

CITY OF WATERBURY

Instructions for Preparing Annual Statement of Financial Interests Business Entities

Who Must File?

Persons or Entities Doing Business with the City, in excess of \$1,000 for the preceding year, on a list prepared by the Finance Director.

When to File?

On or before July 1st of each year for the preceding calendar year

The Contents of the Disclosure Form

Please fill in each section with the information required or check the box provided if that section does not apply. If you need additional fields, please photocopy the appropriate page(s).

I. Outstanding Purchase Orders of Contracts with the City

The financial disclosure statement shall include a list of all outstanding Purchase Orders or Contracts with the City, including:

- Service or Commodity Covered by the Contract or Purchase Order;
- Term of the Contract or Purchase Order

II. Financial Interest Disclosure

The financial disclosure statement shall include a list of all outstanding Purchase Orders or Contracts with the City and the identity of all Public Officials, Employees or Members of Boards and Commissions who have a Financial Interest in the Person or Entity conducting business with the City, including:

- Name of Officials
- Position with City
- Nature of Business Interest (e.g. Owner, Director)
- Identity of Party Holding the Interest
- Identity as Lessor or Lessee

Conclusion

The Disclosing Party is required to execute the form and certify the Annual Statement of Financial interest is a complete and accurate statement of the facts contained therein.