

# Welcome to the Ethics Board's web reporting system for Personal Financial Disclosure Statements

Iowa Code section [68B.35](#) [hyperlink] requires certain executive branch employees and officials to file personal financial disclosure statements with the Iowa Ethics and Campaign Disclosure Board. These statements are due on or before April 30 of each year following a year during which the person holds a designated position, without regard to the length of time the position was occupied by the person. A person who held a designated position who leaves that position has a continuing obligation to file the statement for any year or portion of a year in which the position was held prior to termination. These statements are public records and available on the Ethics Board's website.

It shall be considered a violation of Iowa Code section [68B.35](#) [hyperlink] for an individual holding a designated position in the executive branch to file a disclosure statement containing false or fraudulent information. If the Ethics Board determines after a contested case proceeding that a false or fraudulent disclosure statement was filed, the Ethics Board may impose any of the actions under Iowa Code section [68B.32D](#) [hyperlink].

- Contact the Ethics Board's staff at (515) 281-4028 if you need assistance.

# Name and information

**IECDB** Web Reporting System

**PFD - Personal Financial Disclosure** User: [ ] Help Print

**Part A: Designated position(s) in the Executive Branch**

The covered year is the year prior to the year the statement is due.

Your Name  \*

Business Address

City

State

Zip

Phone Number  \*

Email  \*

Covered Year  \* e.g. a statement due April 30, 2012 is for the 2011 covered year.

**Format of name must be "Last Name, First Name"**

Previous 2/14 Next

Name must be in last name, first name or you will get an error like this one.  
Next becomes active when all fields are correct and format is right.

# Enter Position Information

The screenshot shows the 'Government / Political Positions' section of the IECDB Web Reporting System. The page header includes the IECDB logo and the Iowa state seal. The main title is 'PFD - Personal Financial Disclosure'. The form is titled 'Government / Political Positions' and includes instructions: 'Once you have chosen your fields, click add. You may choose more than one position if you are required to file for more than one.' The form contains three main sections: 'State Agency' with a dropdown menu (currently showing '-- Select Agency / Department --') and an 'Other' text input; 'Division / Department' with a dropdown menu (currently empty) and an 'Other' text input, with a note '\* If there is no division choose None/Not Applicable.'; and 'Position Held' with a dropdown menu (currently empty) and an 'Other' text input. An 'Add' button is located below the 'Position Held' section. At the bottom of the form, there are 'Previous' and 'Next' buttons, with a page indicator '3/14' between them.

Enter the department, division, and position. The drop downs will provide information already entered. If not there, just enter your information manually. Then click add to attach to your statement.

# Position added

**B** Web Reporting System  10

**PFD - Personal Financial Disclosure**

**Government / Political Positions**

Once you have chosen your fields, click add. You may choose more than one position if you are required to file for more than one.

**State Agency**  \*

**Division / Department**  \* *If there is no division choose None/Not Applicable.*

**Position Held**  \*

State Agency	Division / Department	Position	Delete
Ethics and Campaign Disclosure Board	None/Not Applicable	Agency Contact	<a href="#">Delete</a>

3 / 14

Once you have clicked add, the page will refresh and "next" becomes available. You can either go on or add another position

# Other business or employment

**IECDB** Web Reporting System

**PFD - Personal Financial Disclosure**

**Part B: Other business, occupation or profession.**

Iowa Code section [68B.35](#) requires you to disclose each business, occupation, or profession in which you were engaged during the covered year and the nature of that business, occupation, or profession, unless already apparent.

