

## Completing the Public Financial Disclosure Report (OGE Form 278e)

Financial disclosure is a way the government can monitor and reduce conflicts of interest. If you are required to fill out the Public Financial Disclosure Report ([OGE Form 278e](#)), 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 Report Type.

Executive Branch Personnel Public Financial Disclosure Report (OGE Form 278e)

Filer's Information				
Last Name	First Name	MI	Position	Agency
Other Federal Government Positions Held During the Preceding 12 Months:				
Name of Congressional Committee Considering Nomination (Nominees only):				
Filer's Certification - I certify that the statements I have made in this report are true, complete and correct to the best of my knowledge:				
Signature:			Date:	

Figure 1: OGE Form 278e Personal Information

2

List each position you've held outside the U.S. government.

OGE Form 278e (March 2014)

[Instructions for Part 1](#)

Add Page

Note: This is a public form. Do not include account numbers, street addresses, or family member names. See instructions for required information.

Filer's Name					Page Number	
Part 1: Filer's Positions Held Outside United States Government						
#	Organization Name	City/State	Organization Type	Position Held	From	To
1.						
2.						
3.						
4.						

Figure 2: OGE Form 278e Positions Held outside the U.S. Government

3

List your assets, income, and retirement accounts.

OGE Form 278e (March 2014)

[Instructions for Part 2](#)

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Note: This is a public form. Do not include account numbers, street addresses, or family member names. See instructions for required information.

Filer's Name					Page Number
Part 2: Filer's Employment Assets & Income and Retirement Accounts					
#	Description	EIF	Value	Income Type	Income Amount
1.					
2.					
3.					
4.					
5.					

Figure 3: OGE Form 278e Your Assets, Income, and Retirement Accounts

4

List your outside agreements and arrangements.

OGE Form 278e (March 2014)

[Instructions for Part 3](#)

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Note: This is a public form. Do not include account numbers, street addresses, or family member names. See instructions for required information.

Filer's Name					Page Number
Part 3: Filer's Employment Agreements and Arrangements					
#	Employer or Party	City/State	Status and Terms	Date	
1.					
2.					
3.					
4.					

Figure 4: OGE Form 278e Agreements and Arrangements

5

List any compensation you receive exceeding \$5,000 per year.

OGE Form 278e (March 2014) [Instructions for Part 4](#) Add Page

**Note: This is a public form. Do not include account numbers, street addresses, or family member names. See instructions for required information.**

Filer's Name			Page Number
<b>Part 4: Filer's Sources of Compensation Exceeding \$5,000 in a Year</b>			
#	Source Name	City/State	Brief Description of Duties
1.			
2.			
3.			
4.			
5.			

Figure 5: OGE-278e Compensation Exceeding \$5,000 per Year

6

List your spouse's assets, income, and retirement accounts.

OGE Form 278e (March 2014) [Instructions for Part 5](#) Add Page

**Note: This is a public form. Do not include account numbers, street addresses, or family member names. See instructions for required information.**

Filer's Name			Page Number		
<b>Part 5: Spouse's Employment Assets &amp; Income and Retirement Accounts</b>					
#	Description	EIF	Value	Income Type	Income Amount
1.					
2.					
3.					
4.					
5.					

Figure 6: OGE Form 278e Spouse's Assets, Income, and Retirement Accounts

7

List any other assets and income.

OGE Form 278e (March 2014) [Instructions for Part 6](#) Add Page

**Note: This is a public form. Do not include account numbers, street addresses, or family member names. See instructions for required information.**

Filer's Name			Page Number		
<b>Part 6: Other Assets and Income</b>					
#	Description	EIF	Value	Income Type	Income Amount
1.					
2.					
3.					
4.					
5.					
6.					

Figure 7: OGE Form 278e Other Assets and Income

8

Leave this section blank.

OGE Form 278e (March 2014) [Instructions for Part 7](#) Add P

**Note: This is a public form. Do not include account numbers, street addresses, or family member names. See instructions for required information.**

Filer's Name			Page Number	
<b>Part 7: Transactions</b>				
#	Description	Type	Date	Amount
1.				
2.				
3.				
4.				
5.				
6.				

Figure 8: OGE Form 278e Transactions

9

List your liabilities.

OGE Form 278e (March 2014) [Instructions for Part 8](#) Add Page

**Note: This is a public form. Do not include account numbers, street addresses, or family member names. See instructions for required information.**

Filer's Name			Page Number			
<b>Part 8: Liabilities</b>						
#	Creditor Name	Type	Amount	Year Incurred	Rate	Term
1.						
2.						
3.						
4.						
5.						
6.						

Figure 9: OGE Form 278e Liabilities

OGE Form 278e (March 2014)

[Instructions for Part 9](#)

Add Page

**10** Leave this section blank.

Note: This is a public form. Do not include account numbers, street addresses, or family member names. See instructions for required information.

Filer's Name			Page Number	
<b>Part 9: Gifts and Travel Reimbursements</b>				
#	Source Name	City/State	Brief Description	Value
1.				
2.				
3.				
4.				
5.				

Figure 10: OGE Form 278e Gifts and Travel

**11** Sign, date, and upload the form to the last page of the module (Module 3 – Showing Off Your Assets Evaluation and Forms page).

Filer's Certification - I certify that the statements I have made in this report are true, complete and correct to the best of my knowledge:

Signature:	Date:
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Figure 11: OGE Form 278e Signature