TO: University Faculty, Staff and Administrators

FROM: Charlotte Harris, Associate VP for Human Resources

SUBJECT: Alabama Ethics Commission Statement of Economic Interests Forms

In compliance with the Alabama Ethics Law, Code of Alabama, 1975, each year certain administrators, faculty and staff are required to complete a Statement of Economic Interests Form and submit it to the Alabama Ethics Commission in Montgomery. It is the University’s responsibility to provide this notice to you.

The form can be downloaded from the Ethics Commission website, www.ethics.alabama.gov. Instructions from the Alabama Ethics Commission for accessing the form are attached. You may submit the form electronically or via US mail to the Ethics Commission.

As in years past, you must submit this report no later than April 30, 2014 to Alabama Ethics Commission, Post Office Box 4840, Montgomery, AL 36130-4840.

If you have specific questions regarding completion of the form, please call the Ethics Commission directly at 334-242-2997.

IMPORTANT NOTE: Filing this Statement is not the only obligation UA employees have under the Ethics Act. For example, please continue to be aware of the restrictions imposed by the Ethics Act regarding receipt of gifts, meals or other hospitality from vendors or other third parties. Also, if you are approaching retirement or otherwise intend to leave UA, you may be prohibited from accepting reemployment at UA for a period of two years under what is known as the "revolving door" restriction. You should direct any questions you have regarding your continuing ethical responsibilities to your supervisor or to Human Resources @ 348-6690.
TO: Former University of Alabama Faculty, Staff and Administrators

FROM: Charlotte Harris, Associate VP for Human Resources

SUBJECT: Alabama Ethics Commission Statement of Economic Interests Forms

In compliance with the Alabama Ethics Law, Code of Alabama, 1975, each year certain current and former administrators, faculty and staff are required to complete a Statement of Economic Interests Form and submit it to the Alabama Ethics Commission in Montgomery. It is the University’s responsibility to provide this notice to you.

The form can be downloaded from the Ethics Commission website, www.ethics.alabama.gov. Instructions from the Alabama Ethics Commission for accessing the form are attached. You may submit the form electronically or via US mail to the Ethics Commission.

As in years past, you must submit this report no later than April 30, 2014 to Alabama Ethics Commission, Post Office Box 4840, Montgomery, AL 36130-4840.

If you have specific questions regarding completion of the form, please call the Ethics Commission directly at 334-242-2997.

IMPORTANT NOTE: Even though you no longer work at UA, you should be aware of another provision of the Ethics Act that still applies to you. Under what is known as the "revolving door" restriction you may be barred from accepting reemployment at UA for a period of two years from your date of separation from UA. If you are considering such reemployment please contact Human Resources @ 348-6690 for assistance in determining if this restriction will apply to you.
Due to budget constraints, our office is unable to distribute individual Statements of Economic Interests forms. Therefore, it is the responsibility of the entities to provide their public officials/employees with a copy of the form if they do not have access to a computer. Others may download this form from our Web site, www.ethics.alabama.gov.

In order to view and print the instructions or form, you must have Acrobat Reader on your computer. If you do not, you may download this program – just click on “Get Acrobat Reader” on the Forms & FAQ’s page.

To complete Statement of Economic Interests Form
From the Alabama Ethics Commission home page, click Statement of Economic Interests on the left side of the page.

To fill out your form online: Click on Statement of Economics Interest - Online Form
If you wish to complete the online form, you will submit it online as well.

To print your form and complete it: Click on Statement of Economics Interest – Downloadable Form
Print the form, complete and sign.

To print instructions to complete Statement of Economic Interests Form
Click on Statement of Economic Interests on the left side of the page.

For instructions on how to fill out your form online: Click on Instructions for SEI Online Form

For instructions to print your form and complete it: Click on Line-by-line instructions to complete SEI
Print instructions, if hard copy is needed.

It is very important that your form includes your full name, address, position, and the entity with which you are employed/associated. If you are a public official/employee and also hold another board, Commission, committee, authority, council, etc. position, only one form is required, as in the past, but those positions should also be indicated on your form. All forms must bear original signatures.

PLEASE DO NOT RETURN INSTRUCTIONS WITH YOUR FORM. THIS INCREASES YOUR RETURN POSTAGE AND INVOLVES CONSIDERABLE STAFF TIME REMOVING THOSE PAGES FROM OVER 30,000 FORMS.

Your form should be submitted online electronically or postmarked no later than April 30, 2014.
Mail to: Alabama Ethics Commission, Post Office Box 4840, Montgomery, AL 36130-4840.