

# POFD Template

Note: This document is only a guide to prepare information for the online form and displays a sample of the questions asked in each section. To file your form, you visit <https://myalaska.state.ak.us/apoc/form>

## Page 1 - Instructions

### INSTRUCTIONS

**The program has an automatic "timeout" feature of 20 minutes. See below.**

#### **PUBLIC OFFICIALS MUST FILE:**

- Initial Statements: Due within **30 days** after taking office as a public official.
- Annual Statements: Due annually on **March 15th**; cover activity from the prior calendar year.
- Final Statements: Due within **90 days** after leaving office; cover any period during the official's service for which the public official has not already filed a statement.

#### **CANDIDATES MUST FILE:**

- State Candidates: File with Division of Elections, when filing for candidacy.
- Municipal Candidates: File with Municipal Clerk when filing for candidacy; check Municipal Clerk for deadlines.

Please [contact APOC staff](#) with any questions about this form:

- Email: [doa.poc.apocforms\\_feedback@alaska.gov](mailto:doa.poc.apocforms_feedback@alaska.gov)
- Phone: (800) 478-4176 Statewide Toll Free  
(907) 276-4176 Anchorage  
(907) 465-4864 Juneau
- In Person: 2221 E. Northern Lights Blvd., Rm. 128, Anchorage, AK 99508  
240 Main St., Rm. 500, Juneau, AK 99811

#### **Before beginning this form:**

1. To certify this form you must create or use an existing MyAlaska account. Please either have your current username and password ready, or create a MyAlaska account before beginning to fill this out. You may create a MyAlaska account by accessing <http://myalaska.state.ak.us>.
2. Please collect any necessary financial documentation that will assist you with filling out this form. For example, you will need information regarding income, property, and other assets.
3. Please be aware that it may take a significant amount of time to complete this form and plan accordingly. Once you begin, you may save the data you have already entered by clicking the "Save & resume later" button at the bottom of the screen.
4. **The program has an automatic "timeout" feature of 20 minutes.** If you have your filing open but are not entering data, the best approach is to click the "save and resume" button and return to the form when you have time. If you do get timed out, you will be brought back to the MyAlaska sign in page. Enter your user name and password to access your already saved filing.
5. Please remember that once submitted this form becomes a public document. Do not include confidential information such as social security numbers and bank account numbers.

**THIS REPORT IS A SWORN STATEMENT. YOUR SIGNATURE ON THE LAST PAGE CERTIFIES THAT THIS DISCLOSURE IS TRUE, CORRECT and COMPLETE.**

**If you have already started an online filing and saved it to "resume later," DO NOT start a new form. To access your saved filing, scroll to the top of this page and click on the tab labeled POFD/LFD. You may edit/complete your filing by clicking "resume" in the far right column.**

Cancel

Start

## Page 2 – Purpose of Filing

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### PURPOSE OF FILING

**Report Dates:** From **1/1/2011** through **12/31/2011**

**Year of Report:** 2012 ▼

**Why are you filing?** ☒ Office Holder ☐ State Candidate ☐ Municipal Candidate ☐ Judicial Retention Candidate

**Branch:**

- ☐ Board/Commission Member
- ☒ Executive
- ☐ Judicial
- ☐ Legislative
- ☐ Local Municipal Government

**Executive Position:** Assistant to the Governor ▼

**Department:** Alaska Court System ▼

**Report Type:**

- ☐ CANDIDATE STATEMENT: Due when filing declaration of candidacy.
- ☐ INITIAL STATEMENT: Due 30 days from appointment for new public officials (and annually thereafter.)
- ☒ ANNUAL STATEMENT: Due by March 15th - for incumbent officials.
- ☐ FINAL STATEMENT: Due 90 days after leaving office.

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## Page 3 – Contact Information (for non-Legislative filers)

⚠ THIS IS NOT A VALID FORM. To file, visit <https://myalaska.state.ak.us/apoc/form>

### CONTACT INFORMATION

First Name:				Last Name:			
Address:							
City:	State:		Zip Code:	Country:			
	Alaska			United States			
Contact Phone:	Alternate Phone:		Fax:				
E-Mail:							
debug@email.com							
<input type="radio"/> Spouse <input type="radio"/> Domestic Partner <input type="radio"/> None / Not Applicable (Domestic Partner not required for Municipal Filers)							
• Include stepchildren and adoptive children.							
Dependent Children:			Non-Dependent Children living with you:				

Cancel

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## Page 3 – Contact Information (for Legislative filers)

⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>

### CONTACT INFORMATION

First Name:				Last Name:			
Address:							
City:	State:		Zip Code:	Country:			
	Alaska			United States			
Contact Phone:	Alternate Phone:		Fax:				
E-Mail:							
<input type="radio"/> Spouse <input type="radio"/> Domestic Partner <input type="radio"/> None / Not Applicable (Domestic Partner not required for Municipal Filers)							
<ul style="list-style-type: none"><li>• Include stepchildren and adoptive children.</li></ul>							
Dependent Children:			Non-Dependent Children living with you:				
Name Non-Dependent Children Living with you							

Cancel

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## Page 4 – Salaried Employment Income

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.
- ⚠ Error messages will be shown at the bottom of the page





### FINANCIAL DISCLOSURE STATEMENT

#### SCHEDULE A: SOURCES OF INCOME OVER \$1,000

##### SALARIED EMPLOYMENT

NONE / Not Applicable ⇒ ☐

- Income means anything of value and covers all forms of compensation or benefits received from an employer; compensation or benefits include wages, salary, commissions, tips, bonuses, housing, use of an automobile and deferred compensation.
- Report each employer who paid you, your spouse, domestic partner or children covered by reporting requirements more than \$1,000. Include amount of income, dates of employment, terms of employment, amount of time worked. Describe the work performed in sufficient detail to make it clear to a person of ordinary understanding.
- The amount of any income more than \$1,000 that must be reported, or the value of a gift more than \$250 that must be reported, may be stated in a range rather than as an exact amount. 2 AAC 50.685

Edit/Delete	Earned By	Employer	Time	Description	Total Income
Earned By:		Total Income:			
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child		<input type="text"/>			
<input type="radio"/> Commission <input type="radio"/> Full-time <input type="radio"/> Hourly <input type="radio"/> Part-time <input type="radio"/> Project <input type="radio"/> Seasonal					
Dates:		Time Worked (months/days/hours):			
1/1/2011  to 12/31/2011 		<input type="text"/>			
Employer:					
<input type="text"/>					
Address:					
<input type="text"/>					
City:		State:	Zip Code:	Country:	
<input type="text"/>		Alaska 	<input type="text"/>	United States 	
Description:					
<input type="text"/>					
You must finish adding or cancel this action before navigating away from this step.					
<input type="button" value="Cancel"/>			<input type="button" value="Add Item"/>		

