

TAC Members and the State Ethics Commission

TAC members and alternates are required by law to file certain financial disclosures called the **Statement of Economic Interest (SEI) form** and **Real Estate Disclosure (RED) form** with the State Ethics Commission. These two forms are due within 60 days of appointment and then every year thereafter during the annual filing season which runs concurrent to tax season (**Jan to April 15th**). Be advised that failure to file these forms may result *in fines of up to \$500 annually*.

TAC members are **not** required to receive State Ethics Commission education.

ELECTRONIC FILING

As of 2019, we have a **new electronic filing system** —and it is the quickest way to file. This informational walk-through is intended to get you over a few common obstacles.

Online account creation

The SEI can be filed electronically by creating an account here: <https://ef.ncsbe.gov/>

This Ethics Commission account will be personal to you alone. It does not matter what email you use, so use the email that is most convenient for you.

The password rules are:

1. 8 character minimum
2. Special character such as (*%&#@+)
3. A digit (0-9)
4. An uppercase letter

You may want to set yourself a reminder for what email/password combo you use.

****ONLINE FILING NO LONGER REQUIRES AN NCID.**** The system uses email verification—it will email your account email a link. By clicking on the link, you activate a live account. The verification email should arrive within a minute or so: If you do not receive the email with the verification link in it within 90 seconds, check your Junk and Spam folders. *HINT: the system does not seem to work well with Hotmail.*

Online SEI/RED forms

The online filing is a smart form. It will launch questions and propose answers based on your previous answers, which is a great help from year to year!

Depending on the answers to the initial questions, the system will start a **Long form or a No Change form**. New members: Since you **did not file last year** and are new to a board, you must file a Long Form.

CANDIDACY: (if activated) answer **No** (otherwise click through).

Your **Reason for Filing** is: **Board/Commission** then click +, choose “[INSERT YOUR MPO OR RPO]” from drop down menu. *If you serve on more than one Board, you may choose multiple answers.*

Note

You are required to file with the State Ethics Commission due to your work on your TAC, and not because you are an elected local official. Do not choose “Local Government Commission”, “Board of Transportation” or any other reason for filing *otherwise you will be required to re-file*. In the electronic system, when you select your MPO or RPO as your reason for filing, the system will automatically generate a **Real Estate Disclosure form** so no need to fill out two documents! (Ask your Board Chair or the Ethics Liaison for your TAC if you do not know the TAC official name.)

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After you complete REASONS FOR FILING, you will advance to FILER INFORMATION. You can import your information (box at top of page), then fill in the rest of the information. All boxes with (*) next to them need to be answered

Please read the questions carefully. Answer the question correctly, fully and responsively. You will be asked to list real estate ownership and LLCs and sources of income. Be sure to disclose responsively.

If you are interrupted, the system will remember where you leave off—you can pick right up the next time you log in.

The USER GUIDES in the upper right hand are helpful.

Confirmation of electronic filing

To finish filing, you must have completed the entire form and electronically signed it by checking the affirmation box.

You can be assured that you have successfully filed if 3 things happen: 1. A pop-up will appear with a Confirmation number 2. Your In-Progress SEI will now show as a Completed SEI in your account (click Home) 3. You receive an email with a copy of your filed SEI. *CONFIRMATION WILL BE VERY CLEAR.*

ADDITIONAL INFORMATION FOR TAC FILERS

Paper filings

SEI and RED forms may be downloaded and completed by manually. Annual forms are available in the second week of the new year. https://ethics.ncsbe.gov/sei/blankForm.aspx?type=MPO_RPO is the MPO/RPO page. Paper forms must be mailed or hand delivered. Forms must be postmarked by the deadline. Use the address on the form.

Evaluations

The State Ethics Commission staff has the responsibility of reviewing and evaluating all financial disclosures for potential conflicts of interest. We provide an evaluation letter to you at the time of your initial filing and annually thereafter.

Assistance

The State Ethics Commission Staff is here to help you fulfill your statutory obligations. If you have any questions regarding the SEI or RED, general questions on how to complete the form, or timing of filing, do not hesitate to call me. I will be happy to help you fulfill your filing requirements!

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13 January 2020