



TRANSACTION REPORTS

Who is required to file a Transaction Report?

- All public financial disclosure filers (political appointees, SES members, and similarly-graded employees) who have had a purchase, sale or exchange of greater than \$1,000 in value of a stock, bond, commodity, or other security that you, your spouse or dependent child own (either individually or jointly).

What items are not reportable?

- The purchase, sale, or exchange of mutual funds, real estate, or any other type of asset that is not a security.
- Transactions of a particular stock that do not meet the \$1,000 reporting threshold. The values of multiple transactions are not combined in order to meet the \$1,000 reporting threshold. If a filer makes a number of transactions of a particular stock and each sale or purchase is less than \$1,000, the filer does not need to report any of them, even if the total of all the transactions during a month is greater than \$1,000.

May a filer list more than one transaction on a Transaction Report?

- Yes. Multiple transactions may be listed on the same report, so only one reports is required for multiple transactions during a 30-day period.

When are Transaction Reports due?

- Transaction reports must be filed within 30 days of being notified of a transaction, and no later than 45 days of the transaction date.

Is there a penalty for not filing a Transaction Report?

- Yes. There is a \$200 late filing fee assessed for each report that is not submitted by the filing deadline, which is determined by the date of the transactions.

Can the filing deadline be extended?

- Yes. A filer may ask for an extension by submitting a written request stating the date of the transaction and the reason for the filing extension to an Ethics official at OGEForm278@doc.gov.

How can an employee receive further advice on Transaction Reports?

- By contacting the Ethics Law and Programs Division at 202-482-5384 or ethicsdivision@doc.gov.