Name of Business

Nature of Business

Position Held

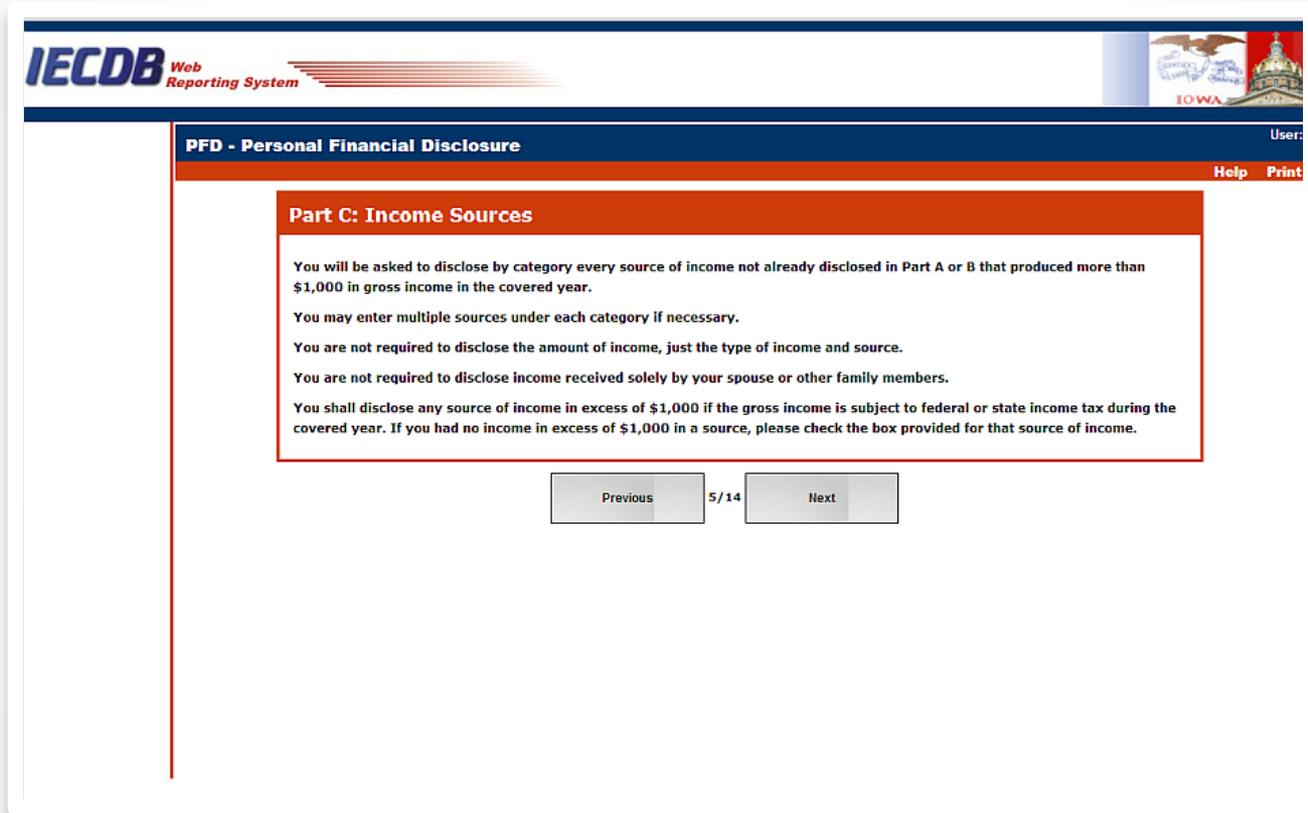
Add

If you had no other business, occupation or profession, click here

Previous 4/14 Next

Enter information regarding other businesses or employment engaged in during the covered year. This slide works the same as the previous one. You may enter none with the check box, one or multiples by using the add button

# Income Sources



The screenshot displays the IECDB Web Reporting System interface. At the top left is the logo for IECDB Web Reporting System. To the right is the Iowa state seal. Below the header is a navigation bar with 'PFD - Personal Financial Disclosure' and 'User:'. On the right side of the navigation bar are 'Help' and 'Print' links. The main content area is titled 'Part C: Income Sources' and contains the following instructions:

**Part C: Income Sources**

You will be asked to disclose by category every source of income not already disclosed in Part A or B that produced more than \$1,000 in gross income in the covered year.

You may enter multiple sources under each category if necessary.

You are not required to disclose the amount of income, just the type of income and source.

You are not required to disclose income received solely by your spouse or other family members.

You shall disclose any source of income in excess of \$1,000 if the gross income is subject to federal or state income tax during the covered year. If you had no income in excess of \$1,000 in a source, please check the box provided for that source of income.

At the bottom of the content area are three buttons: 'Previous', '5/14', and 'Next'.

