



HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

MEMORANDUM

To: Filers of Financial Interests Disclosures

From: Hawaii State Ethics Commission

Date: July 12, 2012

Subject: 2012 Disclosure of Financial Interests

Thank you for filing your 2012 Disclosure of Financial Interests with the Hawaii State Ethics Commission. Because of the state position that you hold, your form is a public record and is available for public inspection.

It has come to our attention that some of the forms that were filed with our office were not completely filled out and that information that is required by law was not provided on some forms. We ask that you please review your completed form to ensure that you have provided all of the information that is requested for each item on the form.

Please note in particular the following information that must be reported:

Income earned from your state position. If you received income of \$1,000 or more from your state position during the preceding calendar year (2011), you must report this income under Item 1 (Income for Services Rendered for Preceding Calendar Year) on your form.

Stocks, mutual funds, and other business ownership interests. If you own shares of stock, mutual funds, or have other business ownership interests having a value of \$5,000 or more, or equal to 10% of the ownership of the business, you must report this information under Item 2 (Ownership or Beneficial Interests in Businesses) on your form. (You are not required to report stocks, mutual funds, or other investment interests in retirement accounts, such as 401(K) accounts or state deferred compensation accounts.)

Financial interests of your spouse and dependent children. If you have a spouse and/or dependent children, you must report their financial interests on your form in addition to your own financial interests. For example, if your spouse was employed and received income of \$1,000 or more during the preceding calendar year, you must report your spouse's income under Item 1 (Income for Services Rendered for Preceding Calendar Year) on your form.

Amounts and values of your financial interests. You must report all amounts and values for your financial interests where requested on the form. Instead of reporting specific dollar amounts, you may report amounts and values using a letter code that is explained in the Disclosure Form Instructions.

How to amend your 2012 Disclosure of Financial Interests form. If you did not report all of the information that was required on your 2012 Disclosure of Financial Interests, you must file an amended form with our office as soon as possible, using one of the following forms:

1. Disclosure of Financial Interests (Short Form), Form D-103A. Use this “Short Form” if you have no more than ten changes to make to your 2012 Disclosure of Financial Interests form. The Short Form is available at <http://hawaii.gov/ethics/forms/findisc/D-103A-SHORT.pdf>. Follow the Short Form Disclosure Instructions at <http://hawaii.gov/ethics/forms/findisc/D-103A-SHORTINST.pdf> to report changes to your 2012 form.
2. Disclosure of Financial Interests (Long Form), Form D-201. Use this “Long Form” if you have more than ten changes to make to your 2012 Disclosure of Financial Interests. The Long Form is available at <http://hawaii.gov/ethics/forms/findisc/D-201-LONG.pdf>. You must complete every item on the Long Form (not just the items for which you are reporting changes). Follow the Long Form Disclosure Instructions at <http://hawaii.gov/ethics/forms/findisc/D-201-LONGINST.pdf> to complete this form.

If you have no additional information to report on your 2012 Disclosure of Financial Interests, no further action is necessary.

Thank you for your attention to this matter. Please do not hesitate to contact our office at (808) 587-0460 if you have any questions.