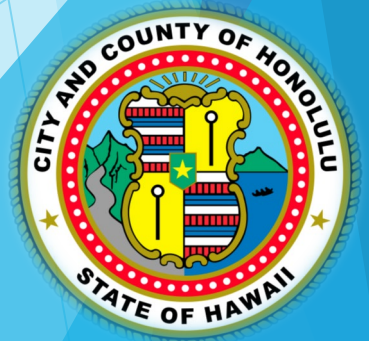


*Boards & Commissions*  
Financial Disclosure  
Training



— HONOLULU —  
ETHICS COMMISSION




# Agenda

- FAQ's
- Due Dates
- How to Submit
- Penalties



# FAQ's

- Are Board and Commission members required to file Financial Disclosures?
- Why are Financial Disclosures important?
- Is my Financial Disclosure confidential?



**Honolulu Ethics Commission**  
925 Dillingham Boulevard, Ste. 190  
Honolulu, HI 96817

TEL: (808) 768-9242  
Email: [ethics@honolulu.gov](mailto:ethics@honolulu.gov)  
[www.honolulu.gov/ethics/ethicforms](http://www.honolulu.gov/ethics/ethicforms)

THIS SPACE FOR OFFICE USE ONLY

**CONFIDENTIAL FINANCIAL DISCLOSURE (FOR CY2021)**

**Board and Commission Members**

**PART A BOARD AND COMMISSION MEMBERS COMPLETE**

Type of Filing:  Initial – Appointment Date \_\_\_\_\_  Annual  Leaving Office-Resignation Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial (Jr.,Sr.,III)

Board/Commission Name \_\_\_\_\_ Email Address \_\_\_\_\_

Home Mailing Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name of Spouse \_\_\_\_\_ Name(s) of Dependent Child(ren) \_\_\_\_\_

**PART B BOARD AND COMMISSION MEMBERS COMPLETE**

Where you are asked to state a dollar amount, answer by using the appropriate letter code.

A - Less than \$1,000	E - \$50,000 – \$99,999	I - \$300,000 – \$399,999	M - \$700,000 – \$799,999
B - \$1,000 – \$9,999	F - \$100,000 – \$149,999	J - \$400,000 – \$499,999	N - \$800,000 – \$899,999
C - \$10,000 – \$24,999	G - \$150,000 – \$199,999	K - \$500,000 – \$599,999	O - \$900,000 – \$999,999
D - \$25,000 – \$49,999	H - \$200,000 – \$299,999	L - \$600,000 – \$699,999	P - At least \$1,000,000

1. **INCOME** of \$1,000 or more, source and services rendered, during the preceding calendar year. Include income of spouse and dependent child(ren).  
 None  Additional sheets attached

RECIPIENT	EMPLOYER/SOURCE	POSITION/ SERVICE RENDERED	ANNUAL INCOME <small>(use codes)</small>
-----------	-----------------	----------------------------	---

