

## MEMORANDUM

DATE: February 10, 2020

TO: All Designated Filers

FROM: Dan Scannell, UCOP Filing Officer

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SUBJECT: ACTION REQUIRED: 2020 ANNUAL FORM 700 FILING - DUE APRIL 1, 2020

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We are entering a new filing season for the annual Statement of Economic Interests (Form 700). The form is due April 1, 2020. You are required to file even if you do not have any reportable interests.

Over the past three years, UC's electronic filing system – NetFile – has been extremely successful in affording filers 24/7 access from any computer with internet capability, ensuring required data is complete, and eliminating most common filer mistakes. In addition, investment and other data is conveniently pre-populated from previous filings, saving you time.

**LATE PENALTY:** Government Code section 91013 states that any person who files a Form 700 after the deadline (April 1, 2020) becomes liable in the amount of \$10 per day, up to a maximum of \$100. The Fair Political Practices Commission ("FPPC") may also impose additional fines.

**The annual disclosure is for financial interests held during the prior calendar year (January 1 through December 31, 2019). The filing deadline for this year is Wednesday, April 1, 2020.** You may file your annual statement any time between now and the filing deadline.

**To begin:**

1. Access the [NetFile Filing Portal](#) user log-in page.
2. **If you have forgotten your password, click the "New User? Request a Password" link (under "Form 700 (SEI) Filers")** to receive a unique password via e-mail. You will need to use the same e-mail address used to receive this notification. All filers are encouraged to keep their password in a safe location.

Each page contains links to various types of documentation including on-screen page help, printable PDF help files and video tutorials.

**FPPC encourages filers to use their business (not home) contact information on the Form 700. Please remember that the Form 700 is a public document and will be disclosed upon request.**

**SMARTPHONE APPLICATION -- NOTHING TO DISCLOSE?**

Filers who have nothing to disclose, i.e., no reportable interests, and are only filing for one department and one position also have the option to use NetFile's smart device application to file the annual Form 700. For an iPhone or iPad, download the app from iTunes. For an Android phone or tablet, download the app from Google Play.

Visit <https://netfile.com/content/mobileapps> for direct links to download the application and further information about using NetFile's mobile application on Android and Apple devices.

For questions regarding your annual Form 700 or NetFile, please contact your campus COI coordinator here: <http://www.ucop.edu/general-counsel/legal-resources/conflict-of-interest-coordinators.html> or email [Form700info@ucop.edu](mailto:Form700info@ucop.edu).

Thank you for your attention to this important matter.