

# IMPORTANT NOTICE FROM THE EXECUTIVE BRANCH ETHICS COMMISSION

**2016 Calendar Year Statement of Financial Disclosure: DUE BY APRIL 15, 2017**

The Executive Branch Ethics Commission has determined you must file a 2016 Statement of Financial Disclosure (SFD) based on the fact that during calendar year 2016 you were either an "officer" or an elected constitutional official. Even if you retired or separated from your position you occupied during 2016, you must file for the portion of the calendar year you occupied that position.

**DO NOT IGNORE THIS NOTICE**  
**FAILURE TO FILE THE SFD WILL RESULT IN WITHHOLDING OF  
YOUR SALARY UNTIL YOU FILE.**

The 2016 SFD is attached to this email along with Question by Question Instructions. It is also available on the Commission's website at <http://ethics.ky.gov/>:

- You may fill out the form electronically, but you must **print and sign the form.**
- **Do not leave any question blank. Each question MUST be answered.** If the question is not applicable, mark "N/A."
- You may submit your SFD Form in the following ways:

**EMAIL:** [EthicsFiler@ky.gov](mailto:EthicsFiler@ky.gov) Send a scanned version of the signed, original document. Retain the original for your files.

**FAX:** (502) 564-2686. Retain the signed, original for your files.

**U.S. Mail, Messenger, or Hand-delivery to:**

Executive Branch Ethics Commission  
#3 Fountain Place  
Frankfort, KY 40601

If you cannot access the form or wish to receive a printed copy that can be completed by hand or typewriter please call 502-564-7954, or e-mail Bill Trigg at [bill.trigg@ky.gov](mailto:bill.trigg@ky.gov).

**If you do not believe you are required to file,  
contact the Commission immediately for clarification.**