


State Ethics Submission 2018: Due April 16, 2018

http://ethics.ncsbe.gov/sei/blankForm.aspx?type=MPO_RPO

NORTH CAROLINA STATE
ETHICS
COMMISSION



MPO/RPO SEI Instructions & Form

Welcome to the State Ethics Commission's Statement of Economic Interest (SEI) Web Page for MPOs/RPOs.

[Click this link for SEI Helpful Tips for 2017](#)

All MPO/RPO members and their alternates or designees must file a Real Estate Disclosure Form in addition to their Statements of Economic Interest. For electronic filers, the Real Estate Disclosure Form has been incorporated into the SEI questions for 2018.

- [Instructions on how to obtain an NCID.](#)

Electronic Filing

Type your responses and file your SEI electronically. We HIGHLY RECOMMEND ELECTRONIC FILING. It's fast, easy, ensures immediate confirmation of your filing, and saves your information for future filings.

[Create NCID Account](#)
[Login](#)

[2018 Long Form](#) or
[2018 No Change Form](#)

Manual Filing

Print PDF document and handwrite your responses and mail or hand deliver your SEI.

You **MUST** complete the ENTIRE form or you will be asked to re-file!! Do not leave answers blank!

[2018 SEI Long Form](#) or
[2018 SEI No Change Form](#)
[Real Estate Disclosure Form](#)

More Information

- [Overview](#)
- [SEI Form](#)
- [SEI Helpful Tips](#)

STATE ETHICS COMPLIANCE REMINDER—2018

Under NC Law, TAC members/alternates must submit the Statement of Economic Interest (SEI) and the Real Estate Disclosure (RED) form by **April 15 (Monday, April 16 for 2018)**. The submission requirements are the same as last year. If you do not meet the deadline, the Ethics Commission is required to impose a fine. **Please file on time!**

Here's the link for completing the forms on-line or getting hard copies of the forms to complete and mail in: https://ethics.ncsbe.gov/sei/blankForm.aspx?type=MPO_RPO

It is essential that you access the forms through the MPO/RPO filers links, because as a TAC member, you have two forms to complete—the Statement of Economic Interest (SEI) and the Real Estate Disclosure (RED). (Legislators and other State board/commission members only have to complete the SEI.) You must complete both forms or you will be subject to the late filing fee. If you file on-line, the forms have been combined, but if you file manually, be sure to complete and submit both forms.

Quick notes from Margaret

- **File early.** Please do not wait until April to complete and submit your forms. If you encounter problems, you may not meet the April 16 deadline.
- **File on-line.** While you do have option of manual filing, there are many advantages to on-line filing. The SEI and RED forms are combined and submitted together. You won't miss any questions. Filing will be easier next year. You will get an immediate confirmation after you have filed your forms.
- Call me or the Ethics Commission staff if you have questions or problems. The Ethics Commission staff and I will work with you to meet your compliance requirements.

On-line Filing:

- **Login:** If you've filed on-line before, you will need your Login and Password. Access the forms at https://ethics.ncsbe.gov/sei/blankForm.aspx?type=MPO_RPO. There are ways to recover your Login and Password, if you don't remember them. If you haven't filed on-line, you will need to create an NCID#. When you figure out or create your login/password, please write them down for future years.
- **Reason for Filing:** In the "Reason for Filing" section, Check Board/Commission and then the very last option on the drop down menu, "Winston-Salem Urban Area MPO (TAC)"
- **Keep a copy:** Print out a copy of your SEI/RED and the page with the **submission confirmation number**. Write your login/password on these documents and file in a safe place so its easy to start the submittal process next year.

Manual Filing (Manual filing is not recommended as it's too easy to miss a question, you don't get a confirmation of receipt and you will have to start from scratch next year):

- **Submit Both Forms:** You must complete and submit both the Statement of Economic Interest (SEI) and the Real Estate Disclosure (RED). Your filing will not be complete unless the Commission receives original copies of both fully completed form.
- **Submit Original Forms:** You must mail in (or deliver) original, signed forms. You **cannot** fax or email.
- **Complete all blanks/sections:** Do not skip any questions. Indicate NA or Not applicable for anything that doesn't apply. Only fully completed forms meet the submittal requirements.
- **Reason for Filing:** In the "Reason for Filing" section, Check Board/Commission and list "Winston-Salem Urban Area MPO (TAC)"
- **Keep a copy** of the forms.
- **Send certified mail** so you are certain the forms have been received by the Ethics Commission.
- **Manual Filing is Not Recommended** (it warrants being repeated!)

You Can Check to See that Your Forms have Been Accepted: You can check on-line to see if your forms have been accepted at the link below. It's not instantaneous—the forms get a preliminary review by staff before you get added to the list. If you've submitted your forms and it's been a few day, but your name still isn't on the list, contact me or Ethics Commission staff. <http://www.ethicscommission.nc.gov/masterSearch.aspx>

For Assistance: Please remember that the ethics requirements were imposed by the State Legislature, not MPO or State staff. MPO and Ethics Commission staff will work with you to meet your compliance requirements. Please contact Ethics Commission staff or me if you need assistance.

State Ethics Commission staff contact:

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