



OKLAHOMA ETHICS COMMISSION

PHONE: (405) 521-3451 • FAX: (405) 521-4905 • WEBSITE: WWW.ETHICS.OK.GOV

SB 1695 (2022) Personal Financial Disclosure Statements Cabinet Secretaries and Agency Directors Appointed by the Governor

1. **Personal Financial Disclosure Statements (“PFD”) are due no later than December 1, 2022.** This statement will cover **calendar year 2021 (January 1, 2021 – December 31, 2021)**. All filers are required to file: (1) an initial disclosure within 30 days, and (2) an annual disclosure thereafter between January 1 and May 15. Material financial interests as defined in the Ethics Rules that are held by the filer, filer’s spouse, and the filer’s dependents from the *prior calendar year* are disclosed.
2. **Filer’s: Email Contact Information.** Ethics Rules require the Filer to notify the Commission of their email address in order to receive notifications regarding financial disclosure statements.
 - a) Send an email to ethics@ethics.ok.gov with your name, position, and email address
 - b) Use the **subject line** “PFD: Contact Information”.
3. **Appointees file via Email.** The filing of PFDs for appointed officials will be different from elected officials who file online using their candidate committee accounts. Appointed officers will file electronically through Email. The PFDs will be *uploaded* to The Guardian System.
4. **PFD Form.** The form educates as well as discloses material financial interests. Typically it takes less than 10 minutes to complete the 2 page form and accompanying Material Financial Interest Schedule (if needed). The form is at www.ethics.ok.gov using the “Financial Disclosure” link.
5. **Next Filing.** The annual PFD covering Calendar Year 2022 will be due between January 1 and May 15, 2023.
6. **Available Resources.**
 - a) Financial Disclosure Guide
 - b) Annotated Ethics Rules
 - c) Commission Staff

The image shows two overlapping screenshots of the Oklahoma Ethics Commission forms. The top screenshot is the 'FINANCIAL DISCLOSURE STATEMENT FOR APPOINTED STATE OFFICIALS'. It includes a header with the commission's name and contact information, followed by a form with fields for 'Full Name of State Officer', 'Calendar Year', 'Name of State Office', and 'First Day in Office'. Below this is a section for 'Electronic Mail Address', 'Work Phone Number', and 'Mailing Address, City, State, Zip Code'. The form contains several checkboxes for the filer to acknowledge their understanding of the rules and the consequences of non-compliance. The bottom screenshot is the 'FINANCIAL DISCLOSURE STATEMENT Material Financial Interest Schedule'. It has a similar header and contact information section, followed by a table with columns for 'Name and Address of Entity', 'Description (optional)', and 'Filer/Spouse/Dependent'. The table is currently empty, with multiple rows provided for entry.