Employee's Name *(Last, first, middle initial)*	Work Phone
Doe, John D.	703/697-0000

New or changed automated information from previous year indicated by an *

Part II: Liabilities

None ☐

Report for you, your spouse, and dependent children liabilities over $10,000 owed at any time during the reporting period (over $10,000 at the end of the period if revolving charge accounts). Exclude a mortgage on your personal residence unless it is rented out; loans for autos, household furniture or appliances; and liabilities owed to certain family members (see instructions).

Creditors *(Name and address)*	Type of Liability *(Mortgage, promissory note, etc.)*
Example: First Alaska Bank, Anchorage, Alaska	Mortgage on rental property in Anchorage, AK
1 Dean Witter Reynolds Asset Management	Margin Account *
2	
3	

Part III: Outside Positions

None ☐

Report any positions, whether or not compensated, which you held outside the U.S. Government during the reporting period. Positions include (but are not limited to) an employee, officer, director, trustee, general partner, proprietor, representative, executor, or consultant for a business, non-profit or labor organization, or educational institution. Exclude positions with religious, social, fraternal, or political entities or those solely of an honorary nature. You need not report any positions of your spouse or dependent children.

Organization *(Name and address)*	Type of Organization	Position	(X) If no longer held
Example: Dee, Jones & Smith, Hometown, USA	Law Firm	Associate	X
1			
2			
3			
4			

Part IV: Agreements and Arrangements

None ☐

Report your agreements or arrangements for current or future employment, leaves of absence, continuation of payment by a former employer (including severance payments), or continuing participation in an employee benefit plan.

You need not report agreements or arrangements of your spouse or dependent children.

Terms of Any Agreement or Arrangement	Parties	Date
Example: Will receive retained pension benefits (independently managed, fully funded, defined contribution plan)	Dee, Jones & Smith, Hometown, USA	12/95
1		
2		
3		

Part V: Gifts and Travel Reimbursements

Do not complete this part if you are a new entrant or special Government employee.

None ☐

Report for you, your spouse, and dependent children gifts or travel reimbursements you have received from one source totaling $250 or more. Exclude anything valued at $100 or less; anything received by your spouse or dependent child totally independent of their relationship to you; anything from a relative or from the U.S. Government; anything given to your agency in connection with your official travel; and food, lodging, or entertainment received as personal hospitality at the donor's residence or premises.

Source	Description *(For travel-related items, include itinerary)*	Date
Example: Dee, Jones & Smith, Hometown, USA	Leather briefcase as a departing gift	12/95
1		
2		
3		
4		