

## FAQs - Reporting Personal Financial Information

### Who must file a personal financial affairs statement?

- A candidate running for an office in a jurisdiction with at least 1,000 registered voters (candidates in jurisdictions with fewer voters file if they raise or expect to raise at least \$5,000)
- Elected officials and individuals appointed to fill unexpired terms in jurisdictions with at least 1,000 registered voters
- State agency directors
- Members of certain state boards & commissions as set forth in RCW 42.17A.705(4)
- Legislative and gubernatorial professional staff
- State 4-year university & college presidents, regents, and trustees
- Community college district & campus presidents and trustees
- Technical college trustees
- Charter school directors

### When are reports due?

- Candidates file within two weeks of becoming a candidate.
- An individual appointed to position required to file must file the initial report within two weeks of the appointment.
- Office holders file annually, on April 15, for as long as the person holds office.

### Where do I file PDC reports?

All filers submit their reports to the PDC.

King, Pierce, and Snohomish Counties and the City of Seattle have enacted and enforce local filing requirements. [Get more information](#) ...

### What is the "reporting period?"

If you are a candidate, your reporting period is the previous 12 months from the date you are filing the F1. If you are newly appointed to an elected office or state appointive office, your reporting period is the previous 12 months from your effective appointment date. If you are an annual filer, your reporting period is the previous calendar year.

### I'm running for a volunteer office. Why do I have to provide such in-depth, personal information?

Washington's disclosure laws, including the F-1 filing requirement, were enacted by voters through the initiative process. The F-1 basically serves as a conflict of interest statement. Completing it allows you the chance to review your assets and property holdings each year so that you might be aware when conflicts arise. It also allows the public an opportunity to review whether officials might appear to have conflicts.

### Will my report be available online?

No. F-1s are public records, however, and they are provided upon request.

### Can I have the filing requirement waived?

Not entirely. The Public Disclosure Commission may modify the reporting requirements to exempt you from completing a particular section(s) of the report, if it decides that the law works a "manifestly unreasonable hardship on the filer" and the "modification will not frustrate the purposes" of the disclosure law. Requests for modification typically come from filers who have a personal safety concern and want to exclude their primary residence's location, or filers who are partners in or owners of a business who would face a competitive disadvantage by disclosing the names of their business customers or from individuals.

Answers to common questions about modifications are available [here](#). Filers also should consult the [reporting modification standards](#) and [reporting modification application](#).

### Are instructions online?

Yes. [Personal Financial Affairs Reporting Instructions](#)

### Do I have to file electronically?

Efiling is encouraged, but not required. We will save your information from your last efiled report. Most people appreciate the convenience that efilings provides.

### Can I print forms from the website?

Yes.

- [F-1](#) and [F-1 Supplement](#) forms
- [F-1A](#) form

### When can I use the short form?

The F-1A is a convenience that the PDC offers for F-1 filers who mail reports. The F-1A may be used to fulfill the annual filing requirement three out of four consecutive years, provided the filer has filed a full F-1 within the last four years and there are no changes or only minor changes to the information on the full report.

Efilers simply review their saved information, make any necessary edits, and submit the report, without thinking about which form they should use.

### Are there common mistakes I want to avoid?

- Efilers filing an annual report should “start a new report” rather than amend. (Amend is used to correct information on earlier reports.)
- List each reportable investment, stock, mutual fund, 401K profit sharing plan, etc. that you owned at any time during the reporting period.
- Furthermore, itemize the holdings of investment accounts, such as mutual funds, IRAs, 401K plans, deferred compensation accounts, etc., if you made the buy and sell decisions for the account.
- When reporting asset values, always use the letter codes that represent dollar ranges and use the code that represents the highest value during the reporting period.
- Never include account numbers.
- In the space provided, be sure to include the office that you are running for, were appointed to, or hold.
- In the space provided, always list your spouse or registered domestic partner. Do not name your dependents, unless there is information to report for them.

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