## Page 5 – Self Employment Income

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.
- ⚠ TO ADD A CLIENT: Enter the Name, Address, and select the range, THEN HIT ADD CLIENT
- ⚠ The client is not added until they appear above the text box with a red 'Remove' button
- ⚠ Use the 'Export' button to save the entered clients as a spreadsheet
- ⚠ Use the 'Import' button to load clients in from a spreadsheet. The spreadsheet must be formatted like the template available in the "Help" -> "Templates" section
- ⚠ For more information, see Appendix A

### SCHEDULE A: SOURCES OF INCOME OVER \$1,000

#### SELF-EMPLOYMENT

NONE / Not Applicable → ☐

- List each **source** of self-employment income over \$1000 by name and amount. Income means anything of value and covers all forms of compensation, including deferred income and attorney contingency fees. For clarification, see AS 39.50.200(10), "source of income"; 2 AAC 50.799(a), definition of self-employment; 2 AAC 50.695, reporting deferred income; and 2 AAC 50.704 – reporting income from attorney contingency fee agreements.
- Disclose each client, customer or business that paid you, your spouse/domestic partner or child more than \$1,000. Self-employment includes sole proprietors, partnerships, limited liability companies, professional corporations. See 2 AAC 50.700(a)
- Disclose income from corporations in which the filer, alone or in combination with one or more family members, holds a controlling interest as defined under 2 AAC 50.700(b)
- Exemptions: To obtain an exemption, you must qualify under the law, you must file a written request, and you must receive an exemption from the commission. Exemption rules: AS 39.50.035, 2 AAC 50.775, 2 AAC 50.821
- For detailed information on source of income see AS 39.50.200(10) "source of income".

Edit/Delete	Earned By	Business	Time	Description	Total Income								
Earned By: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child  <input type="radio"/> Commission <input type="radio"/> Full-time <input type="radio"/> Hourly <input type="radio"/> Part-time <input type="radio"/> Project <input type="radio"/> Seasonal		Total Income: --- Select One ---											
Dates: 1/1/2011 to 12/31/2011		Time Worked (months/days/hours):											
Business Name:													
For each client who paid more than \$1,000 for the same service enter their name and full address below and click the green add button. Entries can be removed with the red subtract button.													
<div>Import Export Remove</div>													
<table border="1"><thead><tr><th></th><th>Client Name</th><th>Client Full Address</th><th>Amount</th></tr></thead><tbody><tr><td>Add Client</td><td></td><td></td><td>--- Select One ---</td></tr></tbody></table>							Client Name	Client Full Address	Amount	Add Client			--- Select One ---
	Client Name	Client Full Address	Amount										
Add Client			--- Select One ---										
Description:													
<div>You must finish adding or cancel this action before navigating away from this step.</div> <div>Cancel Add Add Income</div>													

Save & resume later

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## Page 6 – Rental Income

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### FINANCIAL DISCLOSURE STATEMENT

#### SCHEDULE A: SOURCES OF INCOME OVER \$1,000

##### RENTAL INCOME

NONE / Not Applicable → ☐

- If any person paid more than \$1000 in rent during the preceding calendar year, report the name of the person and the amount of the rent paid, and, if the property is managed by a person other than the filer or a family member of the filer, additionally report the manager's name. 2 AAC 50.725 Disclose the location of the property under "Real Property Interests".

Edit/Delete	Owner	Tenant	Amount
Owner: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child <input type="checkbox"/> Co-owner with others		Amount:	<input type="text"/>
Tenant Name: <input type="text"/>			
Manager's Name (if applicable): <input type="text"/>			
You must finish adding or cancel this action before navigating away from this step.			
<input type="button" value="Cancel"/>		<input type="button" value="Add Item"/>	

# Page 7 – Dividends, Interest, and other Business/Investment distributions of earnings

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.
- ⚠ Don't forget to enter any PFDs received

## FINANCIAL DISCLOSURE STATEMENT

### SCHEDULE A: SOURCES OF INCOME OVER \$1,000

#### DIVIDENDS, INTEREST AND OTHER BUSINESS/INVESTMENT DISTRIBUTIONS OF EARNINGS

NONE / Not Applicable ⇒ ☐

- **The 2011 PFD Amount is \$1,174.00. Please remember to add your PFDs to this section if applicable.**
- Disclose source and amount of income **over \$1000** received from dividends, interest and other distributions of earnings from a business or investment
- Include dividends or interest **received** from bank accounts, capital gains, money market accounts, certificates of deposit, Native corporation dividends, Permanent Fund dividends
- Note: This section refers only to amounts received during the reporting period; there is a separate section for disclosing business interest information.

Edit/Delete	Recipient	Source	Amount
Recipient: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child		Amount: <input type="text"/>	<input type="text"/>
Source: <input type="text"/>			
You must finish adding or cancel this action before navigating away from this step.			
<input type="button" value="Cancel"/>		<input type="button" value="Add Item"/>	



## Page 8 – Other Income

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ **TO NAVIGATE PAGES:** you must finish adding/editing an item or hit cancel.

### SCHEDULE A: SOURCES OF INCOME OVER \$1,000

#### OTHER INCOME

NONE / Not Applicable → ☐

- List source and amount of income over \$1,000 not listed elsewhere in this form, including sale of goods or property, taxable capital gains, pensions, retirement account cash-outs, government entitlements, alimony or child support payments, honoraria and any other payments not otherwise accounted for.

Edit/Delete	Recipient	Source	Amount
Recipient: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child		Amount: <input type="text"/>	
Source: <input type="text"/>			
You must finish adding or cancel this action before navigating away from this step.			
<input type="button" value="Cancel"/>		<input type="button" value="Add Item"/>	

## Page 9 - Gifts

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### SCHEDULE A: SOURCES OF INCOME OVER \$1,000

#### GIFTS WORTH MORE THAN \$250

NONE / Not Applicable → ☐

- **Public Official Filers ONLY** - Legislative filers are **NOT** required to fill in this section.
- Legislators must submit more detailed disclosure reports to the Legislative Ethics Committee.
- Report all gifts worth more than \$250 (including gifts from a single source with a cumulative value of more than \$250). Include travel expenses, discounts not available to the public, loans forgiven or loans paid by a third party. Do not report gifts from spouse, domestic partner, parent, dependent child, sibling, grandparent, aunt, uncle, niece or nephew.

