



**DISCLOSURE OF OUT OF STATE CONSULTING SERVICES
TENNESSEE ETHICS COMMISSION**

This form must be used to disclose to the Tennessee Ethics Commission all compensation for out of state consulting services paid to a member of the General Assembly or the member’s spouse. 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. § 2-10-129.

CHECK THE APPLICABLE BOXES	
New Disclosure form	Update

DISCLOSURE OF PAYOR	
A. Name of individual and/or entity paying fee:	
B. Mailing address:	
C. Telephone:	D. E-mail address:

DISCLOSURE OF PERSON RECEIVING COMPENSATION	
A. Name and position of the General Assembly member or Spouse receiving the fee, commission, or other compensation:	
B. Mailing address:	
C. Telephone:	D. 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. § 2-10-129, 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 Consulting Services form is true and correct to the best of my knowledge, information and belief.

_____ **SIGNATURE** _____ **DATE**

INSTRUCTIONS TO DISCLOSURE OF OUT OF STATE CONSULTING SERVICES FORM

Purpose of form: The Disclosure of Out of State Consulting Services form is used to report to the Tennessee Ethics Commission 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
- Any 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.

Who must file the Disclosure form: Under T.C.A. § 2-10-129, any individual or business/other entity that contracts to PAY a fee must file a Disclosure.

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 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.