

HELPFUL HINTS FOR COMPLETING THE CONFIDENTIAL FINANCIAL DISCLOSURE REPORT (OGE-450)

Carefully read the instructions accompanying the OGE 450, especially concerning those assets that are not required to be reported. The points listed below are intended to highlight other reporting requirements.

1. Report your full office address, including your room number in the "Branch/Unit and Address" box. Report the date you entered into the covered position in the "Date of Appointment" box. (NOTE: the date of appointment does not necessarily equate with your service computation date.)
2. If you have nothing to report with respect to a specific part, please check the appropriate "No" box for that section located on the signature page.
3. Remember that the covered period for reporting on the new entrant OGE 450 is the twelve month period preceding your date of filing.
4. REMEMBER TO INCLUDE THE INCOME AND ASSETS OF YOUR SPOUSE AS WELL AS THE ASSETS OF ANY DEPENDENT CHILDREN.
5. In PART I, for each asset identified you must provide an adequate description of the asset. REMEMBER: Income sources must be listed as well. You must list the source, though not the amount, of your spouse's salary in PART I (if no spousal employment is reported, it is helpful to give a brief explanation in the margin; e.g., "spouse is unemployed" or "spouse is federal employee"). Please consult the OGE 450 instructions for the kinds of assets you do not need to report (e.g., savings and checking accounts). (Note: A significant change to this Part of the form is that you no longer need to report widely diversified mutual funds.)
6. You must specify in PART I the underlying assets in any brokerage account which you maintain down to the level of publicly available sector mutual funds or limited partnerships as indicated in the form's instructions. You may attach a computer print-out or broker's statement specifying the individual holdings in the portfolio. You must also list the underlying holdings in any IRA, 401(k), or other pension plan in which you control the investments (except for widely diversified mutual funds). Report the full name of any sector mutual funds.
7. When indicating stock holdings and other investments, indicate the company's full name and briefly describe the nature of the business, when not otherwise obvious. For mutual funds concentrated in a particular geographic area or economic sector, indicate the area or industry in which the fund is primarily invested if it is not obvious from the fund name.
8. Compensated outside positions listed in PART III, must also be reflected in PART I as an income source if over \$200 was received during the reporting period. (Reminder: If you serve (paid or volunteer) as an officer, director, board member, or advisory group member of a non-Federal entity (other than a solely religious, social, fraternal or political organization), or provide professional or consultative services, or engage in teaching, speaking, writing or editing that relates to your official duties (or for a prohibited source) as an outside activity, then you must submit a request for approval of outside activity (HHS FORM 520) to your supervisor.)
9. Remember to complete the "Agreements and Arrangements" section in PART IV for both future and former employment. List any continuing ties you may have with your prior employer, such as a leave of absence, continued participation in a health or pension plan, etc. If known, it is helpful to indicate whether your pension plan is classified as a defined contribution plan or defined benefit plan, whether it is independently managed, and whether the plan is invested in the stock of your prior employer. The employee benefits brochure or handbook of your prior employer is usually a source for this information.
10. Retain a copy of the completed report form to assist you in filling out the report for the next cycle.