



**CITY OF NEW YORK
CONFLICTS OF INTEREST BOARD**

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To: Annual Disclosure Filers

From: Annual Disclosure Unit

Date: April 1, 2016

Re: **Filing Your 2015 Electronic Annual Disclosure Report**

This year's annual disclosure filing period is about to start. **The filing period will run from April 11, 2016 through May 6, 2016.**

You will be receiving a "filer user packet" from your agency liaison or his or her designee. You must show photo identification and sign for this packet in order to receive the packet. The packet must be given directly to the filer. There are no exceptions.

For your security, you are directed not to share your password with anyone. You can create a delegate account by which you are able to provide access to your filing to an assistant to whom you will be able to issue a password. This delegate is able to input data into your report but cannot sign and submit your report. Only you, the required filer, can certify the accuracy of your report and electronically sign and submit the report.

Once you have accessed the application, there will be explicit instructions on how to complete the report. You have the ability to complete the electronic report remotely using any PC with access to the Internet, whether at work, home, or elsewhere.

Remember, your filing will not be considered complete until you have fulfilled the final step in the process which is to print a receipt that you will sign and date. Please return the original signed receipt to your liaison who will transmit it to us within 30 days of the end of the filing period.

If you are leaving City service prior to May 13, 2016, you may file a combination 2015/2016 annual disclosure report. Simply indicate that this is your termination report and indicate your last date of city service. You can only file a combination 2015/2016 annual disclosure report if you are leaving city service on or before May 13, 2016.

During the filing period, DoITT will staff a “Helpdesk” 24 hours a day, seven days a week, to assist filers who are experiencing difficulty accessing the program or other technical problems. The contact number for the Helpdesk is (212) 693-4357.

For questions about the information required by the report, lost user packets, or forgotten passwords, you may call the Annual Disclosure Unit at (212) 442-1429 during business hours. You can also e-mail us anytime at efiling@coib.nyc.gov. The instructional videos built into the filing application are very detailed, so please try them before calling for assistance.

If you have any questions regarding the DOI report, you should contact Rochelle Chester at (212) 825-6817 or rchester@doi.nyc.gov, or Debra Montefinese at (212) 825-2805 or dmontefinese@doi.nyc.gov.

If you are a DOE employee and have any questions regarding the Department of Education Supplemental question, you should contact Samantha Biletsky at (212) 374-3438 or sbiletsky@schools.nyc.gov.