Edit/Delete	Recipient	Source	Description	Value
Recipient: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child		Value: <input type="text"/>		
Source: <input type="text"/>				
Description: <input type="text"/>				
You must finish adding or cancel this action before navigating away from this step.				
<input type="button" value="Cancel"/>		<input type="button" value="Add Item"/>		

## Page 10 – Business Interests

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.
- ⚠ Use the ‘Export’ button to save the form’s interests as a spreadsheet
- ⚠ Use the ‘Import’ button to load interests in from a spreadsheet. The spreadsheet must be formatted like the template available in the “Help” -> “Templates” section
- ⚠ For more information, see Appendix B

SCHEDULE B: BUSINESS INTERESTS					Remove	Export	Import
<b>BUSINESS INTERESTS</b>					<b>NONE / Not Applicable</b> ⇒ <input type="checkbox"/>		
<ul style="list-style-type: none"><li>• Report business interests even if they were NOT a source of income, including businesses in which the filer or family member (spouse, domestic partner, dependent children and for legislative branch filers ONLY – nondependent children living with the filer):<ol style="list-style-type: none"><li>1. Served as stockholder, owner, officer, director, partner, proprietor, employee or held an interest.</li><li>2. Had ownership interests of more than \$1,000 in a publicly traded corporation.</li><li>3. Had any other ownership interest in a business, including shares in non-publicly traded corporations, sole proprietorships, limited liability companies. Include options to buy.</li><li>4. Include non-profit organizations, corporations, businesses, associations, trade groups.</li></ol></li><li>• If the business was a source of income over \$1,000, it must also be reported in Schedule A.</li></ul>							
Edit/Delete	Interested Party	Business	Description	Position / Interest Type			
Owner: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child		Position / Type of Interest: <input type="text"/>					
Business Name: <input type="text"/>							
Business Address: <input type="text"/>							
City: <input type="text"/>	State: <input type="text" value="Alaska"/>	Zip Code: <input type="text"/>	Country: <input type="text" value="United States"/>				
Detailed Description of business activity: <input type="text"/>							
You must finish adding or cancel this action before navigating away from this step.							
<input type="button" value="Cancel Add"/>			<input type="button" value="Add Interest"/>				

## Page 11 – Real Property Interests

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.
- ⚠ Use the 'Export' button to save the form's interests as a spreadsheet
- ⚠ Use the 'Import' button to load interests in from a spreadsheet. The spreadsheet must be formatted like the template available in the "Help" -> "Templates" section
- ⚠ For more information, see Appendix B

SCHEDULE C: REAL PROPERTY INTERESTS				Remove	Export	Import
<b>REAL PROPERTY INTERESTS</b>				<b>NONE / Not Applicable</b> → <input type="checkbox"/>		
<ul style="list-style-type: none"><li>• Report an interest in real property by the address or other legal description of the property, except that a primary residence or recreational property held for personal use may be described only by zip code. Enter 'Not Reported' for Address and City if this applies to you.</li><li>• Report the nature of the interest that the filer or family member held in the property; the nature of interests to be reported includes fee simple ownership, tenancy in common, general or limited partnership interest, and holder of an option to purchase. If property is jointly owned, check all boxes that apply.</li></ul>						
Edit/Delete	Owner(s)	Address or Legal Description		Ownership Interest		
<div>Owner: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child <input type="checkbox"/> Other</div> <div>Other Co-owner(s): <input type="text"/></div> <div>Street Address or legal description: <input type="text"/></div> <div>City: <input type="text"/> State: <input type="text" value="Alaska"/> Zip Code: <input type="text"/> Country: <input type="text" value="United States"/></div> <div>Ownership Interest: <input type="text"/></div> <div>You must finish adding or cancel this action before navigating away from this step.</div> <div><input type="button" value="Cancel Add"/> <input type="button" value="Add Interest"/></div>						
				<input type="button" value="Save &amp; resume later"/>	<input type="button" value="Previous"/>	<input type="button" value="Next"/>

## Page 12 – Beneficial Interests

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.
- ⚠ Use the 'Export' button to save the form's interests as a spreadsheet
- ⚠ Use the 'Import' button to load interests in from a spreadsheet. The spreadsheet must be formatted like the template available in the "Help" -> "Templates" section
- ⚠ For more information, see Appendix B

SCHEDULE D: BENEFICIAL INTERESTS						Remove	Export	Import
<b>TRUSTS, RETIREMENT ACCOUNTS OR OTHER BENEFICIAL INTERESTS</b>						<b>NONE / Not Applicable</b> → <input type="checkbox"/>		
<ul style="list-style-type: none"><li>• Report each trust, retirement account or other beneficial interest that exceeded \$1,000 during the reporting period, including a state or federally administered retirement system plan, employee pension plans, profit-sharing trusts, family trust, education trusts, deferred compensation plans, annuity plans or any other similar arrangement intended to provide future income the filer or family member.</li><li>• Identify individual investments accounts if you or family members manage or personally control the investments.</li></ul>								
Edit/Delete	Owner(s)	Managed By	Fund or Companies	Interest Holder	Percent			
<b>Owner:</b> <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child						<b>Percent Owned:</b> <input type="text"/> %		
<b>Name of Interest Holder:</b> <input type="text"/>								
<b>Managed By:</b> <input type="text"/>								
<b>Identify Fund or Companies:</b> <input type="text"/>								
<p>You must finish adding or cancel this action before navigating away from this step.</p> <p><input type="button" value="Cancel Add"/> <input type="button" value="Add Interest"/></p>								

## Page 13 – Loans and Debts (for non-Legislative filers)

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
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### SCHEDULE E: LOANS AND DEBTS

#### LOANS, LOAN GUARANTEES & DEBTS OVER \$1,000

NONE / Not Applicable → ☐

- Report each creditor or lender to whom more than \$1,000 was owed during the reporting period.
- Report guarantor of each loan.
- List financial obligations, including mortgages on property owned or sold during the reporting period; loans that have been guaranteed; delinquent taxes; alimony; child support payments; medical bills; boat and vehicle loans; business and personal loans; escrows; student loans; signature loans and promissory notes.
- Loans include secured, unsecured and contingent loans.
- Do NOT list credit card obligations or revolving charge accounts.

Edit/Delete	Owner	Debt Type	Name
Debtor: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child		Debt Type: <input type="radio"/> Creditor <input type="radio"/> Guarantor <input type="radio"/> Lender	
Name: <input type="text"/>			
You must finish adding or cancel this action before navigating away from this step.			
<input type="button" value="Cancel"/>		<input type="button" value="Add Item"/>	

## Page 13 – Loans and Debts (for Legislative filers)

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.

### LOANS, LOAN GUARANTEES & DEBTS OVER \$1,000

NONE / Not Applicable → ☒

- Report each creditor or lender to whom more than \$1,000 was owed during the reporting period.
- Report guarantor of each loan.
- List financial obligations, including mortgages on property owned or sold during the reporting period; loans that have been guaranteed; delinquent taxes; alimony; child support payments; medical bills; boat and vehicle loans; business and personal loans; escrows; student loans; signature loans and promissory notes.
- Loans include secured, unsecured and contingent loans.
- Do NOT list credit card obligations or revolving charge accounts.

