

By my signature below I attest to the following:

- I understand that, pursuant to T.C.A. § 2-10-129, submitting a Disclosure of Out of State Consulting Services form which contains false information may subject me to the penalties of perjury;
- The information contained in this Disclosure of Out of State Consulting Services form is true and correct to the best of my knowledge, information and belief.

Signature

Date

Sworn to and subscribed before me this _____ day of _____ in _____ county,
Tennessee:

Signature of Notary

Affix Notary Seal Here

INSTRUCTIONS TO DISCLOSURE OF OUT OF STATE CONSULTING SERVICES FORM

Overview of Requirements

Purpose of Form: The Disclosure of Out of State Consulting Services form is used to report to the Tennessee Ethics Commissions those disclosures that are required by T.C.A. §2-10-129; specifically, contracts by or between any person or entity (other than the state, a county, or a municipality) and:

- Any member of the general assembly; or
- Spouse of a member of the general assembly

to pay a fee, commission, or any other form of compensation for out of state consulting services. The term “out of state consulting services” is defined by T.C.A. §2-10-129, subsections (1) & (2). This type of consulting service is for contracts in which the state of Tennessee is not a party, and for which such consulting services are to be rendered outside the state of Tennessee.

Note that this Disclosure form may *not* be used to report the disclosures that are required by T.C.A. §§2-10-125 - 126. To report the disclosures required by these sections see Tennessee Ethics Commission Form SS-8006.

Who Must File the Disclosure form: Under T.C.A. §2-10-129, the individual or business/other entity that contracts to PAY a fee must file a Disclosure of Out of State Consulting Services.

Deadline for Filing the Disclosure form: The Disclosure of Out of State Consulting Services form must be submitted to the Tennessee Ethics Commission within **five (5) days** of entering into any contract for out of state consulting services. This form shall be updated annually no later than February 1. Pursuant to T.C.A. §2-10-129 (d)(1) & (2), it is a Class C misdemeanor for any person or any entity to knowingly fail to file a Disclosure form or to file a Disclosure form more than **thirty (30) days** past its due date.

Form Instructions

Checking the Applicable Boxes:

- ✓ Check the box that shows whether a new contract is being disclosed, or whether the Disclosure form is updating a Disclosure form previously filed with the Tennessee Ethics Commission.

Disclosure of Individual or Entity Paying Fee (“Payor”): The individual or business or other entity that is responsible for payment of the consulting services fee must sign and submit the attached Disclosure form.

- a. Provide the name of the individual contracted to pay the fee or, if a business or other type of entity is responsible for payment, provide the name of the business or other entity. If you entered a business name in box a., also provide the name of the individual who is legally authorized to sign and submit the attached Disclosure form on behalf of the business or other entity.

Disclosure of Contract and Compensation: Provide the date the agreement was entered into, the amount of the fee, commission or any other form of compensation for consulting services agreed to in the contract, and a general description of the consulting services which have been or will be rendered.

Part V – Affidavit: The Disclosure form must be sworn to and signed before a notary public. Disclosure forms which are not completed in full, sworn to and signed before a notary public will not be accepted by the Tennessee Ethics Commission.

Additional Information: Additional information about ethics rules and required forms can be found on the Tennessee Ethics Commission website: <http://state.tn.us/sos/tec/index.htm>. Additional copies of the Disclosure of Out of State Consulting Services form and other Commission forms may also be found at this site.