Ethics Filer

City of Atlanta - Ethics
Atlanta GA 30303
4048658643

🏠 Home   ✏️ Edit Profile   ⏻ Logout

Welcome Jack Sparrow

My Ethics Forms

News   File Reports   My Submissions   Filing Schedule   Fines/Fees

Subject	Creation Date	Expiration Date	Attachments
No data to display			

0 total

First Name:
Jack

Last Name:
Sparrow

Address:
123 Parrot Way
Atlanta, GA 33333

City, State Zip:
Atlanta, GA 33333

Next Report due: **0**
days

Step 1.

Click on the File Reports tab.

NOTE: We recommend you use Google Chrome as your browser for the best processing experience.

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4048658643

Welcome Jack Sparrow

My Ethics Forms

News   **File Reports**   My Submissions   Filing Schedule   Fines/Fees

First Name:
Jack

Last Name:
Sparrow

Address:
123 Parrot Way
Atlanta, GA 33333

City, State Zip:
Atlanta, GA 33333

Next Report due: **0**
days

Financial Disclosure Statement

Wizard

Step 2.

Click on Wizard.

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Atlanta GA 30303
4048658643

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Welcome Jack Sparrow

My Ethics Forms

News   File Re

Financial Disclos

Wizard

First Name:
Jack

Last Name:
Sparrow

Address:
123 Parrot Way
Atlanta, GA 33333

City, State Zip:
Atlanta, GA 33333

Next Report due: **0**
days

X

Please give the new document filing a unique name.
This is a name only you will see and should help you identify this
filing on the "My Submissions" tab later.
This name will be over written once the filing is accepted by your
county or municipal authority.

**Document Filing
Name**

Document Name

OK   Cancel

Step 3.

**Enter your Document Name and
click OK.**

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Welcome Jack Sparrow

My Ethics Forms

News   File Re

Financial Disclo

Wizard

First Name:
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Address:
123 Parrot Way
Atlanta, GA 33333

City, State Zip:
Atlanta, GA 33333

Next Report due: ⓿
days

X

Please give the new document filing a unique name.
This is a name only you will see and should help you identify this
filing on the "My Submissions" tab later.
This name will be over written once the filing is accepted by your
county or municipal authority.

**Document Filing
Name**

Document Name

OK   Cancel

Step 4.

**A blue circle will spin while
the wizard template is being
loaded. Please wait.**

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Welcome Jack Sparrow

☰ Wizard Steps

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2.Reasons for Filing
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4.Sources of Income Over $5000
5.Business with the City
6.Representing Private Interests before City Agencies
7.Representing Private Interests before Courts
8.Family Employment
9.Family Transactions
10.Direct Ownership in Real Property
11.Stocks, Bonds, Blind Trusts, and Debt Holdings
12.Relatives Employed by the City
13.Identity of Individual Clients
14.Sign and Submit

📄 Document Name   Save/Next   Back

Identifying Information

First Name	Jack	**Middle Name**	
Last Name	Sparrow		
Home Address 1			
Home Address 2			
Home City		**Home State**	
Home Zip Code			

(Only enter mailing address if different from home address)

Mailing Address 1			
Mailing Address 2			
Mailing City		**Mailing State**	
Mailing Zip Code			
Daytime Phone Number		**Other Phone Number**	
Email			

Save/Next   Back

These are the steps of the wizard. As you progress through each step the previously entered step becomes a link to easily navigate back to if changes are needed.

Step 5.

Enter necessary data and click Save/Next at either top or bottom.

Note: Items in Red are required fields. Items in Green are required but are currently satisfied. You must click Save/Next to commit or save data entered on page and to advance to the next page of the wizard.

NOTE: Depending on your browser settings some fields may auto fill so please ensure that the data entered matches your desired results.

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City of Atlanta - Ethics
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cityofatlanta.ethicsfilingportal.com says

Please make sure all fields are valid.

