



FINANCIAL DISCLOSURE STATEMENT FILING NOTIFICATION FOR NON-ELECTED OFFICES AND POSITIONS

You are required to file a financial disclosure statement reflecting financial information for calendar year 2025 with the Ohio Ethics Commission because in 2026:

- You were employed on _____ in a position for which filing is required.
- You were appointed on _____ to a position for which filing is required.
- You were promoted on _____ to a position for which filing is required.

(Please check the appropriate box and provide the corresponding date above.)

It is **your** responsibility to access, complete, and file the statement by the deadline that applies to you. A late fee in the amount of \$10 per day for each day the statement is late will be assessed for any statement that is filed after the appropriate deadline. The maximum late fee is \$250.

Please note that you are required to file a statement with our office every year you hold the position and the year after you leave.

DEADLINE INFORMATION:

If you were promoted, appointed, or employed in the filing position on or before February 15, 2026, your statement is due on **May 15, 2026**.

If you were promoted, appointed, or employed in the filing position after February 15, 2026, your statement is due **no later than ninety days after the promotion, appointment, or employment**. If the ninetieth day falls on a Saturday, Sunday, or state holiday, the statement is due on the following business day.

For example:

POSITION ACTION	FILING DEADLINE
Appointed to a board on January 5, 2026	Friday, May 15, 2026
Employed as a school district treasurer on August 1, 2026	Friday, October 30, 2026
Promoted to a deputy director position effective June 9, 2026	Tuesday, September 8, 2026 (Monday, September 7 is Labor Day, a state holiday)

HOW TO FILE OR OBTAIN A STATEMENT TO COMPLETE:

You may file electronically at <https://disclosure.ethics.ohio.gov>. Alternatively, blank calendar year 2025 financial disclosure statements are available for download on the Commission's website at <https://ethics.ohio.gov>.

ACKNOWLEDGEMENT:

By signing this form, you acknowledge that you received this notification and link to the financial disclosure statement on the Ohio Ethics Commission's website.

Appointee or Employees Printed Name: _____

Signature: _____ Date: _____

If you have any questions about the financial disclosure filing requirement, please contact the Ohio Ethics Commission at (614) 466-7090.

APPOINTING AUTHORITY: Please retain the original of this form and provide a copy to the signer.