

Instructions and Helpful Hints for Completing the STATEMENT OF FINANCIAL INTERESTS

By Wes Benedict – Version 7/29/2021 **v4.0**

Wes Benedict is not an attorney or an accountant and this is not legal or accounting advice. He's just trying to help give guidance based on personal experience, having read the instructions, called the ethics commission many times, and having talked to many candidates.

Information below is intended to be helpful hints and answers to frequently asked questions, but are not complete instructions. See official instructions for official requirements.

MAJOR UPDATE FOR CONSTABLE CANDIDATES AT THE END OF THIS DOCUMENT

You can **call the State Ethics Commission at 717-783-1610** and ask questions. They're often easy to reach and are helpful most of the time.

If you require more space than has been provided, please **attach an 8 1/2" x 11" piece of paper** to the form with the additional information. I suggest you put your name at the top of that page as well.

BLOCKS 01 through 06 are for the current moment in 2021.

BLOCKS 07 through 15 are for **2020 (As is Jan. 1, 2020, through Dec. 31, 2020.)**.

If you list something somewhere that did not need to be listed, I doubt that would get you into trouble. If you failed to list something that should be there (like you're trying to hide something), then that could be a problem.

Some things are supposed to be listed in more than one place. For example, if you own a small business, then you would probably need to list it in BLOCKS 10, 13, and 14.

If you work at Burger King, you probably need to list it in BLOCKS 10 and 13.

Here are a few tips and Frequently Asked Questions for each section.

BLOCK 1 NAME

If your name doesn't fit in the blocks, put what fits and put the rest on an attached 8 1/2" x 11" piece of paper. (Typed or handwritten.)

01	LAST NAME	FIRST NAME	MI	SUFFIX
	BENEDICT	SUPERDOG	G	111
02	ADDRESS office (business or governmental) or home			
	1453 APPLE ST	PHILADELPHIA	PA	22257 (555) 867-5309

BLOCK 2 ADDRESS

Most likely it's your home address that goes there.

BLOCK 3 STATUS

For most of you, check item A: "Candidate . . . "

03 STATUS Check applicable box or boxes, more than one box may be marked. (See instructions on page 2)			
A	<input checked="" type="checkbox"/>	Candidate (including write-in)	
B	<input type="checkbox"/>	Nominee	
C	<input type="checkbox"/>	Public Official (Current)	
D	<input type="checkbox"/>	Public Employee (C	
C	<input type="checkbox"/>	Public Official (Former)	
D	<input type="checkbox"/>	Public Employee (F	

BLOCK 4 PUBLIC POSITION OR PUBLIC OFFICE

That's where most of you put the office you are running for, e.g. "Constable," "Auditor," "School Director," or "Supervisor".

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)		<input checked="" type="checkbox"/> seeking	<input type="checkbox"/> hold	<input type="checkbox"/> held						
A	C O N S T A B L E									

BLOCK 5 GOVERNMENTAL ENTITY

That's where you put the Township/Boro office you are running for, e.g. "Exeter Township" or "Daniel Boone Area School District." Doesn't matter if you add things like "2-yr" term or ward number.

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)	
A	J E F F E R S O N T W P

BLOCK 6 OCCUPATION OR PROFESSION

Put generic terms like "Engineer," "Technician," "Server," "Accountant," "Business Owner," "Retired," "Not employed." Don't put the actual name of your employer.

BLOCK 7 YEAR

Put 2020. Don't put 2021.

The Statement of Financial Interests is for the previous full calendar year. Please make sure to fill in box 7 with "2020." All sources of income, real estate interests, creditors, etc should pertain to last year (2020, not stuff that happened in, say, March of 2021).

06 OCCUPATION OR PROFESSION (This may be the same as block 4)												07 YEAR SEE INSTRUCTIONS. Information in blocks 8 -15 represents disclosure for the calendar year listed here:			
												2 0 2 0			

BLOCK 08. REAL ESTATE INTERESTS

Do I have to list my home in Box 08?

In most cases you do not have to list your home in box 08.

However, if you bought your home from the actual government of the state of Pennsylvania or from your county at a Sheriff's auction in 2020, or if you rent your home out to the Township you live, then you should list it.

If you own an office building that you rent out to small businesses, you don't have to list it in block 8 unless you also rent space out to a government entity such as the Township library. You probably would have to list an office building in section 10.