OK

Welcome Jack Sparrow

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📄 Document Name

Save/Next   Back

Identifying Information

Field		Field	
First Name	Jack	Middle Name	
Last Name	Sparrow		
Home Address 1			
Home Address 2			
Home City		Home State	
Home Zip Code			

(Only enter mailing address if different from home address)

Field		Field	
Mailing Address 1			
Mailing Address 2			
Mailing City		Mailing State	
Mailing Zip Code			
Daytime Phone Number		Other Phone Number	
Email			

Save/Next   Back

Step 6.

If you click Save/Next before all required fields have been entered or selected, you will see a reminder message appear at the top of the screen that your entry is incomplete.

Please click OK and then enter or select all the required fields and click Save/Next to continue.

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📄 Document Name   Save/Next   Back

Reason(s) for Filing (Check all that apply)

☑ **City Employee**

Position: [Select an Employee Category ▾]   **Job Title:** [_____]

Dept/Agency: [Select a City Departmen ▾]

Current Employee?   ☐ **Yes**   ☐ **No**

☐ **City Elected Official**

☐ **City Board, Commission or Agency**

☑ **Executive of Board, Commission or Agency**

Board/Commission/Agency:

[Select a City Department/Board/Commissio ▾]

Currently Serving?   ☐ **Yes**   ☐ **No**

☐ **Neighborhood Planning Unit Officer**

Save/Next   Back

Step 7.

Notice that additional data windows or drop downs appear depending on which data selections are made. The same red/green indicators apply on all wizard screens.

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Save/Next   Back

Sources of Income more than $5000

Since January 1, 2020, have you received more than $5,000 in annual income from any corporation, partnership, proprietorship, non-profit organization, or other business entity, including limited partnerships or limited liability corporations? (Select no if the income is investment income from shares or holdings in securities, common stocks, bonds, or mutual funds.)

☑ **Yes**   ☐ **No**

[Add Income Source]

Full Name	Business Service Category

No data to display

0 total

Save/Next   Back

Step 8.

If you click Yes on any field that requires additional information, please click on the necessary button to Add that additional data. In this example, we are clicking on Add Income Source to bring up a popup window to add those additional items.

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Full Name: John Doe

Business/Service Category   Arts and entertair ▾

Save   Cancel

Back

Add Income Source

                    Full Name   **Business Service Category**

No data to display

0 total

Save/Next   Back

Step 9.

Enter the necessary data and click Save.

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📄 Document Name

Save/Next   Back

Sources of Income more than $5000

Since January 1, 2020, have you received more than $5,000 in annual income from any corporation, partnership, proprietorship, non-profit organization, or other business entity, including limited partnerships or limited liability corporations? (Select no if the income is investment income from shares or holdings in securities, common stocks, bonds, or mutual funds.)

☑ **Yes**   ☐ **No**

Add Income Source

	Full Name	Business Service Category
Delete Edit	John Doe	ArtsAndEntertainment

1 total

Save/Next   Back

Step 10.

You may also add additional entries by clicking on the Add Income Source button again and following the same instructions as before.

Your entered item will now appear in the window. You can choose to Delete or Edit this item by clicking on the appropriate link associated on that data entry line.

When all additional data items have been added, please click Save/Next to continue.

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📄 Document Name

[Save/Next] [Back]

Identity of Individual Clients

☐ **I am a City Council President or a member of the City Council**

[Save/Next] [Back]

NOTE:

Notice that all previously processed steps have become links that allow you to easily navigate back to a previous page to make any necessary changes to your data.

IMPORTANT: Please click Save/Next on any page where changes are made to save or commit those changes before navigating back to your current page.

Step 11.

Continue navigating through each step.

As you click Save/Next on this screen to advance to the Sign and Submit step, the system will produce a preview of your report for you to review.

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≣ **Wizard Steps**

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Please wait while a PREVIEW copy of your report is being generated...

