

Southern Illinois University
Office of Internal Audit, Compliance & Ethics



March 10, 2017

MEMORANDUM

TO: Recipients of the Statement of Economic Interests Form

FROM: Michelle Taylor - SIU Ethics Officer *Michelle Taylor*

RE: Statement of Economic Interests Submission

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 it is 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 your **signed original** statement **NO LATER THAN APRIL 14, 2017** to me:

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

Statements received in my office by April 14, 2017, will be delivered by UPS to the Secretary of State before the May 1, 2017 deadline. However, forms received by my office after April 14, may not reach the Secretary of State's Office by the May 1st 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. If any questions do not apply, please identify with "Not Applicable" or "N/A".

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/pdf_publications/i188.pdf.

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.