

### Financial Disclosure Directions

Please read the following instructions in order to avoid common mistakes. If the form is not completed properly, you may be asked by the Ethics Board to clarify or correct your form.

1. Do not leave any section entirely blank. If you have nothing to report in a particular category, write either NONE or N/A. This is the MOST COMMON error.
2. Never leave the reporting category blank in any line where you have stated you have outside employment, a business position, other income etc. If you receive no compensation, use category "A". If you wish to clarify that you receive NO compensation, you may add "NONE".
3. A "dependent child" is a child that would qualify as your dependent under IRS rules. Do not include your child's date of birth, only age.
4. For Outside Employment, do not include your employment with Tioga County, only employment outside Tioga County.
5. Real Estate: Include address of real property.
6. Other Income: Include retirement income.

FYI: Many of you have asked about public access to the information contained in the Disclosures. As stated in the Ethics Policy (Policy 26 Section IV (D)), "The financial disclosure form may be inspected by the public in accordance with applicable provisions of law, provided that all categories of value or amount shall be deleted from public inspection".