

April 22, 2010

CALENDAR YEAR 2009 FINANCIAL DISCLOSURE STATEMENTS

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Standards of Official Conduct
Zoe Lofgren, Chair
Jo Bonner, Ranking Republican Member

The Financial Disclosure Statements of House Members, officers, and senior staff employees covering calendar year 2009 are due on **Monday, May 17, 2010**. The 2009 Financial Disclosure Statement and Instruction Booklet will be mailed shortly to all required filers. These materials, as well as the software to complete the Statement, are currently available and can be downloaded at any time by visiting the Committee's web site at www.ethics.house.gov and clicking on the "Financial Disclosure" link.

Staff of the Committee on Standards of Official Conduct will be conducting three additional training sessions open to all House Members and staff on how to complete the Statement. First-time filers are particularly encouraged to attend, as the training will provide detailed guidance on how to complete the Statement and will help filers avoid common mistakes.

The training sessions have been scheduled as follows:

DATE	TIME	LOCATION
Friday, April 23, 2010	2:00 p.m. to 3:00 p.m.	1100 Longworth HOB
Monday, April 26, 2010	9:30 a.m. to 10:30 a.m.	CVC Room HVC 215
Friday, April 30, 2010	2:00 p.m. to 3:00 p.m.	1100 Longworth HOB

Each clinic will last approximately one hour and may be taken to fulfill the extra hour of specialized training required once this Congress for senior staff employees under the mandatory

ethics training requirement. Pre-registration is now required for all ethics training sessions (walk-ins will be admitted only as space permits). In addition to pre-registering, employees must sign in before the session and attend the full hour to fulfill their ethics training requirement. Any late arrivals who miss the check-in period will not receive credit. The new registration process will allow employees to receive email verification that they have completed their required senior staff ethics training. You may register online at <http://registerme.house.gov/>.

In addition, Committee staff will be available to meet in person on a walk-in basis to answer questions and review drafts of your completed Statements on **Friday, April 30, from 9:30 a.m. to 12:00 p.m. in 2253 Rayburn HOB**. No pre-registration is required.

Committee staff will also respond to any questions on financial disclosure at (202) 225-7103 and are available to review Statements before they are filed with the Clerk of the House. **Staff must submit their draft reports for pre-review no later than Friday, May 7, 2010, to ensure that the review will be completed by the filing deadline.** Anyone wishing to have his or her form reviewed in advance of filing may fax a copy to Committee staff at (202) 225-3713.

The Committee may grant reasonable extensions of time not to exceed 90 days to file the Financial Disclosure Statement. Extension request must be made in writing, signed by the filer, directed to the Chair and Ranking Republican Member of the Committee, Representatives Zoe Lofgren and Jo Bonner, and state both the reason and length of the extension requested. **Any such request must be received on or before the due date of the Statement.** The Committee will accept extension requests via fax machine at (202) 225-3713.