



Filing Reminder:

2016 Financial Disclosure Statement to be Filed in 2017

Dear City Official,

You are receiving this letter because you are currently serving or have served at some point in 2016 or 2017 in a city elected office. Ohio law **requires** that all individuals serving for any amount of time in **2016** or **2017** in such positions file a calendar year 2016 financial disclosure statement.

The filing deadline is **MONDAY, MAY 15, 2017**, unless you are filing for any of the following reasons:

If you were appointed to an unexpired term in 2017, you are required to file a 2016 financial disclosure statement within **fifteen days** of being sworn in.

If you will also be a candidate in 2017 for the same office or any other elected office which would require you to file a calendar year 2016 financial disclosure statement and are certified to the ballot prior to May 15, 2017, you are required to file 30 days (20 days for write-in candidates) before the first primary, special, or general election when your name will appear on a ballot. If you are not certified to the ballot prior to May 15, 2017 the May 15, 2017 deadline applies.

ONLINE FILING AVAILABLE

You may file electronically through the Commission's website at <https://disclosure.ethics.ohio.gov>.

First time users will need to register for an account. A valid e-mail address is all that is required.

Filing electronically provides the following benefits:

- No postage costs
- Instant filing confirmation and the ability to save a time-stamped copy of your filed statement
- Payments can be made via credit card or electronic check (ACH)
- Import your responses from the prior year's statement*
- View previously filed statements at any time*
- Upload attachments (PDF format only)
- 24/7 availability, statements filed prior to midnight are time-stamped the same day
- Elect to receive annual filing reminders via e-mail

*Only applies to statements filed electronically

For those that wish to file by paper, blank 2016 financial disclosure statements are available on the Commission's website at <http://ethics.ohio.gov>.

If you have any questions regarding financial disclosure, please feel free to contact me at (614) 721-8675.

Regards,

A handwritten signature in cursive script that reads "Stacey Plybon".

Stacey Plybon
Financial Disclosure Analyst