NOTE: Preview creation time will vary depending on the size of your document. Thank you for your patience...

s form has been saved. If
s form to the Filing Officer,
t by entering your
box to agree to the

☐ **By checking this box you are certifying that statements on this form are complete, true, and accurate**

Preview   Submit   Save
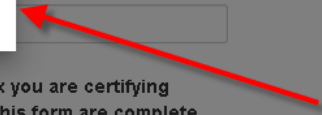
Step 12.

A pop up window will appear with a spinning blue circle while your report preview is being generated. Please wait until the Preview button appears.

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Back

The PREVIEW of your document is now ready to be viewed. Please CLICK the PREVIEW button below.

PREVIEW

s form has been saved. If
form to the Filing Officer,
t by entering your
box to agree to the

Password

☐

By checking this box you are certifying that statements on this form are complete, true, and accurate

Preview   Submit   Save

Step 13.

When the preview is generated a button called PREVIEW will appear.

Please click on PREVIEW to view your report preview.

NOTE: Depending on the browser you are using, this report could open up in a new tab within your current browser or could pop up as a file for you to open somewhere else on the screen.

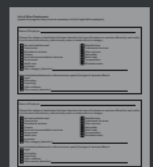**NOTE: We recommend you use Google Chrome as your browser for the best processing experience.**

NOTICE OF PENALTIES:
THE FAILURE OF ANY OFFICIAL OR EMPLOYEE TO FILE BY APRIL 1, 2021, WITHOUT REASONABLE CAUSE SHALL RENDER THAT PERSON DELINQUENT AND MAY RESULT IN ADMINISTRATIVE SANCTIONS AFTER THE GRACE PERIOD ENDS ON APRIL 15, 2021.

ETHICS DIVISION

2021 FINANCIAL DISCLOSURE STATEMENT

Filing Deadline: April 1, 2021

To be completed by city officials and employees who are currently serving or served in 2020
Reporting period since January 1, 2020

IDENTIFYING INFORMATION
Read all instructions carefully and complete each part. All filers must answer questions marked with *.

Name*

Jack

First	Middle

Sparrow

Last

The answers to questions 2-5 are for administrative purposes only and will not be made available online.

Home Address*

123 Main St.

Street		Apt.

Atlanta	GA	33333
City	State	Zip Code

Mailing Address (if different)

25 Wynfield Trace

Street		Apt.

Covington	GA	30016
City	State	Zip Code

Telephone Number* _____ (404) 402-3882

SECTION SIX: ACKNOWLEDGEMENT AND SIGNATURE. *You must sign your statement to complete it.*

I understand and acknowledge that I will be required to file a financial disclosure statement for one year following my last date of service with the City.
By submitting this form, ***I acknowledge and declare under penalty of perjury*** that I have reviewed this City Financial Disclosure Statement and to the best of my knowledge it is a true, accurate, and complete statement of my current financial and personal interests. I understand that intentionally filing a statement that contains false or misleading information can result in sanctions or other penalties.

This document has not been signed

_____   _____
Signature   **Date**

Potential Civil Penalties for Violating Financial Disclosure Requirements
- Automatic fines for filing after **April 15, 2021** (end of late-filing grace period)
- Listing in the Roll of Delinquent Filers posted on the Ethics Division website
- Public or Private Reprimand
- Recommendation to department head of disciplinary action up to a day's suspension without pay
- Recommendation to appointing authority of removal from office of any non-filing official
- Recommendation that former employees are ineligible for rehiring and former board members and NPU officers are ineligible for appointment for one year

Step 15.

This is the last page of your report. Notice the red seal that has been added to your report. Once the report is submitted, a date and time stamp along with a unique alpha-numeric seal number will be included inside this seal information.

NOTE: When finished reviewing report, close out the report tab or window that you are reviewing the report from. Again, this will depend on the browser you are using. NOTE: If you are viewing the report from the same browser that you are processing the wizard steps, be careful to not close out the entire window or you will accidentally close out of the filing system. You can always log back in and pick back up where you left off in case this happens.

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13. Identity of Individual Clients
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📄 Document Name   Back

Document Name   Document Name

All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password and checking the box to agree to the signature clause below.

