



MAUI COUNTY BOARD OF ETHICS

Financial Disclosure (FDS)— E-Filing Quick Guide for Filers

BEGIN by going to <https://www.mauicounty.gov/1586/Financial-Disclosure-Statements>, and selecting one of the two Financial Disclosure Statement forms: 1) the Financial Disclosure Statement for County elected officials, appointed employees, and board-commission members; or 2) Candidate Financial Disclosure Statement form, candidates running for elected office. Select, click on the link, complete form, and submit.

Form Links:

[Financial Disclosure Statement \(elected/appointed/board-commission\)](#)

[Candidate Financial Disclosure Statement](#)

INTRODUCTION. Mahalo for filing your required FDS. Prior to filling out your Financial Disclosure form, please review the e-filing instructions provided below for each section.

YOUR ARE TO:

- ✓ **Complete All Sections:** Financial disclosure filers are required to report their own financial interests, as well as those held by a spouse or dependent child. Filers are to complete each section as required. Review form prior to submitting to Board of Ethics.
- ✓ **Use Letter Abbrv.:** Use the abbreviations listed below when designated on the form:
 - F for Filer
 - SP for Spouse
 - DC for Dependent Child(ren)
 - JT for Joint Interests of the spouse and filer
- ✓ **Income Range:** Except when reporting gifts, disclosures need not be made by exact dollar amounts, but may be reported by "range of value" and need not be reported in values less than \$1,000.
 - \$1,000 to \$9,999
 - \$10,000 to \$24,999
 - \$25,000 to \$49,999
 - \$50,000 to \$99,999
 - \$100,000 to \$199,999
 - \$200,000 to \$499,999
 - \$500,000 or more



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- ✓ **Required Info:** Items with an **asterisk *** must be completed.
- ✓ **Help "Info" Bubbles:** Some items include instructions on the type of information to report. View these help guides, by placing your cursor over the small gray circles with a lower-case letter, "i."
- ✓ **Email:** Your email address will serve as your primary address for all notifications and reminders from by the Board of Ethics. Should you change your email address, please update your FDS as an "Interim."
- ✓ **Spouse, Partner or Dependent Children:** If you have a spouse, civil union partner, or a dependent child, enter their information as directed. A dependent child is defined as, an individual you claim as a dependent on your federal or state income tax return.
- ✓ **Oath of Office or Appointment Date:** You will need to know the date of your oath of office or the month and year you were appointed to your board or commission.

2 – FILER INFORMATION. Filer shall complete all listed items: Name(s), Mailing address, and contact information. Select from drop down options for: City and Zip code. The system defaults to Hawaii (HI) as state automatically.

This is my,

- First-time Filing – newly elected, appointed or concurrently with nomination papers
- Annual Filing – updated annually
- Interim Filing – updated information or changes to same year FDS form. Must be submitted within 30 days of said changes

I am a,

- Elected or Appointed Official of the County of Maui – filer's position title and date of oath of office
- Board or Commission Member – filer's board/commission name and date of their appointment
- Candidate for Public Office – filer's office/district and date of filing nomination papers with County Clerk.

3 – SOURCE OF INCOME. (only report previous calendar year)

Occupation and source of income. Income means gross income as defined by the Internal Revenue Code Section 61. Report **ALL** sources (salary, wages and retirement income, self-employment) for services rendered, by you, your spouse, and dependent child(ren) and the nature of services rendered; (**EXCEPT** for social security income, unemployment



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income, or inheritances.); the companies name and address, an individual(s) name and address, or any entity paying income to you, your spouse, or dependent child(ren).

4 – OTHER EARNINGS, INCOME, OR COMPENSATION RECEIVED IN ANY FORM.

Report what “type” of income was received in the previous year or “what did you do” to receive such income? Other gross income includes, but is not limited to: income gained from business interests, capital gain from sale of real or personal property, rental income, interest income, dividends, royalties, forgiveness of a loan, or any other income reported in your federal and state income tax returns.

5 – EACH OWNERSHIP OR BENEFICIAL INTEREST HELD IN ANY BUSINESS OR COMPANY DOING BUSINESS IN THE STATE OF HAWAII.

Business entities include, but are not limited to, sole proprietorships, partnerships, limited partnerships, limited liability companies, publicly or closely held corporations that are held in whole or in part. Describe what services do you or they provide. Select from the drop down your entity type.

