

**U.S. HOUSE OF REPRESENTATIVES
COMMITTEE ON ETHICS**

FD STATEMENT AND PTR LATE FEE WAIVER FORM

House Members, officers, or employees who file a Financial Disclosure (FD) Statement or Periodic Transaction Report (PTR), or an amendment to a previously filed FD or PTR more than 30 days after the due date are required to pay a late filing fee of \$200 under the Ethics in Government Act. For late PTRs, the Committee has adopted the following late fee policy:

1st late PTR filed	\$200 regardless of the number of missed reports.
2nd to 4th late PTRs	\$200 for each month in which you had a late transaction. For example, if the filer failed to file timely reports for transactions that were executed in January, April, and July, but instead reported all such transactions on one PTR in October, then \$600 in late fees is owed. (Transactions filed late in 3 months at \$200 per month)
5th late PTR and beyond	\$200 for each late transaction. For example, if the filer failed to file timely reports for 15 transactions, then \$3,000 in late fees is owed. (15 transactions reported late at \$200 per transaction)

Please note: Any report that is submitted more than 30 days after the due date without the required late filing fee is deemed procedurally deficient under the statute and not properly filed. Thus, you must submit the late filing fee at the time you file your report. The fee will be deposited immediately *unless* a fee waiver is requested at the time of filing, in which case it will not be deposited until the Committee acts on the fee waiver request. If the fee waiver is granted, your check or money order will be returned to you by the Clerk of the House.

The Committee has authority to waive the fee, but only in extraordinary circumstances. Filers may request a waiver of their late filing fee by filing this form, which must be signed by the filer, and state the circumstances believed to justify the waiver. **Waiver requests may be delivered by EMAIL to financial.disclosure@mail.house.gov; by FAX to (202) 225-3713; submitted with your late filing; or by MAIL or by HAND to 508 Ford House Office Building, Washington, DC 20515.**

You must complete both pages of this form. You will receive a letter from the Committee informing you whether your waiver request has been granted or denied.

Name of Requestor: _____ Date: _____

Signature of Requestor: _____

Employing Member/Committee/Office: _____

Address: _____

Email Address: _____

Telephone Number: _____

Report for Which You Are Requesting a Waiver

FD Statement

FD Amendment

PTR

PTR Amendment

Report Information

FD Statement or FD or PTR Amendment Due Date: _____

For PTR (either fill out the information below or attach the late filing(s)):

Name of Asset	Transaction Date	Date Notified of the Transaction	Filing Date

Circumstances that Justify the Waiver (you may attach additional pages or a separate statement):
