If you are (or your spouse is) engaged in a solo legal practice, you may find these reminders helpful.

1. Report your position as a solo practitioner in Part 1. (Do not report your spouse's position in Part 1.)

2. Report the name of any client who paid more than \$5,000 for your services in a calendar year during the reporting period in Part 4. You may describe your services simply as "legal services." (Do not report your spouse's clients in Part 4.)

3. Report the exact amount of your income from your solo legal practice during the reporting period in Part 2. Do not report your clients in Part 2. (Report your spouse's solo legal practice as a source of income in Part 5, but do not disclose the amount of income. Do not disclose your spouse's clients in Part 5.)

4. Report any interest you have in a contingency fee case in Part 2. You may estimate the value of your interest in the "Value" column. (You may use any good faith method of estimating the value. For example, you may estimate the value based on the amount sought by your client in damages, with or without reducing the value based on the likelihood of a favorable decision or settlement.) In Part 3, describe what will happen to your interest in the contingency fee case upon entering government service. (Do not report information about your spouse's individual cases or clients.)

5. In Part 3, describe what will happen to the practice while you are in government (e.g., "will be placed in an inactive status during my appointment") and any remaining fees owed to you (e.g., "the amounts of all outstanding client fees will be fixed before I enter government service"). Describe any ongoing arrangement for the payment of referral fees by attorneys to whom you refer your clients. (Do not provide information about your spouse in Part 3.)

ADDITIONAL CHECKLIST FOR CORPORATE OFFICERS, EMPLOYEES, & DIRECTORS

The following is a non-exhaustive list of additional items that nominees who are current or former corporate officers or directors (or are married to current or former corporate officers or directors) often need to include in their public financial disclosure reports.

- 1.** Report your position with the corporation in Part 1. (Do not report your spouse's position in Part 1.)
- 2.** If you received any of the following kinds of income during the reporting period, report the exact amount of income in Part 2. (If your spouse received any of these types of income, report your spouse's receipt of income in Part 5, but do not include the amount of income.)
 - Salary and/or bonus
 - Director fees
 - Severance payment
 - Other compensation
- 3.** If you are owed any of the following kinds of payments, report the anticipated payments in Part 2, and indicate the anticipated amount by selecting the appropriate category (as opposed to the exact amount) in the "Value" column (as opposed to the "Income" column). Explain your arrangement for the payment in Part 3.
 - Bonus
 - Director fees
 - Severance payment
 - Other compensation
- 4.** Report in Part 2 any of the employment-related items listed below that you currently hold or that, during the reporting period, produced more than \$200 in income. If you currently hold the item, explain in Part 3 what will happen to it when you enter government service (e.g., divest, forfeit, vest, exercise, etc.). (If the item is associated with your spouse, report it in Part 5. Do not provide information about your spouse in Part 3.)
 - Stock options or warrants (incentive, nonqualified, etc.)
 - Restricted stock or restricted stock units
 - Employee stock ownership plan (ESOP) account or employee stock purchase plan (ESPP) account
 - Stock appreciation right
 - Dividend equivalent units
 - Phantom stock
 - Deferred compensation plan
 - Retirement plans
 - Any other asset or right to payment associated with the corporation that you hold as a result of your position as an officer, employee, or director

5. If you will retain any benefits following your separation from the corporation, report them in Part 3. Examples may include health or life insurance; estate, tax, or financial planning services; health club or country club memberships; use of a company car, car service, or plane; use of a residence or office; use of secretarial or IT support; use of a telephone; discounts on company services and products; travel planning services; housing or a mortgage subsidy; tickets or use of a skybox; the right to attend board meetings, other than as an ordinary shareholder of common stock; etc. (Do not provide information about your spouse in Part 3.)

ADDITIONAL CHECKLIST FOR UNIVERSITY PROFESSORS & DEANS

The following is a non-exhaustive list of additional items that nominees who are university professors or deans (or are married to university professors or deans) often need to include in their public financial disclosure reports.