The next section goes through types of reportable income.  
Sections are required only if the income is over \$1000

# Securities

**IECD** Web Reporting System

**PFD - Personal Financial Disclosure** User: [ ]

[Help](#) [Print](#)

### 1. Securities

Enter the name of each entity in which you held stocks, bonds, mutual funds or other types of securities that generated more than \$1,000 in gross income for you in the covered year.

**Name of Security**

**Type of Security**  *e.g. stocks, bonds, mutual funds*

[Click here if you had no securities income in excess of \\$1000](#)

**6/14**

Either enter information regarding securities (using add after EACH security) or check the box if nothing is reportable

# Financial Institutions

The screenshot shows the IECDB Web Reporting System interface. At the top left is the logo "IECDB Web Reporting System". At the top right is the Iowa state logo with "IOWA" text. Below the logo is a navigation bar with "PFD - Personal Financial Disclosure" and "User:" on the right. Below the navigation bar are "Help" and "Print" links. The main content area is titled "2. Instruments of Financial Institutions" and contains the following text: "Enter the name of each financial institution in which you held financial instruments that produced gross income in excess of \$1,000 for you in the covered year." Below this text are two input fields: "Name of Financial Institution" with a yellow background and a red asterisk, and "Type of Income Earned" with a yellow background and a red asterisk. Below the input fields is an "Add" button. At the bottom of the main content area is a checkbox with the text "Click here if you had no income in excess of \$1,000 from instruments of financial institutions". Below the main content area are "Previous", "7/14", and "Next" buttons.

**IECDB** Web Reporting System

IOWA

PFD - Personal Financial Disclosure User:

Help Print

### 2. Instruments of Financial Institutions

Enter the name of each financial institution in which you held financial instruments that produced gross income in excess of \$1,000 for you in the covered year.

Name of Financial Institution  \* e.g. Veridian Credit Union

Type of Income Earned  \* e.g. interest earned on a certificate of deposit or savings account

Add

Click here if you had no income in excess of \$1,000 from instruments of financial institutions

Previous 7/14 Next

Either enter information regarding financial institutions (using add after EACH entry) or check the box if nothing is reportable

# Trusts

The screenshot shows the IECDB Web Reporting System interface. At the top left is the logo 'IECDB Web Reporting System'. At the top right is the Iowa state logo with 'IOWA' text. Below the header is a navigation bar with 'PFD - Personal Financial Disclosure' and 'User:'. To the right of the navigation bar are 'Help' and 'Print' links. The main content area is titled '3. Trusts' and contains the following text: 'Enter the name of each trust that generated gross income in excess of \$1,000 in the covered year.' Below this text are three input fields: 'Name of Trust' with a placeholder example 'e.g. John Doe Family Trust', 'Trustor' with a placeholder example 'i.e. person or entity that created trust', and 'Type of Trust' with a placeholder example 'e.g. testamentary, irrevocable'. Below the input fields is an 'Add' button. At the bottom of the form area is a checkbox labeled 'Click here if you had no trust income in excess of \$1000'. Below the form area are 'Previous' and 'Next' buttons, with '6/14' displayed between them.

Either enter information regarding trusts or check the box if none exists

# Real Estate

The screenshot shows the IECDB Web Reporting System interface. At the top left is the logo "IECDB Web Reporting System". At the top right is the Iowa state seal and the word "IOWA". Below the header is a navigation bar with "PFD - Personal Financial Disclosure" and "User:" followed by a blank space. To the right of the navigation bar are "Help" and "Print" links. The main content area is titled "4. Real Estate" and contains the following text: "Enter the type of each real estate that generated gross income in excess of \$1,000 in the covered year." Below this text are two input fields: "Source of Real Estate" and "Type of Real Estate", both with yellow backgrounds and asterisks. Below the "Type of Real Estate" field is an "Add" button. At the bottom of the form area is a checkbox labeled "Click here if you had no income from real estate in excess of \$1000". Below the form area are "Previous", "9/14", and "Next" buttons.

