

## Completing the Confidential Financial Disclosure Report (OGE 450)

Financial disclosure is a way the government can monitor and reduce conflicts of interest. If you are required to fill out the confidential financial disclosure report ([OGE Form 450](#)), these instructions will help you through the process. Download the form from the last page of the module (Module 3 – Showing Off Your Assets Evaluation and Forms page).

**1** Fill out your personal information and select *New Entrant* for Reporting Status.

### CONFIDENTIAL FINANCIAL DISCLOSURE REPORT Executive Branch

Employee's Name (Print last, first, middle initial)		E-mail Address	
Position/Title			Grade
Agency		Branch/Unit and Address	
Work Phone	Reporting Status New Entrant <input type="checkbox"/> Annual <input type="checkbox"/>		If New Entrant, Date of Appointment to Position (mm/dd/yy)
Check box if Special Government Employee (SGE) <input type="checkbox"/>	An SGE is an executive branch officer or employee who is retained, designated, appointed, or employed to perform temporary duties either on a full-time or intermittent basis, with or without compensation, for a period not to exceed 130 days during any consecutive 365-day period.		
If an SGE, Mailing Address (Number, Street, City, State, ZIP Code)			

Figure 1: OGE Form 450 Personal Information

**2** For each statement, indicate whether you have items to report.

Step 2: For each statement below, check Yes or No to describe your situation.

I. I have reportable assets or sources of income for myself, my spouse, or my dependent children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
II. I have reportable liabilities (debts) for myself, my spouse, or my dependent children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
III. I have reportable outside positions for myself.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
IV. I have reportable agreements or arrangements for myself.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
NOTE: Statement V is for <u>annual</u> filers only. It does not apply to new entrants and SGEs.		
V. I have reportable gifts or travel reimbursements for myself, my spouse, or my dependent children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Figure 2: OGE Form 450 Indicate Assets, Liabilities, and Other Information

**3** Fill out information on your reportable assets and income.

Reportable Information – Go to the last page to see examples of how to report assets and income.

Specific stock, bond, sector mutual fund, type/location of real estate, etc. (Indicate the full name of each specific asset or investment. You may add the ticker symbol to the full name.) Name of Employer or Business; Source of Fees, Commissions, or Honoraria (Include brief description.) You may distinguish any entry for a family member by preceding it with S for spouse, DC for dependent child, or J for jointly held.	No longer held
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>

Figure 3: OGE Form 450 Assets and Income

**Part II: Liabilities**

Report for Yourself, Spouse, and Dependent Child:	Do Not Report:
<ul style="list-style-type: none"> <li>A liability over \$10,000 owed at any time during the reporting period, other than a loan from a financial institution or business entity granted on terms made available to the general public</li> <li>A loan over \$10,000 from an individual, such as a friend or a business associate</li> </ul>	<ul style="list-style-type: none"> <li>Any liability, such as a mortgage, a student loan, or a credit card account, from a financial institution or business entity granted on terms made available to the general public</li> <li>Loans secured by automobiles, household furniture, or appliances, unless the loan exceeds the purchase price of the item it secures</li> <li>Liabilities that you owe to your spouse or to the parent, sibling, or child of you, your spouse, or your dependent child</li> </ul>

**4** Fill out information on your reportable liabilities.

**Reportable Information** – Go to the last page to see examples of how to report liabilities.

Name of creditor (include city and state where creditor is located)	Type of liability (personal loan, margin account, etc.)
1	
2	

**Figure 4: OGE Form 450 Liabilities**

**Part III: Outside Positions**

Report for Yourself:	Do Not Report:
<ul style="list-style-type: none"> <li>All positions outside the U.S. Government held at any time during the reporting period, whether or not you were compensated and whether or not you currently hold that position. Positions include an officer, director, employee, trustee, general partner, proprietor, representative, executor, or consultant of any of the following:               <ul style="list-style-type: none"> <li>Corporation, partnership, trust, or other business entity</li> <li>Non-profit or volunteer organization</li> <li>Educational institution</li> <li>State or Local Government</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Any position with a               <ul style="list-style-type: none"> <li>Religious entity</li> <li>Social entity</li> <li>Fraternal entity</li> <li>Political entity</li> </ul> </li> <li>Any position held by your spouse or dependent child</li> <li>Any position that you hold as part of your official duties</li> </ul>

**5** Fill out information on your reportable outside positions.

**Reportable Information** – Go to the last page to see examples of how to report outside positions.

Organization (include city and state where organization is located)	Type of organization	Position	No longer held
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>

**Figure 5: OGE Form 450 Outside Positions**

**Part IV: Agreements or Arrangements**

Report Your Agreements or Arrangements for:	Do Not Report:
<ul style="list-style-type: none"> <li>Continuing participation in an employee pension or benefit plan maintained by a former employer</li> <li>A leave of absence</li> <li>Future employment, including date you accepted employment offer</li> <li>Continuation of payment by a former employer (including severance payments)</li> </ul>	<ul style="list-style-type: none"> <li>Any agreement or arrangement related to your employment by the Federal Government</li> <li>Spouse's and dependent child's agreements or arrangements</li> </ul>

**6** Fill out information on your reportable agreements or arrangements.

**Reportable Information** – Go to the last page to see examples of how to report agreements and arrangements.

Entity with which you have an agreement or arrangement (include city and state where entity is located)	Terms of Agreement or Arrangement
1	
2	
3	
4	

**Figure 6: OGE Form 450 Agreements or Arrangements**

**Part V: Gifts and Travel Reimbursements**

Fill out this part only if you are filing an Annual Report. If you are a new entrant or an SGE, skip this part.

Report for Yourself, Spouse, and Dependent Child:	Do Not Report:
<ul style="list-style-type: none"> <li>Travel-related reimbursements (items such as lodging, transportation, and food) totaling more than \$390* from any one source during the reporting period; include where you traveled, the purpose, and date(s) of the trip</li> <li>Any other gifts totaling more than \$390* from any one source during the reporting period</li> </ul> <p>*If you received more than one gift from one source:</p> <ol style="list-style-type: none"> <li>Determine the value of each item you received from that source</li> <li>Ignore each item valued at \$156 or less</li> <li>Add the value of those items valued at more than \$156; if the total is more than \$390, then you must list those items on this form</li> </ol>	<ul style="list-style-type: none"> <li>Anything received from relatives, the U.S. Government, D.C., state, or local governments</li> <li>Bequests and other forms of inheritance</li> <li>Gifts and travel reimbursements given to your agency in connection with your official travel</li> <li>Gifts of hospitality (food, lodging, entertainment) at the donor's residence or personal premises</li> <li>Anything received by your spouse or dependent child totally independent of their relationship to you</li> </ul>

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Fill out information on your reportable gifts and travel reimbursements

**Reportable Information** – Go to the last page to see examples of how to report gifts and travel reimbursements.

Source	Description
1	
2	
3	

**Figure 7: OGE Form 450 Gifts and Travel Reimbursements**

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Return to page 1 of the form and sign and date. Upload the form to the last page of the module (Module 3 – Showing Off Your Assets Evaluation and Forms page).

Step 4: Sign and date the form.

Step 5: Submit the completed form to your ethics office.

**I certify that the statements I have made on this form and all attached statements are true, complete, and correct to the best of my knowledge.**

Signature of Employee	Date (mm/dd/yy)
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**Figure 8: OGE Form 450 Sign and Certify**