March 14, 2016

M E M O R A N D U M

TO: Recipients of Statement of Economic Interest Forms

FROM: Michelle Taylor - SIU Ethics Officer

RE: Submission of the Statements of Economic Interest

Statements of Economic Interests forms are required to be completed annually by employees meeting the stated filing criteria as mandated in the Illinois Governmental Ethics Act (5 ILCS 420). The Office of the Secretary of State will soon be mailing your annual Statement of Economic Interests form to your home address. The State Officials and Employees Ethics Act (5 ILCS 430), requires that I, as the University Ethics Officer, review your completed form before being filed with the Secretary of State.

To allow time for review and forwarding of forms by my office to the Secretary of State, please send the signed original of your statement NO LATER THAN APRIL 15, 2016 to:

Michelle Taylor, Office of Internal Audit, Compliance and Ethics, 1202 Douglas Drive East, MC 6810, Carbondale, Illinois 62901.

Statements received by my office by April 15, 2016, will be delivered by UPS to the Secretary of State before the May 2, 2016 deadline. However, forms received by my office after April 15, may not reach the Secretary of State’s Office by the May 2nd deadline.

Please type or print clearly when completing the form and make any corrections necessary on the pre-printed section containing your address and unit of government. The Office of the Secretary of State will send you a pre-printed form; however, blank forms can be found by going to the following website http://www.cyberdriveillinois.com/publications/index/indexpub.html and clicking on the link labeled “Statement of Economic Interests to be filed with the Secretary of State.”

Upon receipt of your form, a filed receipt will be mailed to you by the Office of the Secretary of State. Please be aware of the fact that individuals who do not meet the deadline are subject to a $15 late filing fee. Statements received after May 15 are subject to an additional $100 a day penalty. Failure to file by May 31 may result in forfeiture of office or position of employment.

If you have any questions on this matter, please contact the Human Resources Office at your campus location, visit our ethics website at www.ethics.siu.edu, or contact me at ethics1@siu.edu or 618-536-3480.