6 – INSOLVENT BUSINESS CURRENTLY OWING YOU A DEBT. List any business unable to satisfy creditors or discharge liabilities to you, your spouse, joint or dependent child(ren) and the amount owed.

7 – DEBT. Report the name of each creditor(s) and current debt to whom you, your spouse and dependent child(ren) owe if greater than \$1,000 at time of filing this disclosure. Includes: mortgages, car loans, credit cards, and student loans.

8 – REAL PROPERTY INTERESTS OF ANY KIND IN THE STATE OF HAWAII. Exclude personal residence.

If real property interests are owned by a business entity, hui, or partnerships, indicate name of entity and general partner held during the preceding year. Report percentage of each person’s interest in the property and estimated value. You may use tax assessed value.

9 – OFFICER, DIRECTOR, BOARD MEMBER OR TRUSTEE POSITION(s). List all officership, directorship, trusteeship, or other fiduciary position held currently and the previous year in a business, including corporations, associations, unions, partnerships, trusts, or foundations, and nonprofit businesses and associations. Report the annual compensation received, if any, and the term of office.

10 – CLIENTS REPRESENTED BY FILER BEFORE COUNTY AGENCIES. List all persons, firms, or organizations, you personally have represented or testified on behalf of before



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any County agencies currently or in the 12 months preceding the date of filing. Report which particular County agencies were involved.

11 – GIFTS RECEIVED. Board of Ethics Rules Section §04-101-42(a)(9) Contents of disclosure. states, Financial Disclosure Statements shall include “a description of any gift or gifts, valued singly or in the aggregate at \$50.00 or more, from a single source, received directly or indirectly by the person, the person’s spouse or dependent child within the preceding twelve months, the name of the source, the date the gift was received, and an estimate of the value of the gift, provided, HOWEVER, the following need not be included:

- Gifts received by will or intestate succession or by way of any inter vivos or testamentary trust established by a spouse or ancestor.
- Gifts from a spouse, fiancée, any consanguinity or the spouse of such a relative. A gift from any such person is a reportable gift if the person is acting as an agent or intermediary for any person not covered by this paragraph.
- Political campaign contributions that comply with the law.
- Gifts which are not used and which, within thirty days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable organization without being claimed as a charitable contribution for tax purposes.
- Exchanges of approximately equal value on holidays, birthdays, or special occasions.
- Anything available to or distributed to the public generally without regard to the official status of the recipient.
- Gifts offered to the County and received under chapter 3.56, Maui County Code.”

12 – ADDITIONAL INFORMATION. More information the Filer would like to declare.

13 – CERTIFICATION. That all information provided in the FDS is a true, correct, and complete statement. Digital signature.

SUBMISSION. When you select **SUBMIT**, your completed and signed form will be transmitted to the Board of Ethics. County elected officials, appointed directors, and candidates, completed FDS forms will be transmitted to the County of Maui County Clerk as well. An email confirmation and a copy of your FDS (in PDF format) will be sent to you for your own records.



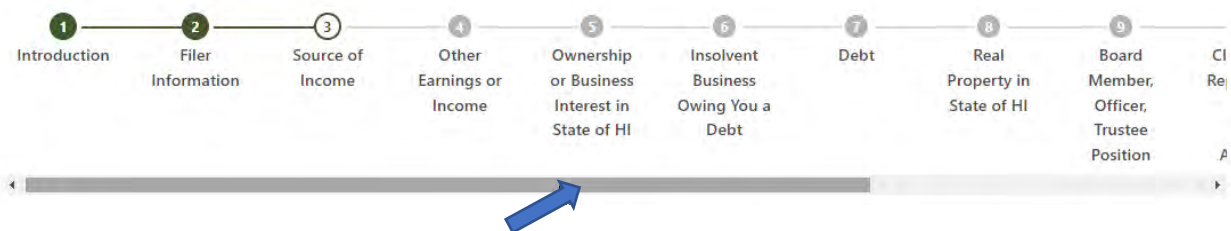
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THE FORM: There are 13 sections to be completed on the FDS form. It is helpful to have the necessary information for completing your form readily available, i.e. contact and work information, sources of income, business or organization addresses, appointed or oath of office dates.



