



**ETHICS TOOL**

**Form 700 – Statement of Economic Interests (SEI):  
SEI REFERENCE ②: “10 Steps for Avoiding the Most Common Filing Errors”**

Remember these 10 quick tips to help you avoid the most common SEI filing errors:

**1. Sign your Form 700**

By law, an unsigned statement cannot be accepted as an official filing and subjects you to late filing penalties.

**2. Submit your original**

As stated above, a filing is not considered official unless it has your original signature. The state prohibits LAUSD from accepting photocopies and faxes of your Form 700.

**3. Write in the correct “Jurisdiction of Office”**

LAUSD filers need to check “Other” on this part of their statement and write in: “Portion of LA County (LAUSD)”.

**4. Know your disclosure categories**

Remember that what you’ll need to report depends on the disclosure categories associated with your position. Review our LAUSD Conflict of Interest Code for your categories to be sure of what you need to report and which schedules you need to review.

**5. Remember your spouse’s economic interests**

By law, your spouse’s (or registered domestic partner’s) investments and interests in real property are reportable as well. Also, remember that 50% of your spouse’s income is considered your income and must therefore be disclosed, if your disclosure category requires it.

**6. Don’t worry about your LAUSD salary or reimbursements**

You are not required to report salary or reimbursements that you receive from LAUSD.

**7. Keep your personal residence private**

Unless you use your personal residence as a place of business for tax purposes, you do not need to disclose it on your Form 700.

**8. Report only what’s asked of you**

Remember, you do not need to disclose diversified mutual funds, bank accounts, insurance policies, bonds, and most retirement accounts.

**9. Use the schedules provided in the Form 700**

California’s Fair Political Practices Commission (FPPC) requires that you use the schedules they provide. Please do not attach brokerage statements or other information that is not requested.

**10. Get your filing in on time**

Unfortunately, there is no provision in the law for the extension of filing deadlines. A \$10 fine must be assessed for each day that a filing is late. It’s best to get your statement in on time and file an amendment, if necessary.