



DISCLOSURE OF CONSULTING SERVICES TENNESSEE ETHICS COMMISSION

This form must be used to disclose to the Tennessee Ethics Commission all compensation for consulting services. Please read the instructions before completing this form. Failure to properly and timely submit the form may constitute a Class C misdemeanor pursuant to T.C.A. §§ 2-10-125 and 126, subsections (d)(1) and (d)(2).

CHECK THE APPLICABLE BOXES				
Form completed by individual RECEIVING fee New Disclosure form	Form completed by individual/entity PAYING fee			
	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr

DISCLOSURE OF INDIVIDUAL RECEIVING FEE	
A. Name of individual receiving fee:	B. Position or title of individual:
C. Mailing address:	
D. Telephone:	E. E-mail address:

DISCLOSURE OF PAYOR	
A. Name of individual or entity paying fee:	B. If different from (A), name of individual submitting form on behalf of entity:
C. Mailing address:	
D. Telephone:	E. E-mail address:

DISCLOSURE OF CONTRACT AND COMPENSATION	
A. Date of contract:	B. Amount of fee:
C. Date(s) services rendered:	
D. General description of services rendered:	

By my signature below, I attest to the following:

- I understand that, pursuant to T.C.A. §§ 2-10-125 and 126, submitting a Disclosure of Consulting Services form which contains false information may subject me to the penalties of perjury;
- The information contained in this Disclosure of Consulting Services form is true and correct to the best of my knowledge, information and belief.

SIGNATUREDATE

INSTRUCTIONS TO DISCLOSURE OF CONSULTING SERVICES FORM

Purpose of form: The Disclosure of Consulting Services form is used to report to the Tennessee Ethics Commission those disclosures that are required by T.C.A. §§ 2-10-125 & 126; specifically, contracts by or between any person or entity (other than the state, a county, or a municipality) and:

- Any staff or employee of the general assembly
- Any member of a commission established by and responsible to the general assembly or either house of the general assembly;
- Any member or employee of a state regulatory commission (including, but not limited to, directors of the Tennessee regulatory authority); or
- Any member or employee of any executive department or agency or other state body in the executive branch

to pay a fee, commission, or any other form of compensation for consulting services. The term “consulting services” is defined by T.C.A. § 2-10-122, subsections (1) & (2).

Who must file the Disclosure form: Under T.C.A. § 20-10-125, any individual or business/other entity that contracts to PAY a fee must file a Disclosure. In addition, under T.C.A. § 2-10-126, the individual who has contracted to RECEIVE the fee must also file a Disclosure.

Deadline for filing the Disclosure form: The Disclosure of Consulting Services form must be submitted to the Tennessee Ethics Commission within **five (5) days** of entering into any contract for consulting services. After the initial filing, quarterly reports must be submitted within **fifteen (15) days** after the end of the quarter.

Pursuant to T.C.A. §§ 2-10-125(d)(1) & (2) and 2-10-126(d)(1) & (2), it is a Class C misdemeanor for any person or entity to knowingly failure to file a Disclosure or to file a Disclosure more than **thirty (30) days** past its due date.

Disclosure forms which are not completed in full will not be accepted by the Tennessee Ethics Commission.