



CITY OF NEW YORK CONFLICTS OF INTEREST BOARD

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Tips for Filing Your 2008 COIB Financial Disclosure Report

Please remember the following when filling out the COIB financial disclosure report:

- *If you do not know the “reason for filing,” you should contact your agency liaison. COIB will not be able to answer this question.*
- *You are **not** required to report gifts from relatives.*
- *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.*
- *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 are **not** required to report regular checking and savings accounts, as well as certificates of deposit accounts (CDs) unless you earned interest of \$1,000 or more.*
- *You must individually report securities of \$1,000 or more held in your name and cannot aggregate them or list only the brokerage account.*
- *All circles on the left side navigation bar must be completely filled before you finalize and submit your filing.*
- *You must return your signed receipt to your agency liaison, not COIB.*

The above applies only to the COIB financial disclosure report. If you have any questions regarding the DOI/Executive Order 91 report, please contact Mark French at 212-825-5280 or mfrench@doi.nyc.gov. If you have any questions re: the DOE supplemental questions, please contact Samantha Biletsky at 212-374-3438 or sbiletsky@schools.nyc.gov.

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