



# HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

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## **DISCLOSURE OF FINANCIAL INTERESTS BY CANDIDATES FOR STATE ELECTIVE OFFICES**

The State Ethics Code requires candidates for state elective offices to file a Candidate Disclosure of Financial Interests form with the Hawaii State Ethics Commission (“Commission”).<sup>1</sup> Candidates **MUST** file a Candidate Disclosure of Financial Interest form even if they have previously filed a financial disclosure statement in their capacity as a legislator, member of a state board or commission, or based on their state position as a state employee. Candidate financial disclosure statements are public records and are available for public inspection.<sup>2</sup> The following is a brief overview of the filing procedures and requirements.

### **WHERE TO OBTAIN FORMS**

The Candidate Disclosure of Financial Interests form and instructions are available on the Commission’s website at <http://ethics.hawaii.gov/>, or may be obtained by calling the Commission’s office at (808) 587-0460.

### **WHEN DO I FILE?**

No later than 20 days prior to the date of the primary election for state offices.

For the 2016 elections, your disclosure statement must be filed and received by the Commission by **Friday, July 22, 2016**.

### **WHICH FORM DO I USE?**

Candidate Disclosure of Financial Interests form (Form D-301).

### **HOW TO FILE**

Electronic filing: File electronically via the Commission’s website at <http://ethics.hawaii.gov/>.

U.S. Mail or Email: Mail your disclosure statement to the Hawaii State Ethics Commission, 1001 Bishop Street, American Savings Bank Tower, Suite 970, Honolulu, Hawaii 96813, or email it to [ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org).

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<sup>1</sup>Hawaii Revised Statutes (“HRS”) §§ 84-17(b) and (c)(10).

<sup>2</sup>HRS § 84-17(d).

In Person:

File your disclosure statement at the Commission's office:  
1001 Bishop Street, American Savings Bank Tower,  
Suite 970, Honolulu, Hawaii  
Office hours: Monday – Friday, 7:45 a.m. – 4:30 p.m.

Save a copy of your completed disclosure statement for your records. If you file via the electronic filing system, you will receive an automatic email confirmation and a summary of the reported information. If you do not receive this confirmation or experience other difficulties with the electronic filing system, please contact the Commission immediately for assistance as your filing may not have been completed.

**PENALTY FOR FAILURE TO FILE**

Failure to file a financial disclosure statement constitutes a violation of the State Ethics Code. The Commission is required by law to release to the public a list of all candidates who fail to timely file a financial disclosure statement and shall immediately assess a \$25 late filing penalty against those candidates.<sup>3</sup> The Commission may also investigate whether a candidate's financial disclosure statement discloses the interests required to be reported. The Commission may conduct a hearing and issue a public decision as to whether a candidate has complied with the financial disclosure law.

For more information or assistance in completing your financial disclosure statement, please contact the Commission's office at (808) 587-0460, or [ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org).

January 28, 2016

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<sup>3</sup> HRS § 84-17(j).