Edit/Delete	Owner	Debt Type	Name
Debtor: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child		Debt Type: <input type="radio"/> Creditor <input type="radio"/> Guarantor <input type="radio"/> Lender	
Name: <input type="text"/>			
<p>Legislative branch filers must report additional details: original amount of the obligation, the current balance owed, interest rate, length of the loan and whether a written agreement exists for a creditor or lender who:</p> <ul style="list-style-type: none"><li>• Lobbies or hired lobbyists</li><li>• Had contracts or sought contracts worth more than \$10,000 with any state agency</li><li>• Was a municipal or local government entity</li><li>• Was affected financially – in an amount exceeding \$1,000 – by an act of the legislature or state agency decision, including actions affecting professional or occupational licenses; natural resource permits or quotas; assessments; tax rates; health, safety or environmental standards; insurance or business practices.</li></ul>			
Address: <input type="text"/>			
City: <input type="text"/>	State: <input type="text" value="Alaska"/>	Zip Code: <input type="text"/>	Country: <input type="text" value="United States"/>
Original Loan: (ex. 25,421.34) \$ <input type="text"/>	Balance Owed: (ex. 25,421.34) \$ <input type="text"/>	Interest Rate: <input type="text"/> %	
Number of Years in Term: <input type="text"/>	- or -	Number of Months in Term: <input type="text"/>	Written Loan Agreement: <input type="radio"/> Yes <input type="radio"/> No
<p>You must finish adding or cancel this action before navigating away from this step.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Add Item"/></p>			

# Page 14 – Government Contracts and Leases

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.

## SCHEDULE F: LEASES

### GOVERNMENT CONTRACTS AND OFFERS TO CONTRACT

NONE / Not Applicable → ☐

- List all contracts, bids and offers to contract with the state or any state or municipal agency or entity.
- Report contract interests as individual, sole proprietor, family member, partnership, professional corporation, limited liability company or through a corporation in which filer or family members held a controlling interest.

Edit/Delete	Contract Holder(s)	Contract ID	Contract Agency	Status	Type of Interest	Contract Description
Owner(s): <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child				Type of Interest <input type="text"/>		
Status: <input checked="" type="radio"/> Bid <input type="radio"/> Held <input type="radio"/> Offer				Contract ID (name/number): <input type="text"/>		
Contracting Agency: <input type="text"/>						
Contract Description: <input type="text"/>						
You must finish adding or cancel this action before navigating away from this step.						
<input type="button" value="Cancel"/>				<input type="button" value="Add Item"/>		



## Page 15 – Natural Resource Leases

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- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.

### SCHEDULE F: LEASES

#### NATURAL RESOURCE LEASES

NONE / Not Applicable ⇒ ☐

- List natural resource leases – including mineral, timber, oil and gas leases – held, bid or offered during the reporting period.
- Report lease interests as individual, sole proprietor, family member, partnership, professional corporation, limited liability company; or corporation in which you or family (individually or together) held controlling interest.

Edit/Delete	Leaseholder(s)	Lease ID	Status	Type of Interest	Lease Description
Owner(s): <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child		Type of Interest <input type="text"/>			
Status: <input type="radio"/> Bid <input type="radio"/> Held <input type="radio"/> Offer		Lease ID (name/number): <input type="text"/>			
Lease Description: <input type="text"/>					
You must finish adding or cancel this action before navigating away from this step.					
<input type="button" value="Cancel"/>		<input type="button" value="Add Item"/>			

## Page 16 – Close Economic Associations

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- ⚠ TO NAVIGATE PAGES: you must finish adding/editing an item or hit cancel.

### SCHEDULE G

#### CLOSE ECONOMIC ASSOCIATIONS

NONE / Not Applicable → ☐

- **EXEMPT:**
  1. Municipal and local officials are exempt from reporting close economic associations.
  2. Members of state boards and commissions are exempt from reporting close economic associations.
  3. Local officials and state board/commission members do NOT have to complete this section. Check the box for NONE.
- **STATE PUBLIC OFFICIALS:** Disclose financial relations with legislators, other public officials and lobbyists.
- **LEGISLATIVE BRANCH:** Disclose financial relations with public officials, lobbyists, other legislators, and legislative employees. Report close economic association detailed information to the Legislative Ethics Committee.
- **CLOSE ECONOMIC ASSOCIATION** means a financial relationship between public officials, legislators and lobbyists, including shared interests in a business, property, association, partnership, corporation or LLC.
- **CHANGES:** Report new close economic associations within 60 days.

Edit/Delete	Owner	Name	Description
<p>Person Disclosing Economic Association: <input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Child</p> <p>Person with whom Association Exists: <input type="text"/></p> <p>Description of Economic Association: <input type="text"/></p> <p>You must finish adding or cancel this action before navigating away from this step.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Add Item"/></p>			

## Page 17 – Lobbyist Partner Employers

- ⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>
- ⚠ **TO NAVIGATE PAGES:** you must finish adding/editing an item or hit cancel.

### SCHEDULE G

#### FILERS WITH A LOBBYIST SPOUSE or PARTNER

NONE / Not Applicable → ☐

- **EXEMPT:** Local officials and members of state boards and commissions are exempt. Check NONE.
- **STATE PUBLIC OFFICIALS with a lobbyist spouse or domestic partner:** Report names and addresses of each employer of the lobbyist and the total monetary value received from each of the lobbyist's employers.
- **LEGISLATIVE BRANCH filers with a lobbyist spouse or domestic partner:** Disclose employer of lobbyist and compensation, and report details to the Legislative Ethics Committee.
- **CHANGES:** Report changes in lobbyist's employer within 48 hours of the change.

Edit/Delete	Name	Address	Compensation
Employer Name: <input type="text"/>		Compensation:(ex. 25,421.34) \$ <input type="text"/>	
Address: <input type="text"/>			
City: <input type="text"/>	State: Alaska <input type="text"/>	Zip Code: <input type="text"/>	Country: United States <input type="text"/>
You must finish adding or cancel this action before navigating away from this step.			
<input type="button" value="Cancel"/>		<input type="button" value="Add Item"/>	

## Page 18 – Review

⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>

### REVIEW SUBMISSION

- **You MUST click NEXT and electronically sign this form to submit it to APOC. Otherwise you have NOT filed your disclosure and will be subject to civil penalties for a late filing.**
- Please carefully review your Financial Disclosure below.  
If corrections are needed use the blue "Previous" and "Next" buttons below to navigate to the appropriate page(s) and make changes before submitting.