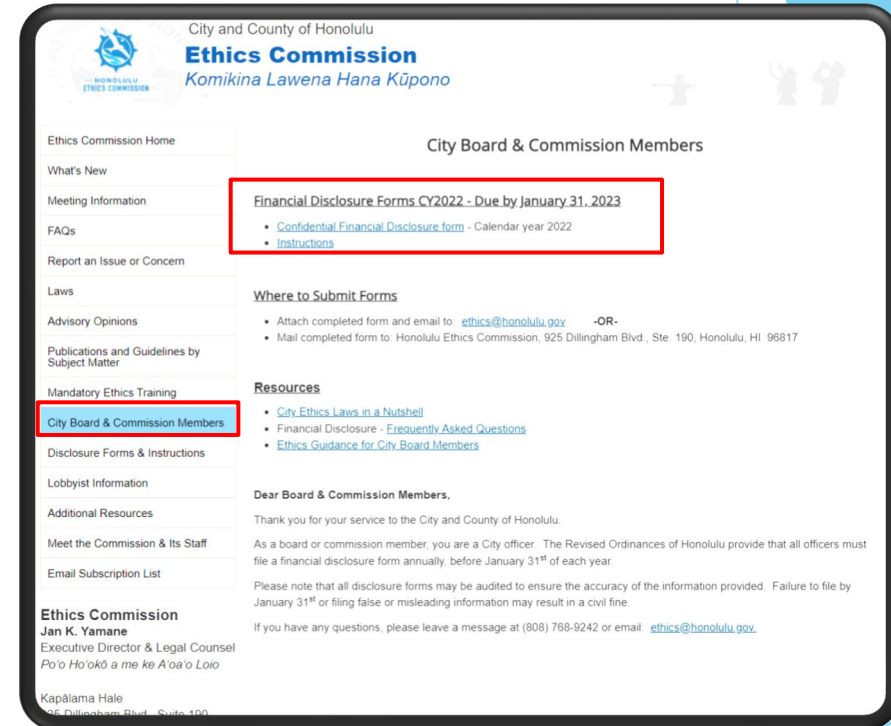


## Important Due Dates

- **Initial:** Due 20 days from swear in date
- **Annual:** Due January 31<sup>st</sup>
  - Filing period begins January 1<sup>st</sup>
- **Final:** Due 10 days prior to leaving office

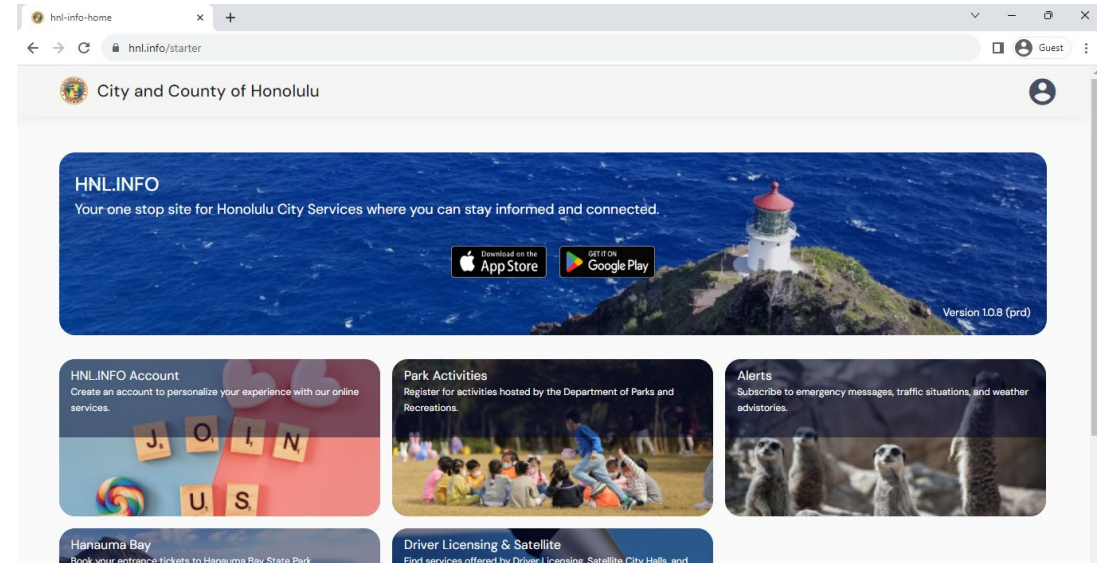
# How to Submit

- **Current Process:**
  - **Access PDF form:**
    - Ethics website at [honolulu.gov/ethics](https://honolulu.gov/ethics)
    - Click on “City Board & Commission Members” tab
  - **Submit form:**
    - Email completed form to [ethics@honolulu.gov](mailto:ethics@honolulu.gov); or
    - Mail to Honolulu Ethics Commission,  
925 Dillingham Blvd Ste 190, Honolulu HI 96817



# How to Submit, cont.

- **New Process:**
  - Electronic submission via DIT Database
    - HNL.INFO at [hnl.info/starter](http://hnl.info/starter)
    - Create an account via “Self Register”
    - Create username and password
  - More information and handouts to come



# Penalties



## Fines in accordance with applicable city statutes and/or rules:

- Failure to file FD within 10 days of NOAV receipt:
  - \$100 for the first-time;
  - \$200 for the second late filing;
  - For each additional late filing, the fine imposed for the previous late filing plus \$200.
- \$5,000 fine for failure to file FD within 30 days of NOAV receipt.

## Criminal penalty:

- Fine of not more than \$2,000 or imprisonment of not more than one year, or both.

# Contact us:

- Email: [ethics@honolulu.gov](mailto:ethics@honolulu.gov)
- Website: [www.honolulu.gov/ethics](http://www.honolulu.gov/ethics)
- Phone: (808) 768-9242



— HONOLULU —  
ETHICS COMMISSION

*Mahalo!*