If you own a home that your rent to others, that belongs in BLOCK 10 for income.

BLOCK 09 CREDITORS

Debts that were over \$6,500 sometime in 2020 must be listed, like credit card debt, car loans, and school loans. However, do not report a mortgage or equity loan on your home or secondary home.

BLOCK 10 DIRECT OR INDIRECT SOURCES OF INCOME

This is where you list each job you had any time in 2020 where you got paid more than \$1,300 for the whole year of 2020 (the name and address of your employer; do not put how much money you actually get paid).

Usually you do not have to list your spouse's income. If you jointly owned a small business that was paying your spouse, then you would have to list it.

If you owned a lot of stocks and mutual funds and earned and withdrew more than \$1,300 in profits in 2020, then you list the name and address of the company holding your brokerage account, such as "Charles Schwab" or "Vanguard," not each stock owned, or mutual fund owned. If you just had a bunch of money sitting in a brokerage account growing in value and reinvesting dividends, or if you sold stock in one company, left the money in that same brokerage account, and reinvested it in another stock, you don't have to count that and list it. If you're unsure, simply listing the brokerage account will probably keep you covered.

You don't have to list Social Security or teacher retirement because those are government mandated retirement benefits.

If you are receiving distributions of funds from your 401k from a private employer, then you would have to list that.

Call the Ethics Commission if you are unsure.

BLOCK 11 GIFTS

Most people probably just have to check the box for “None.” But depends on your situation.

BLOCK 12 TRANSPORTATION, LODGING OR HOSPITALITY EXPENSES:

Most people probably just have to check the box for “None.” But depends on your situation.

BLOCK 13 OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS ENTITY

Q: If I serve on the board of a non-profit, even if I don't get paid, do I have to list it?

A: Yes. For example, if you are Secretary of your PTA, you must list that.

Q: If I serve as the County LP Secretary, do I have to list it?

A: Yes, if you are Secretary of the Allegheny Libertarian Party, you must list that.

BLOCK 14 FINANCIAL INTERESTS

See official instructions.

BLOCK 15 TRANSFERRED BUSINESS INTERESTS

See official instructions.

SIGNATURE

First, did you fill in every single block? Where necessary, did you fill in “IF NONE, check this box?”

Sign and date.

Where to turn in

AUDITOR, COUNCIL SUPERVISOR, MAYOR: Municipal (Township/Boro/City) candidates for Auditor, Council, Supervisor, Mayor must submit their Statement of Financial Interests to the:

- 1) original to the Township/Boro/City
- 2) photocopy to your county board of elections.

CONSTABLE only: Unlike the rest, candidates for CONSTABLE must submit the Statement of Financial Interests to the:

1) PENNSYLVANIA STATE ETHICS COMMISSION

Due to COVID, you can do that one of 4 ways:

- i. Email a copy to: ra-ethicswebmaster@pa.gov
- ii. FAX a copy to: 717-787-0806
- iii. Submit an online version here: <https://www.ethics.pa.gov/Pages/Online-Filing.aspx> . If you submit the online version, it will generate an email to you and you can print that email and provide as your copy to the county board of elections.
- iv. FEDEX or express mail it to arrive Monday before 4:30 pm to (this method risky and not recommended):

PENNSYLVANIA STATE ETHICS COMMISSION
Finance Building
613 North Street, Room 309
Harrisburg, PA 17120-0400

Postmarking it by Monday is not good enough. It must arrive by Monday Aug. 2 at 4:30 pm. Therefore, I advise using methods 1 email, 2 fax, or 3 submit online.

- 2) Submit photocopy of your Statement of Financial Interest to your county board of elections. However, if you used the online version above (iii), you can print the PDF that generates and turn that in to your county board of elections.

Example Attached

See attached example. Note, it has an attached 8.5x11 page with additional info.

ATTACHMENT FOR STATEMENT OF FINANCIAL INTERESTS

SUPERDOG C. BENEDICT, III

BLOCK 01 ENTIRE SUFFIX DID NOT FIT.

FULL NAME IS: SUPERDOG C. BENEDICT, III

BLOCK 10

UBER, 1455 Market St, San Francisco, CA 94103

BLOCK 13

PHILADELPHIA LIBERTARIAN PARTY, SECRETARY, 555 BANANNA ST., PHILADELPHIA, PA 22555

BURGER KING, 1521 COLUMBUS BLVD, PHILADELPHIA, PA 19106