### POFD FORM

#### FILER INFORMATION

First Name: **First Name**  
Last Name: **Last Name**  
Address: **Address**  
City, State Zip: **City, Alaska 99999**  
Contact Phone: **(907) 555-5555**  
Alternate Phone: **(907) 555-5555**  
Fax (Optional): **(907) 555-5555**  
Email: **email@email.com**  
Partner Type: **Spouse**  
Spouse/Domestic Partner Name: **Spouse/Domestic Partner**  
Dependent Children: **0**  
Non-Dependent Children: **0**

#### PURPOSE OF FILING

Report Dates: From **01/01/2011** Through **12/31/2011**  
Filing As: **Office Holder**  
Report Type: **Annual**

#### INCOME

## Page 18 – Review (continued)

⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>

Owner	Type	Detail	Description	Amount
Filer	Salaried	Employer _____ Address City, Alaska Zip _____ Full-time From: 01/01/2011 Through 12/31/2011 Time Worked: 12 months	Description	\$50,000 - \$100,000
Domestic Partner, Child	Rental	Tenant: Tenant Name	Manager's Name	\$5,000 - \$10,000
Filer	Dividend or Interest	Permanent Fund Dividend		\$1,000 - \$2,000
Domestic Partner	Other	Source: Source of Other Income		\$5,000 - \$10,000
Child	Gift	Source: Source of Gift	Description of Gift	\$250 - \$1,000 (gifts only)
Spouse	Self Employment	Business Name _____ Project From: 01/01/2011 Through 12/31/2011 Time Worked: 30 days	Description	\$20,000 - \$50,000
		<b>Client Names</b>	<b>Client Addresses</b>	<b>Client Amount</b>
		Client 1	Address, City, State Zip	\$1,000 - \$2,000
		Client 2	123 Street St., Anchorage AK 99508	\$2,000 - \$5,000

### INTERESTS

Owner	Type	Detail	Description	Interest
Spouse, Domestic Partner	Business	Business Name: Business Name _____ Business Address City, Alaska Zip	Description	Position / Type: Type of Interest
Spouse, Other: Other Person	Real Property	Address City, Alaska Zip	Ownership Interest: Ownership Interest	
Spouse	Beneficial	Managed By: Manager	Fund or Companies	Ownership: 50%

### LOANS AND DEBTS

## Page 18 – Review (continued)

⚠ THIS IS NOT A VALID FORM. To file, visit <https://myalaska.state.ak.us/apoc/form>

Owner	Type	Name
Domestic Partner	Creditor	Creditor Name

### LEASES

Owner	Type of Lease	Lease/Contract ID	Interest	Status	Description
Filer	Government	Contract ID	Type of Interest	Held	Description
Spouse	Natural Resource	Lease ID	Type of Interest	Bid	Lease Description

### CLOSE ECONOMIC ASSOCIATIONS

Person Disclosing Association	Associated Person	Description
Filer	Associated Person's Name	Description

### LOBBYIST PARTNER EMPLOYERS

Name	Address	Compensation
Employer	Address City, Alaska Zip	\$44,332.24

Save & Resume Later

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Next

# Page 19 - Certification

⚠ **THIS IS NOT A VALID FORM.** To file, visit <https://myalaska.state.ak.us/apoc/form>

## CERTIFICATION

By entering your MyAlaska password, you will submit this legal document to APOC, and certify the following statement:

**I certify under penalty of perjury that the foregoing is true and the information in this disclosure statement is, to the best of my knowledge, true, correct and complete. A person who makes a false sworn certification which he or she does not believe to be true is guilty of perjury.**

MyAlaska Password:

**Certify**

***All officials and candidates who are required to file disclosure statements are solely responsible for filing complete, accurate and truthful statements by the deadlines.***

## THIS IS A PUBLIC DOCUMENT

**NOTE:** Public officials who are required to file this disclosure statement may have additional obligations to disclose conflicts of interest or potential conflicts under state executive, legislative or judicial ethics rules or personnel rules. Legislators who are required to file this disclosure statement have additional disclosure and reporting requirements imposed by the Select Committee on Legislative Ethics. Local officials may also be governed by local ethics ordinances or personnel rules.

Disclosure information, laws and regulations are available online: [doa.alaska.gov/apoc](http://doa.alaska.gov/apoc)

## ALASKA PUBLIC OFFICES COMMISSION

### ANCHORAGE OFFICE:

2221 E. Northern Lights Blvd – Rm 128  
Anchorage, AK 99508-4149  
907-276-4176 / Toll-free 800-478-4176  
Fax 907-276-7018

### JUNEAU OFFICE:

240 Main St. – Rm 500  
Mail: P.O. Box 110222  
Juneau, AK 99811-0222  
907-465-4864 / Fax 907-465-4832

E-mail APOC: [doa.poc.apocforms\\_feedback@alaska.gov](mailto:doa.poc.apocforms_feedback@alaska.gov)

**Save & resume later**

**Previous**

# Form Submission Notice

⚠ THIS IS NOT A VALID FORM. To file, visit <https://myalaska.state.ak.us/apoc/form>

## FINANCIAL DISCLOSURE STATEMENT

COMPLETE

Please print the form for your records. Click 'Print' to show a popup with the form just submitted.

Print

My Filings

*This POFD Form has been submitted successfully.*



# Appendixes

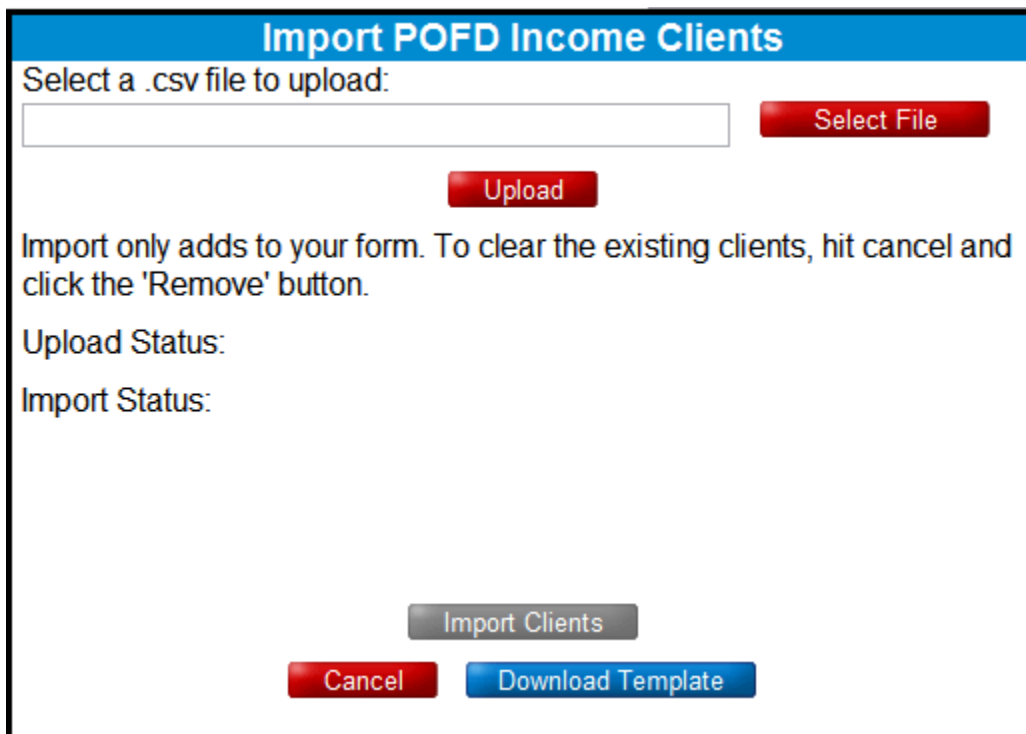
## Appendix A – POFD Self-Employment Income Client Spreadsheets