**IECDB** Web Reporting System

IOWA

User:

**PFD - Personal Financial Disclosure** Help Print

### 4. Real Estate

Enter the type of each real estate that generated gross income in excess of \$1,000 in the covered year.

Source of Real Estate  \* e.g. rent, sale, mortgage

Type of Real Estate  \* e.g. agricultural, commercial, residential

Add

Click here if you had no income from real estate in excess of \$1000

Previous 9/14 Next

Either enter information regarding income involving real estate or check the box to indicate none.

# Retirement Income

The screenshot shows the IECDB Web Reporting System interface. At the top left is the logo "IECDB Web Reporting System". At the top right is the Iowa state seal and the word "IOWA". Below the header is a navigation bar with "PFD - Personal Financial Disclosure" and "User:" followed by a blank space. On the right side of the navigation bar are "Help" and "Print" links. The main content area is titled "5. Retirement Systems" in a red header. Below the header, there is a text box with the following instructions: "Enter the name of each retirement system from which you received income in excess of \$1,000 in the covered year. Do NOT list retirement systems that did not generate income for you in the covered year." Below the text box is a form field labeled "Name of Retirement System" with a yellow background and a red asterisk. To the right of the field is the text "e.g., IPERS, Social Security". Below the field is a grey "Add" button. Below the "Add" button is a checkbox with the text "Click here if you had no income from any retirement systems in excess of \$1000". At the bottom of the form area are two grey buttons: "Previous" and "Next", with "10/14" in the center between them.

Retirement income ONLY if you RECEIVED income in excess of \$1000 in the year.

# Other Sources

The screenshot shows the 'IECD Web Reporting System' interface. At the top left is the logo 'IECD Web Reporting System'. At the top right is the Iowa state seal and the word 'IOWA'. Below the header is a blue bar with 'PFD - Personal Financial Disclosure' and 'User:'. To the right of this bar are 'Help' and 'Print' links. The main content area is titled '6. Other Sources of Income' in a red header. Below this header, the text reads: 'Enter the type and source of any other income in excess of \$1,000 not already disclosed in this statement.' There are two input fields: 'Source' and 'Type', both with a red asterisk to their right. Below these fields is an 'Add' button. At the bottom of the form area is a checkbox with the text 'Click here if you had no other income in excess of \$1,000'. Below the form area are 'Previous' and 'Next' buttons, with '11/14' in the center.

Any other source of income you received over \$1000 than what was previously entered. Use this for salaries, stipends, etc. not previously disclosed.

# Commissions from the sale of goods or services to a political subdivision

The screenshot shows the IECDB Web Reporting System interface. The header includes the IECDB logo and the text 'Web Reporting System'. On the right, there is a logo for the State of Iowa with the text 'IOWA'. Below the header, the page title is 'PFD - Personal Financial Disclosure'. The main content area is titled 'Part D: Commissions from the sale of goods or services to a political division of the State'. The text explains that Iowa Code section 68B.35 requires executive branch officials and employees to disclose income from commissions from the sale of goods or services to a political subdivision of the state during the covered year. It instructs users to enter the name of each purchasing political subdivision and a description of the goods or services sold. There are two input fields: 'Name of Political Subdivision' with a placeholder example 'e.g. Warren County, City of Marshalltown' and 'Description of Goods or Service'. An 'Add' button is located below the input fields. At the bottom of the form, there is a checkbox labeled 'Click here if you did not receive a commission from the sale of goods or services to a political subdivision during the covered year'. Navigation buttons for 'Previous', '12/14', and 'Next' are at the bottom of the page.

Iowa Code section [68B.35](#) requires executive branch officials and employees who sell goods or services to a political subdivision of the state during the covered year to disclose whether income has been received from commissions from these sales.

If you received a commission from the sale of goods or services to a political subdivision of the state during the covered year, enter the name of each purchasing political subdivision and a description of the goods or services sold.

# Review of Statement

**IECDB** Web Reporting System

**PFD - Personal Financial Disclosure**

**Review**

Please review the information you have disclosed to ensure you have completely and accurately disclosed all of the information requested.

If you need to make changes, click the previous button to return to the page that you need to change.

