



CITY OF NEW YORK CONFLICTS OF INTEREST BOARD

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Tips for Filing Your 2016 COIB Annual Disclosure Report

The annual disclosure filing period will run from April 10, 2017, through May 5, 2017. Please be advised that filers who do not comply with filing requirements are subject to a fine starting at \$250.

- *If you do not know the “reason for filing,” you should contact your agency liaison. COIB will not be able to answer this question.*
- *If you have transferred from another City agency, you must report your current position in the current/primary City position question and your prior agency in the additional City position question.*
- *If you report a non-city position which either pre-dated your city position or which you no longer hold, please so indicate in the comment section.*
- *You are required to report your spouse or domestic partner in response to the question regarding relatives in City service in your portion of the report even if you have reported the City employment in the spouse/domestic partner portion of the report.*
- *You are **not** required to report your primary or secondary residence in the question concerning real estate, unless you co-own it with a non-relative.*
- *You are **not** required to report your mortgage on your primary or secondary residence.*
- *You are **not** required to report regular checking and savings accounts, as well as certificates of deposit accounts (CDs). However, if you earned interest of \$1,000 or more, you will report this information in non-city income.*

- Your NYC Deferred Compensation Account is considered a “beneficial interest.” Therefore, you should report it in response to the question which asks if you have a beneficial interest of \$1,000 or more. Do **not** report this information for the question which asks about deferred income, which means income earned but not yet paid.
- You must individually report securities of \$1,000 or more held in your name and cannot aggregate them or list only the brokerage account.
- If you are leaving City service prior to May 12, 2017, you may file a combination 2016/2017 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 2016/2017 annual disclosure report if you are leaving City service on or before May 12, 2017.
- All circles on the left side navigation bar must be completely filled before you can finalize and submit your filing.
- You must return your original signed receipt to your agency liaison, not COIB.

The above applies only to the COIB annual disclosure report. If you have any questions regarding the DOI/Executive Order 91 report, please 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 DOE supplemental questions, please contact Samantha Biletsky at 212-374-3438 or sbiletsky@schools.nyc.gov.