- 1.** Report your position with the university in Part 1. (Do not report your spouse's position in Part 1.)
- 2.** If you received any income from the university during the reporting period, report the exact amount of income in Part 2. (If your spouse received income, report your spouse's receipt of income in Part 5, but do not include the amount of income.)
- 3.** If the university owes you a bonus or severance payment, report the anticipated payment in Part 2 and indicate the anticipated amount by selecting the appropriate category (as opposed to the exact amount) in the "Value" column (as opposed to "Income" column). Describe your arrangement for the payment in Part 3. (If your spouse is owed a payment, report the anticipated payment in Part 5, and indicate the anticipated amount by selecting the appropriate category in the "Value" column. Do not provide information about your spouse in Part 3.)
- 4.** If you will be taking a leave of absence from your position while you are in government, report the leave of absence in Part 3. Indicate whether the leave of absence will be paid or unpaid, and specify its duration. Indicate whether your employer will continue to make contributions to any retirement plan during your leave of absence. (Do not provide information about your spouse in Part 3.)
- 5.** If you will retain any of the benefits listed below during your government service, report the benefits in Part 3. (Do not provide information about your spouse in Part 3.)
 - University housing, a housing allowance, a mortgage subsidy or supplement, a reduced rate mortgage, mortgage loan forgiveness, etc.
 - Reduced tuition rate for a child or other individual
 - Student loan forgiveness
 - Subsidized child care
 - Any other benefit that will be provided during your leave of absence (other than retention of tenure)
- 6.** If you received an honorarium (i.e., fee for speaking, writing an article, or making an appearance) in excess of \$200 during the reporting period, report the honorarium in Part 2. Indicate the date your service was provided and indicate the exact amount of the payment in the "Income" column. Be sure to disclose an exact amount (e.g., \$7,250) of the payment, instead of merely a category of amount.
- 7.** If you are owed an honorarium in excess of \$1,000, report the honorarium in Part 2, and indicate the category in the value column (e.g., \$1,001-\$15,000) of the amount, as opposed to the exact amount, that you are owed.

8. If your spouse received an honorarium (i.e., fee for speaking, writing an article, or making an appearance) in excess of \$200 during the reporting period, report the honorarium in Part 5 and indicate the exact amount of the payment in the “Income” column. Be sure to disclose an exact amount (e.g., \$7,250) of the payment, instead of merely a category of amount. (Note: For most types of earned income, you do not have to disclose the amount that your spouse received. However, the law imposes a special requirement for honoraria, which requires you to disclose the exact amount that your spouse received for each honorarium payment in excess of \$200.)

9. If you have an interest in intellectual property (e.g., book, book deal, patent, etc.) that is currently worth more than \$1,000 or that, during the reporting period, produced more than \$200 in income, report that interest in Part 2. (If your spouse has an interest in intellectual property that is currently worth more than \$1,000 or that, during the reporting period, produced more than \$1,000 in income, report your spouse’s intellectual property in Part 5.)

ADDITIONAL CHECKLIST FOR INVESTMENT FUND MANAGERS

The following is a non-exhaustive list of additional items that nominees whose work (or whose spouses' work) involves, or previously involved, managing investment funds often need to include in their public financial disclosure reports.

- 1.** Report any paid or unpaid position with the fund manager, the fund, a subaccount, a subsidiary fund, or any other entity or business venture in Part 1. (Do not disclose your spouse's position in Part 1.)
- 2.** If you received any of the following payments during the reporting period, report the exact amount of income in Part 2 in the "Income" column. (If your spouse received a payment, report your spouse's receipt of the payment in Part 5, but do not include the amount of the payment.)
 - Salary and/or bonus
 - Severance
 - Other compensation
- 3.** If you are owed any of the following types of payments, report the anticipated payment in Part 2 and indicate the anticipated amount by selecting the appropriate category (as opposed to the exact amount) in the "Value" column (as opposed to the "Income" column). Describe your arrangement for the payment in Part 3.
 - Outstanding bonus payment
 - Outstanding severance payment
 - Other outstanding compensation
- 4.** Report any of the items listed below in Part 2 that you currently hold (or are owed) or that, during the reporting period, produced more than \$200 in income. If you currently hold the item, explain in Part 3 what will happen to the item when you enter government service (e.g., divest, forfeit, vest, etc.). (If the item is associated with your spouse, report it in Part 5. Do not provide information about your spouse in Part 3.)
 - Carried interest
 - Co-investment interest
 - Warrants, options, or other equity interest
 - Any other financial interest, investment, or right
- 5.** In Part 8, report any capital commitments by you, your spouse, or your dependent child. (Filers usually describe the term of this type of liability as "on demand" in the "Term" column.)
- 6.** In Part 3, describe any arrangement related to your work. For example, describe any continuing right, share, interest, payment, etc., associated with the fund manager, the investment fund, or any other entity. (Do not provide information about your spouse in Part 3.)