

Why must I file a Financial Disclosure Statement?

The Prince George's County Government depends, in part, on citizens maintaining the highest trust in their officials and employees. The people have a right to have public officials and employees who are impartial and use independent judgment. The confidence and trust of the people erodes when the conduct of County business is subject to improper influence or even the appearance of improper influence. To guard against improper influence, the Prince George's County Code of Ethics was enacted.

The Prince George's County Code of Ethics sets comprehensive standards for the conduct of County business and requires employees in designated positions to disclose information about their financial affairs in sworn statements.

Who must file a Financial Disclosure Statement?

The Prince George's County Code of Ethics Section 2-294, requires all elected officials, candidates for county elective office, managerial level employees, and volunteer members of county boards and commissions to file annual disclosure statements.

How can I determine if I am required to file?

Filers are notified of their obligation to file disclosures by their Agency, Board or Commission liaison. If you have a question about the requirements, please call the Office of Ethics and Accountability at 301-883-3445.

When do I file a Financial Disclosure Statement?

Financial Disclosure Statements must be submitted to the Office of Ethics and Accountability by April 30th of each year. The statement covers financial information for the previous calendar year. For example, a statement that is filed on April 30, 2014 covers information for the period January 1 - December 31, 2013.

If you are a candidate for County office, you must file a Financial Disclosure Statement at the same time and as part of your nomination papers with the Board of Elections. The Financial Disclosure Statement covers the 12 months prior to the date you file your nomination papers.

If you left County service during the reporting year, you were required by County Code Section 2-294 (c) (1) to file, within 60 days of departure, a Financial Disclosure Statement covering that portion of the calendar year during which you held office or employment.

Where do I file my Financial Disclosure Statement?

Please forward completed forms via USPS or deliver in person to:

Prince George's County
Office of Ethics and Accountability

Largo Government Center
9201 Bails Court, Suite 155
Largo, Maryland 20774

Who can view my Financial Disclosure Statement?

Financial disclosure statements are public documents that may be examined or copied upon request. The Office of Ethics and Accountability must notify a filer whenever that a filer's statement is examined or copied, and provide the name and address of the person who requested examine or copy the document.

What happens if I do not file a Financial Disclosure Statement?

The Board of Ethics may assess a late fee of \$2 per day up to a maximum of \$250 for a failure to timely file a financial disclosure statement required under Section 2-294.

How can I create an account through the Office of Ethics and Accountability's Web Portal?

1. Click this **link**:
https://pgcgovtportal.force.com/oea/PGC_OEA_ForgotPassword
2. You will be re-directed to a login screen
3. Type in your **username**; which is your email provided when creating an account with ".oea" appended to the end-(e.g. smthomas1@co.pg.md.us.oea).
4. Click **Submit**.
5. **You should receive an email with a new link for setting your password. Click on that link.**
6. Follow the steps or prompts provided for setting the password
7. Once finish click **Save**. (**Note: If you're not immediately logged into the system, you can use this link to place you back at the login page:**
https://pgcgovtportal.force.com/oea/pgc_oea_login)

How can I e-File my Financial Disclosure Statement?

1. Once at the login screen, **first Enter your username and newly created password**. Click **Login** or hit "Enter" on your keyboard
2. Once logged in, place the mouse on/over "**My Forms**" at the top of the page, then select the **Financial Disclosure Form**
3. Complete form & associated Schedules A-J
4. Where needed, via the **Schedule Summary Page** under **Attachments** upload any/all files necessary to support the information input into the Schedule(s). (**Note: Please be sure to save the file with a naming convention that correlates to the respective schedule. e.g.-"Spencer M. Thomas_Schedule A Support"**)
5. Once you're ready to log out the system, click **Save** if you wish to finish later, **Or click Submit** if you've complete the entire form.