**Part A: Designated position(s) in the Executive Branch**

Your Name: [Redacted] \*

Business Address: [Redacted]

City: [Redacted]

State: IA

Zip: [Redacted]

Phone Number: [Redacted] \*

Email: [Redacted] \*

Covered Year: 2012 \* e.g. a statement due April 30, 2012 is for the 2011 covered year.

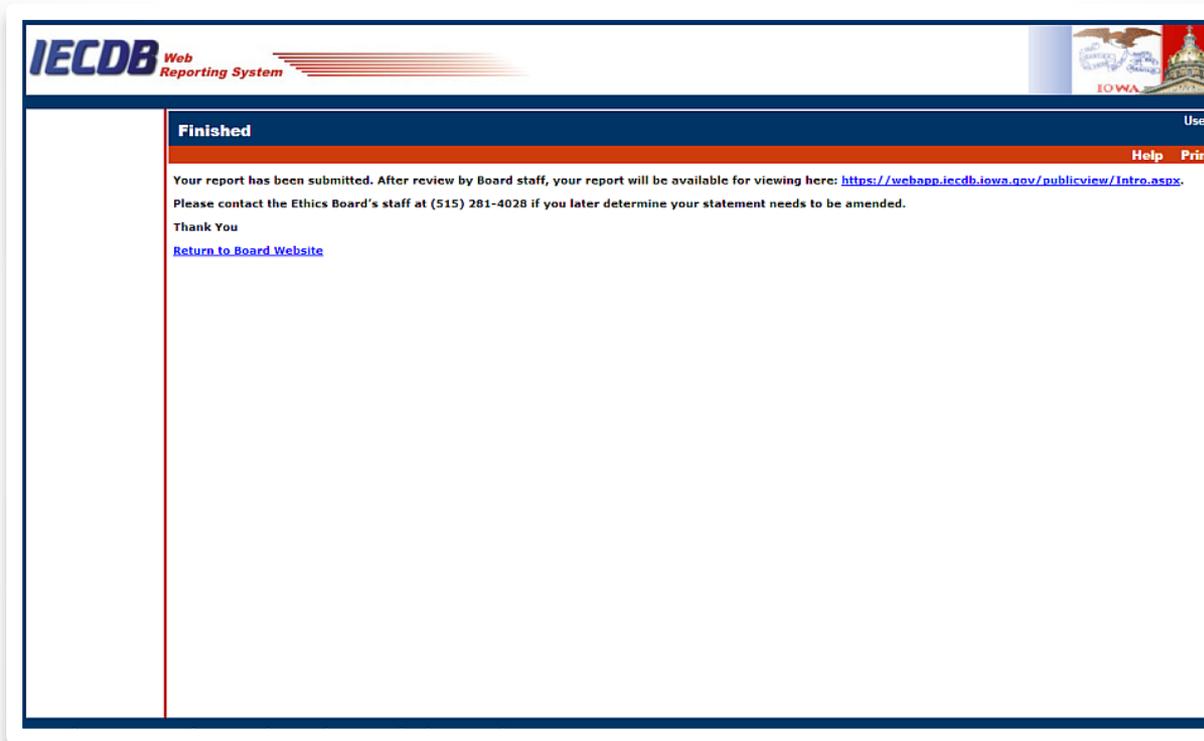
This shows what information the system has accepted. Please be sure to read through each section for accuracy.

# Affirmation

The screenshot shows a web browser window displaying the IECDB Web Reporting System. The page title is "PFD - Personal Financial Disclosure". The main content area is titled "Affirmation" and contains the following text: "By clicking the 'submit' button below I affirm this statement is complete and accurate to the best of my knowledge. I understand I may be subject to civil and criminal penalties for failing to file a complete and accurate statement or for failing to file this statement by the required due date." Below this text is a checkbox with the label "Click here to affirm the information is accurate and complete to the best of your knowledge". At the bottom of the page, there are three buttons: "Previous", "14/14", and "Next" in a row, and a "Submit" button centered below them.

This requires that you check to affirm that the information entered is true and accurate to the best of your knowledge.

# Receipt



Once you submit the affirmation, this screen appears. Your statement is in a "holding" area for approval by the Board. Once approved, the statement will appear at the link provided above.