SEI Helpful Tips

File by April 15th to avoid fines and other penalties.

1. PUBLIC RECORDS. The State Ethics Commission is required to collect and maintain disclosures from certain persons covered by the State Government Ethics Act (SGEA). By law, the information requested is public record and available to the public upon request. As public records, Statements of Economic Interest (SEI) are available on the Commission’s website. Personal contact information, however, is not.

2. CONTACT INFORMATION PAGE. The Contact Information page, which includes your personal contact information, will not be available on the Commission’s website, but is a public record.

3. CHILDREN’S INITIALS. Only list minor children’s INITIALS on the SEI. List each child’s full legal name on the Confidential Unemancipated Children’s Form. If you are filing electronically, the form will be generated at the end of the SEI from the information that you provided on your electronic SEI. The Confidential Form is not a public record, and the State Ethics Commission will not make it available to the public.

4. READ EACH QUESTION CAREFULLY. Read each question carefully and pay close attention to the time periods in each question as they do vary.

5. ANSWER EACH QUESTION. It is important to answer each question, including all applicable subparts. Even if your answer is "no" or "not applicable," make certain you answer each question. Many of the questions have "yes" and "no" boxes to check for your convenience. Incomplete SEIs may cause delays and negatively impact your public service on a covered board or as an employee.

6. WHY ARE YOU FILING. You must list the complete name of the state board or state agency employer for which you are filing the SEI. Without this information, your SEI may be delayed and negatively impact your public service on a covered board or as an employee.

7. HOW TO FILE. The State Ethics Commission strongly recommends electronical online filing as it is secure, allows easy information updates, and gives you access to your electronic SEIs previously filed. Filing your SEI on-line is easy, quick, convenient, and reduces the chance of reporting errors. Getting started is easy. Follow the simple steps to create your own account and get access today: https://ef.ncsbe.gov/ To file a paper version of the SEI, you must provide the State Ethics Commission with a signed, original SEI form. Each SEI includes an "affirmation" and is a legally binding document. Faxed or emailed copies of your SEI CANNOT be accepted.
SEI Helpful Tips, continued

8. INCOME. List each source of income as requested on the SEI. The actual dollar amount is not required. Be sure to list your employer as a source of income in Question # 6 of the SEI.

9. READ CAREFULLY. Read each question carefully, as the State Government Ethics Act requires that you disclose your financial holdings and obligations, personal property, and real property and may also include your knowledge of the holdings of both your immediate family and your extended family. “Immediate family” and “extended family” are defined terms in the State Government Ethics Act, and those definitions are included with this document.

10. REFLECT. Think carefully about WHY you are filing, and whether it has any relationship to your position. Does your board or commission license or regulate you? For many of the boards, a subject matter expert like a licensee is needed. Answering “yes” does not prohibit your service on the board, and your perspective is valued.

11. MAKE A COPY. Make a copy of the SEI for your own records, and make a note in your calendar when you submit it, whether on-line or by mail or hand delivery. When you successfully submit your SEI electronically on-line, the final screen will provide a confirmation number and will be proof that you have satisfied your filing obligation. Please print the confirmation screen for your records.

12. ETHICS LIAISON. Contact your Ethics Liaison to assist you in your obligations under the State Government Ethics Act. Your Ethics Liaison is good source of information about how to fill out your SEI.

13. ON-LINE HELP. The State Ethics Commission has on-line resources to answer questions you may have about your SEI. For more information, please visit the State Ethics Commission website which has education offerings.

14. DEFINITIONS. As noted above, certain terms are defined in the State Government Ethics Act (“immediate family”). These definitions may be helpful to you in completing your SEI. A complete list of all definitions used in the State Government Ethics Act is available on the State Ethics Commission’s website. Some of the more common ones are attached to this document.
15. YOUR INTERNET BROWSER.
For best results, we recommend using the following browser versions for completion of your electronic SEI:
- **Microsoft Windows:**
  - Chrome version 69.0.3497.100 and above (locate version: Help, then About)
  - Internet Explorer version 11 and above (locate version: Tools, then About IE)
  - Edge version 16.16299 and above (locate version: Settings, then Edge HTML)
  - Firefox version 64.0.2 and above (locate version: Help then About Firefox)
- **Apple Macintosh:** OS X Yosemite 10.10.5 and above (Safari, then About Safari)
- **Apple iPad:** iOS version 12.0.1 and above (iPad 4 and above) (locate version: Settings, then General, then About)
- **Apple iPhone:** 12.1.2 and above (iPhone 5s and above) (locate version: Settings, then General, then About)

16. WE ARE HERE TO HELP YOU. In addition to on-line resources and written materials, the State Ethics Commission has expert staff ready to answer any questions you might have and assist you in completing and filing your SEI.
Do not hesitate to contact us at **sei@ncsbe.gov** or **(919) 814-3600.**