You can import your clients from a spreadsheet that is formatted properly. A sample spreadsheet with instructions is available in the “Help” section under “Templates”, and it’s called the “POFD Income Client Import Template”

Once you have the spreadsheet ready, it must be saved as a .csv file (Comma-Separated Value).

### Importing Clients:

Click “Import” and you get a dialog like this:



The dialog box is titled "Import POFD Income Clients" in a blue header bar. Below the header, it says "Select a .csv file to upload:" followed by a text input field and a red "Select File" button. Below the input field is a red "Upload" button. A message states: "Import only adds to your form. To clear the existing clients, hit cancel and click the 'Remove' button." Below this message are labels for "Upload Status:" and "Import Status:". At the bottom, there are three buttons: a grey "Import Clients" button, a red "Cancel" button, and a blue "Download Template" button.

**Import POFD Income Clients**

Select a .csv file to upload:

**Select File**

**Upload**

Import only adds to your form. To clear the existing clients, hit cancel and click the 'Remove' button.

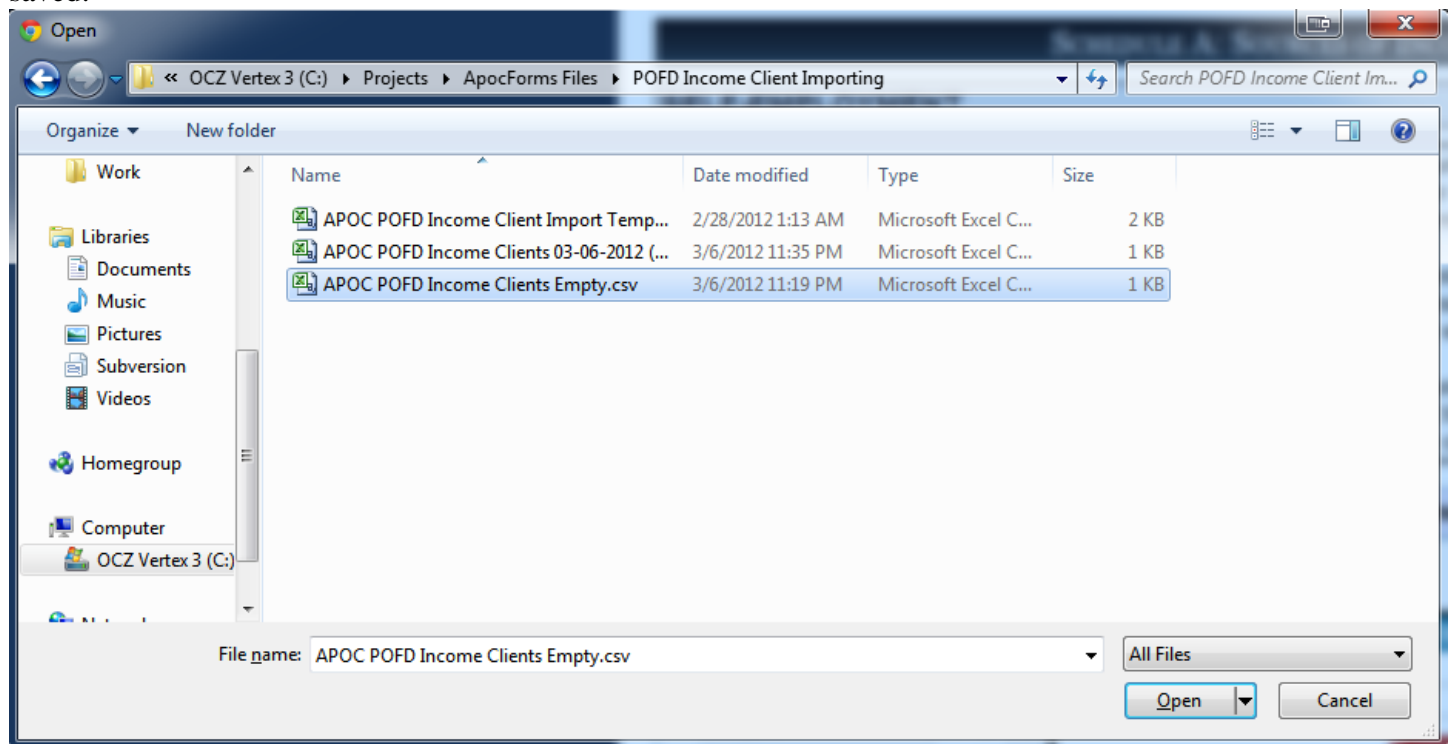
Upload Status:

Import Status:

**Import Clients**

**Cancel** **Download Template**

Click “Select File” (or “Browse”) and you then navigate to the file you saved:



Then click “Open”, and click the “Upload Button”. The box will tell you the row and details if it had any problems with the file, if not, click “Add Clients” to add them to your income item:

For each client who paid more than \$1,000 for the same service enter their name and full address below and click the green add button. Entries can be removed with the red subtract button. [Import](#) [Export](#) [Remove](#)

