

**CONFLICTS OF INTEREST BOARD  
FINANCIAL DISCLOSURE APPEAL FORM**

**APPEAL TO AGENCY HEAD**

You may appeal your agency's determination that you are required to file a Financial Disclosure Report with the Conflicts of Interest Board pursuant to Administrative Code section 12-110, as amended, and Board Rules section 1-17.

**HOW TO APPEAL:**

1. You must submit this completed, signed form to your agency Financial Disclosure Liaison by your agency's filing deadline or 21 days after you receive notification from your agency that you have been designated as a required filer, whichever is later. Your agency Financial Disclosure Liaison will provide you with a receipt for this form.

**Failure to meet this deadline shall constitute a waiver of your right to appeal.**

2. Within 14 days of filing this form, you must provide to your agency a written statement in support of your appeal and any supplemental materials.

**Failure to meet this deadline shall constitute a waiver of your right to appeal.**

3. Your obligation to file a Financial Disclosure Report will be suspended during the appeal process.

I HEREBY REQUEST A REVIEW OF THE DETERMINATION THAT I AM REQUIRED TO FILE A FINANCIAL DISCLOSURE REPORT WITH THE CONFLICTS OF INTEREST BOARD FOR CALENDAR YEAR 2010.

<b>PRINT FULL NAME:</b> (Last) (First) (M.I.)		
<b>AGENCY:</b>	<b>AGENCY CODE:</b>	
<b>EMPLOYEE IDENTIFICATION NUMBER (EIN) OR UNIQUE FINANCIAL DISCLOSURE IDENTIFIER:</b>		
<b>CIVIL SERVICE TITLE:</b>	<b>OFFICE TITLE:</b>	
<b>BRIEF STATEMENT OF REASON FOR APPEAL :</b>		
<b>SIGNATURE:</b>	<b>DATE:</b>	
<b>OFFICE TELEPHONE NUMBER:</b>	<b>EMAIL ADDRESS:</b>	

**IF YOUR AGENCY DENIES YOUR APPEAL, YOU MUST, WITHIN 30 DAYS, EITHER FILE A FINANCIAL DISCLOSURE REPORT WITH THE BOARD OR APPEAL FURTHER TO THE BOARD.  
FAILURE TO DO SO WILL SUBJECT YOU TO LATE FILING FINES.**