

February 19, 2019

«FIRST_NAME» «LAST_NAME»

«ADDRESS_1»

«ADDRESS_2»

«CITY», «STATE» «ZIP»

Employee Number: «PERS_NO»

Dear «FIRST_NAME» «LAST_NAME»,

A commonwealth position that you held in calendar year 2018 meets the definition of a "public official" or "public employee" under the State Ethics Act and/or the Governor's Code of Conduct. Therefore, you are required to file financial disclosure statements for the period from January 1, 2018 through December 31, 2018. **You must visit the filing website by May 1, 2019 to submit your statements.**

Access the online filing website at <https://www.fd.state.pa.us/FD/Instructions.aspx> to submit your disclosure. Follow the detailed login instructions on this webpage. Depending on your circumstance, you may need to use either your CWOPA account or PALogin account. For more detailed instructions on using the financial disclosure filing website, select the "Filing Instructions" link towards the top of the left side of the page.

If, in addition to your commonwealth position, you are or were a member of a board or commission that must file financial statements, you may print a copy of your completed statements and provide them to the appropriate board or commission.

If you believe your position does not meet the filing requirement, you must submit a Financial Disclosure Appeal Form (STD-314) to your agency HR office. This form is available after you log into the filing website or by contacting your agency's financial disclosure coordinator.

Failure to complete the necessary financial disclosure forms or to file an appeal by May 1, 2019, is considered non-compliance and places you in violation of the Governor's Code of Conduct and/or the State Ethics Act. A notice of your non-filing status will be escalated for appropriate action through the Office of Administration and State Ethics Commission.

The HR Service Center is available to answer your questions at 866.377.2672 from 7 a.m. to 5 p.m., Monday through Friday. Dial 711 for PA Relay. Interpreter services are available upon request. Content-related questions should be directed to your Agency Financial Disclosure Coordinator. Select the "Agency Coordinators" link located near the top of the left side of the page.

Sincerely,

HR Service Center

www.myWorkplace.state.pa.us