	Client Name	Client Full Address	Amount
<a href="#">Remove</a>	Client 1	123 Address St, Anchorage AK 99508	\$1,000 - \$2,000
<a href="#">Remove</a>	Client 2	123 Address St, Anchorage AK 99508	\$5,000 - \$10,000
<a href="#">Remove</a>	Client 3	123 Address St, Anchorage AK 99516	\$1,000 - \$2,000
<a href="#">Remove</a>	Client 4	123 Address St, Anchorage AK 99508	\$20,000 - \$50,000
<a href="#">Remove</a>	Client 5	123 Address St, Anchorage AK 99508	\$5,000 - \$10,000
<a href="#">Remove</a>	Client 6	123 Address St, Anchorage AK 99508	\$250 - \$1,000 (gifts only)
<a href="#">Remove</a>	Client 7	123 Address St, Anchorage AK 99508	\$500,000 - \$1,000,000
<a href="#">Remove</a>	Client 8	123 Address St, Seattle WA 98115	\$100,000 - \$200,000
<a href="#">Remove</a>	Client 9	123 Address St, Anchorage AK 99508	\$5,000 - \$10,000
<a href="#">Remove</a>	Client 10	123 Address St, Juneau AK 99801	\$20,000 - \$50,000
<a href="#">Remove</a>	Client 11	123 Address St, Anchorage AK 99508	\$50,000 - \$100,000
<a href="#">Remove</a>	Client 12	123 Address St, Anchorage AK 99508	\$20,000 - \$50,000
<a href="#">Remove</a>	Client 13	123 Address St, Anchorage AK 99508	\$50,000 - \$100,000
<a href="#">Remove</a>	Client 14	123 Address St, Anchorage AK 99508	\$1,000 - \$2,000
<a href="#">Remove</a>	Client 15	123 Address St, Anchorage AK 99508	\$1,000 - \$2,000
<a href="#">Remove</a>	Client 16	123 Address St, Anchorage AK 99508	\$2,000 - \$5,000
<a href="#">Add Client</a>			--- Select One ---

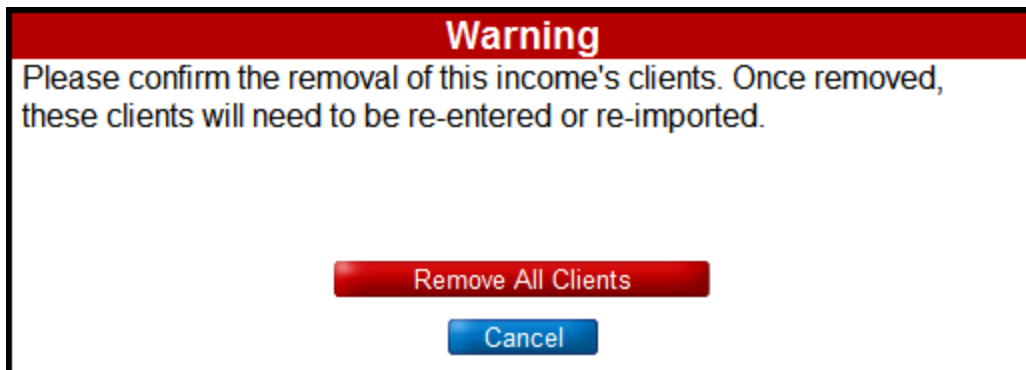
## Exporting Clients:

To save or backup what you have entered, click Export, then select the file type you prefer. Only .csv files can be brought back in.



## Removing Clients:

To remove the clients (in order to clear them or re-upload a changed spreadsheet), click "Remove" and then confirm the removal in the dialog box:



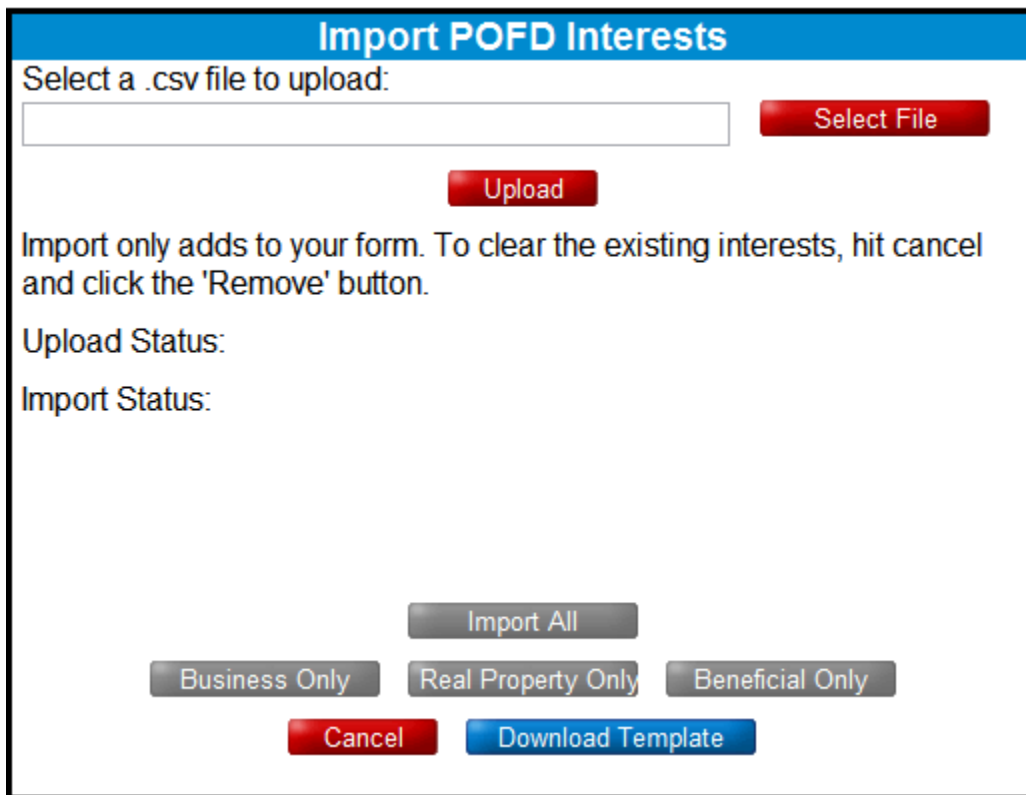
## Appendix B – POFD Interest Spreadsheets

You can import your interests from a spreadsheet that is formatted properly. A sample spreadsheet with instructions is available in the “Help” section under “Templates”, and it’s called the “POFD Interests Import Template”

Once you have the spreadsheet ready, it must be saved as a .csv file (Comma-Separated Value).

### Importing Interests:

Click “Import” and you get a dialog like this:



The dialog box is titled "Import POFD Interests" in a blue header bar. Below the header, it says "Select a .csv file to upload:" followed by a text input field and a red "Select File" button. Below the input field is a red "Upload" button. A paragraph of text follows: "Import only adds to your form. To clear the existing interests, hit cancel and click the 'Remove' button." Below this text are two labels, "Upload Status:" and "Import Status:", each followed by a large empty space. At the bottom, there are five buttons: "Import All" (grey), "Business Only" (grey), "Real Property Only" (grey), "Beneficial Only" (grey), and "Cancel" (red). To the right of the "Cancel" button is a blue "Download Template" button.

**Import POFD Interests**

Select a .csv file to upload:

**Select File**

**Upload**

Import only adds to your form. To clear the existing interests, hit cancel and click the 'Remove' button.