Password   _____

☐
By checking this box you are certifying that statements on this form are complete, true, and accurate

Preview   Submit   Save

Step 16.

Once you close out the Preview window of your report, you should return to this last step of the report wizard.

You can modify the document name if you choose prior to submission.

You can choose to Preview the report again, Save the report to be filed later or to Submit the report.

See next slide for important submission instructions.

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📄 Document Name   Back

Document Name   Document Name

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Password

☑

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Preview   Submit   Save

Step 17.

NOTE: The Submit button is inactive until you enter your login password and click the oath box for the oath agreement.

After entering password and checking the oath box please click Submit.

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Document Name

Document Name

All of the information on this form has been saved. If you are ready to submit this form to the Filing Officer, please e-sign the document by entering your password and checking the box to agree to the signature clause below.

Password

☑
By checking this box you are certifying that statements on this form are complete, true, and accurate

Preview   Submit   Save

Step 18.

Another blue circle will spin while your report is being submitted.

NOTE: If you entered your password incorrectly a message will appear asking you to correct your password and submit your report again.

Ethics Filer

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City of Atlanta - Ethics
Atlanta GA 30303
4048658643

Welcome Jack Sparrow

My Ethics Forms

First Name:
Jack

Last Name:
Sparrow

Address:
123 Parrot Way
Atlanta, GA 33333

City, State Zip:
Atlanta, GA 33333

Next Report due: 🔴 0
days

News   File Reports   My Submissions   Filing Schedule   Fines/Fees

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

	Status	Doc Type	Doc Name	Doc Date	Created	Submitted	Acc/Rej
	📄	Financial Disclosure Statement	Document Name	02/26/2021	02/26/2021	02/26/2021	

1 total

NOTE: If you would like to see your submitted report, please click on the link of your report name (whatever you named your document) to see another copy. Be sure to scroll to the bottom to view the updated red seal with the date and time information.

Step 19.

After your report is submitted, the system will navigate you to the My Submissions tab.

Here you will see any reports that have been submitted in the system. Notice the blue "up" arrow symbol indicating your report has been submitted. Also you will see the date submitted under the Submitted header.

SECTION SIX: ACKNOWLEDGEMENT AND SIGNATURE. *You must sign your statement to complete it.*

I understand and acknowledge that I will be required to file a financial disclosure statement for one year following my last date of service with the City.

By submitting this form, ***I acknowledge and declare under penalty of perjury*** that I have reviewed this City Financial Disclosure Statement and to the best of my knowledge it is a true, accurate, and complete statement of my current financial and personal interests. I understand that intentionally filing a statement that contains false or misleading information can result in sanctions or other penalties.

Jack Sparrow   F0-40C5-4BFF-996B-38A17A
                                02/26/21 - 08:44:41

Signature   **Date**

Potential Civil Penalties for Violating Financial Disclosure Requirements
- Automatic fines for filing after **April 15, 2021** (end of late-filing grace period)
- Listing in the Roll of Delinquent Filers posted on the Ethics Division website
- Public or Private Reprimand
- Recommendation to department head of disciplinary action up to a day's suspension without pay
- Recommendation to appointing authority of removal from office of any non-filing official
- Recommendation that former employees are ineligible for rehiring and former board members and NPU officers are ineligible for appointment for one year

Step 20.

Here is a sample of what your report's red seal information will look like.

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Welcome Jack Sparrow

My Ethics Forms

First Name:
Jack

Last Name:
Sparrow

Address:
123 Parrot Way
Atlanta, GA 33333

City, State Zip:
Atlanta, GA 33333

Next Report due: **0**
days

| News | File Reports | My Submissions | Filing Schedule | Fines/Fees |

All of your Filings are listed here. This list includes those that you have completed and all filings that you are currently editing.

	Status	Doc Type	Doc Name	Doc Date	Created	Submitted	Acc/Rej
		Financial Disclosure Statement	Document Name	02/26/2021	02/26/2021	02/26/2021	

1 total

Step 21.

You have successfully submitted your report.

Please click Logout to exit the system.