NOTE: At the top of the page is the **Section Scroll Bar**. The section numbers are displayed on the scroll bar, they are:

1. Filled black, this section is completed.
2. Circle is outlined, you are in process of completing this section.
3. Shaded grey, this section needs "to be completed."
4. Red Triangle w/exclamation mark - the section is missing information, go back.
5. The scroll bar can be moved from side to side.



TIP: Can you leave your form mid-way thru completing it? **YES**, should you need to exit the form mid-way, you can. When you return and **CLICK ON THE LINK AGAIN** you will be prompted upon returning as to whether you want to "Continue or Start again?"



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Continue?

We found an in progress submission, would you like to pick up where you left off or start again?

Start Again

Continue

1. Once you have completed reviewing the **INSTRUCTIONS**, **CLICK** on **NEXT**

< Back



Next >

2. Start by completing, **FILER INFORMATION**, including whether this is your:

First-time filing – newly elected, appointed, or concurrently with nomination papers.

Annual filing – updated annually.

Interim filing – updated information or any changes from a previous FDS form.

These changes must be submitted within 30 days of change occurrence.

→ This is my:*

First-time filing

Annual filing

Interim filing

I am a:*

Elected or Appointed Official of the County of Maui

Board or Commissioner Member

Depending upon your position (elected/appointed or Board/Commission member), you will be given the appropriate fields to complete.

Example: Elected & Appointed



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This is my:*

First-time filing

Annual filing

Interim filing

I am a:*

Elected or Appointed Official of the County of Maui

Board or Commissioner Member

Position Title*

Date of Oath of Office*

< Back

Next >

Example: Board/Commission member. A drop down with the various Board/Commissions is provided, **CLICK** on down arrow.

This is my:*

First-time filing

Annual filing

Interim filing

I am a:*

Elected or Appointed Official of the County of Maui

Board or Commissioner Member

Name of Board or Commission*

Please choose



Required

Date of Appointment (Month & Year)* ⓘ

MM/YYYY

< Back


Next >

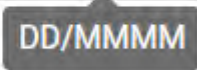


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TIP: You will see throughout the form "info bubbles." These bubbles contain helpful information for completing that section.

EXAMPLE: Accepted date format for your board/commission appointment date.

Date of Appointment (Month & Year)* 

04/2022 

3. **SOURCE OF INCOME** – Please see section 3 info above for details. Complete information for yourself (Filer), Spouse, or dependent children if applicable.

EXAMPLE - NO INCOME

Select **Next**

Progress bar showing the current step is highlighted.

Source of Income (from previous calendar year)

 Filer 

 < Back

 Next > 

EXAMPLE – YOU HAVE INCOME AND EMPLOYMENT

Source of Income (from previous calendar year)

 Filer 

Occupation 

Deputy Director Public Works

TIP: YOU HAVE INCOME IN ADDITION TO ABOVE JOB



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EXAMPLE: Maybe you sell real estate as “additional income” you would **CLICK** on the “plus sign” and complete the fields with the appropriate information as done previously.

Additional Occupations



TIP: SPOUSE, IF YOU INDICATED YOU HAVE A SPOUSE IN FILER INFO SECTION

You will need to complete same fields that you did for yourself.

Spouse

Occupation ⓘ

Job Title, Nature of Business or, Type of Organization

TIP **CLICK** on **NEXT** at the bottom of each page as you complete each section.

CLICK on either the **BACK** arrow at the bottom of each page or the “section no.” in the **SCROLL BAR** if you want to check information or change information.

13 – **CERTIFICATION**

Prior to submitting your certification you can still go back to any section and make any necessary changes. Once you complete the certification page and **CLICK, SUBMIT**, your FDS your will be transmitted to the Board of Ethics. An email confirmation and a copy of your FDS (in PDF format) will be sent to email you provided for your own records.

TIP Remember to confirm your signature by **CLICKING** on, “Save Signature.”



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CERTIFICATION

I hereby certify under penalty of perjury that the information contained in the Financial Disclosure Statement (FDS) form above is a true, correct, and complete statement.

If you are on a computer, you will need to use your mouse to sign this document. If you are on a mobile device, you may use your hand to sign this document.

Signature of Person Filing Disclosure*

Clear

Save Signature

Name*

Signature Date*

11/28/2022



< Back

Next >

Cancel

Submit

NOTE: FDS will be