Upload Status:

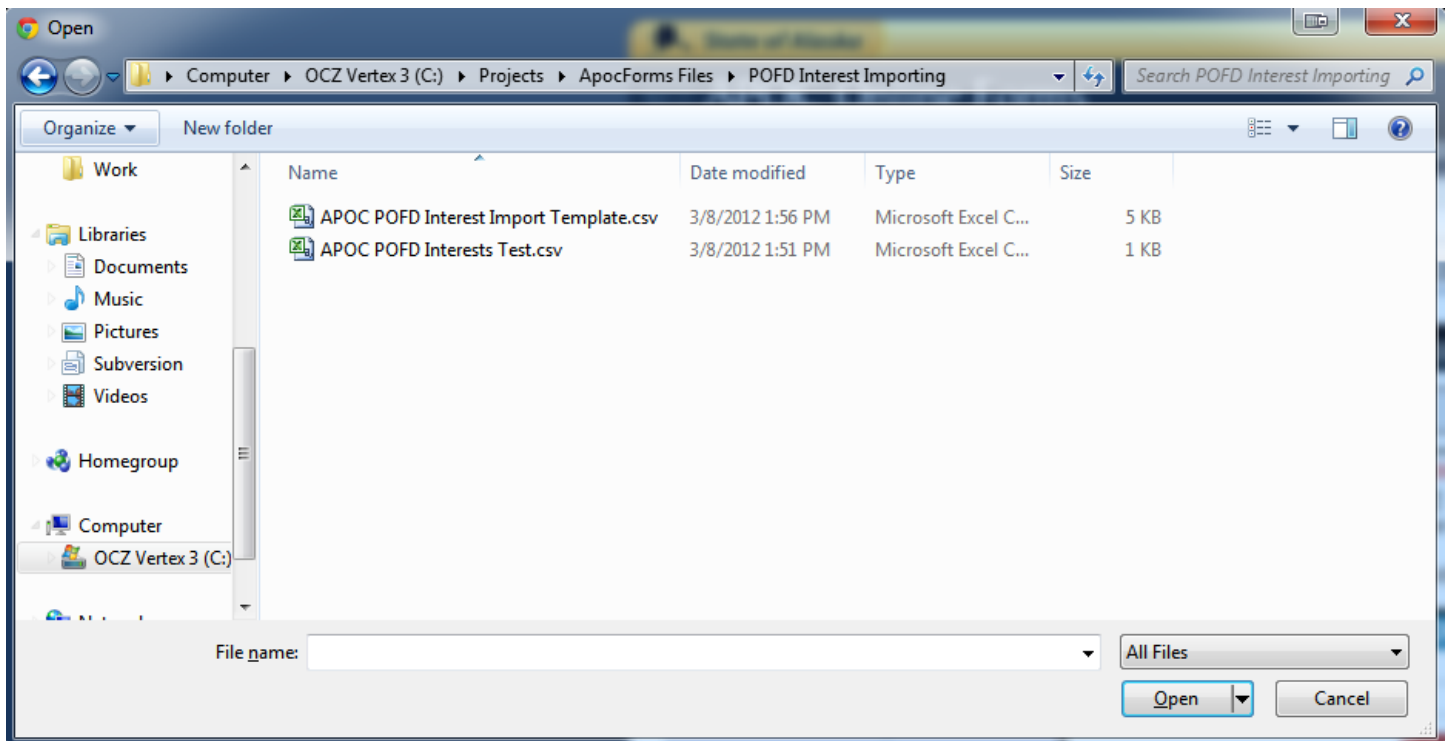
Import Status:

**Import All**

**Business Only** **Real Property Only** **Beneficial Only**

**Cancel** **Download Template**

Click “Select File” (or “Browse”) and you then navigate to the file you saved:



Then click “Open”, and click the “Upload Button”. The box will tell you the row and details if it had any problems with the file, if not, click “Add Clients” to add them to your income item:

Edit/Delete	Interested Party	Business	Description	Position / Interest Type
<a href="#">Edit</a> <a href="#">Delete</a>	Filer, Spouse, Child	Business Name, Inc. 123 Address St. Anchorage, Alaska 99507	Consulting	Stock
<a href="#">Edit</a> <a href="#">Delete</a>	Filer	Business Name, Inc. 123 Address St. Anchorage, Alaska 99511	Mutual fund invested in the healthcare industry	Board Member
<a href="#">Edit</a> <a href="#">Delete</a>	Spouse	Business Name, Inc. 123 Address St. Anchorage, Alaska 99501	Delta Junction Wind Farm	Shareholder
<a href="#">Edit</a> <a href="#">Delete</a>	Filer, Domestic Partner	Business Name, Inc. 123 Address St. Homer, Alaska 99603	Rental	Owner
<a href="#">Edit</a> <a href="#">Delete</a>	Child	Business Name, Inc. 123 Address St. Anchorage, Alaska 99503	Oil Industry	Stock
<a href="#">Edit</a> <a href="#">Delete</a>	Filer, Domestic Partner, Child	Business Name, Inc. 123 Address St. Anchorage, Alaska 99507	Non profit focused and healthy and sustainable economic climate in Juneau	Chairperson
<a href="#">Edit</a> <a href="#">Delete</a>	Filer, Spouse, Child	Business Name, Inc. 123 Address St. Anchorage, Alaska 99502	Computer hardware and software support.	Director

[Click here to add new interest](#)

## Exporting Interests:

To save or backup what you have entered, click Export, then select the file type you prefer. Only .csv files can be brought back in. You can use the different buttons to select only certain interest sections, or all of them.

**Export Interests**  
Select the desired format.  
  
**CSV** = Comma Separated Values (Spreadsheet, Excel)  
**DOC** = Outline Format (Document, Microsoft Word)  
**TXT** = Tab Separated Values (Spreadsheet, Excel, Notepad)  
  

<b>Export All Interests:</b>	<input type="button" value=".CSV"/>	<input type="button" value=".DOC"/>	<input type="button" value=".TXT"/>
<b>Business Interests Only:</b>	<input type="button" value=".CSV"/>	<input type="button" value=".DOC"/>	<input type="button" value=".TXT"/>
<b>Real Property Interests Only:</b>	<input type="button" value=".CSV"/>	<input type="button" value=".DOC"/>	<input type="button" value=".TXT"/>
<b>Beneficial Interests Only:</b>	<input type="button" value=".CSV"/>	<input type="button" value=".DOC"/>	<input type="button" value=".TXT"/>

## Removing Interests:

To remove the interests (in order to clear them or re-upload a changed spreadsheet), click “Remove” and then confirm the removal in the dialog box. You then select which sections to remove (or all):

**Warning**  
Please confirm the removal of this form's interests. Once removed, these interests will need to be re-entered or re-imported.  
  

<input type="button" value="Remove All Interests"/>	<input type="button" value="Remove Business Int. Only"/>
<input type="button" value="Remove Real Property Only"/>	<input type="button" value="Remove Beneficial Int. Only"/>