

AFFIDAVIT

By my signature below I attest to the following:

- I understand that, pursuant to T.C.A. §§2-10-125 & 126, submitting a Sworn Disclosure of Consulting Services form which contains false information may subject me to the penalties of perjury;
- The information contained in this Sworn Disclosure of 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 SWORN DISCLOSURE OF CONSULTING SERVICES FORM

Overview of Requirements

Purpose of Form: The Sworn Disclosure of Consulting Services form is used to report to the Tennessee Ethics Commissions 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 of employee of a state regulatory commission (including, but not limited to, directors of the Tennessee regulatory authority); or
- 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 must be disclosed. The term “consulting services” is defined by T.C.A. §2-10-122, subsections (1) & (2)

Note that this Disclosure form may *not* be used to report the disclosures that are required by T.C.A. §§2-1-128 – 129. To report the disclosures required by these sections see Tennessee Ethics Commission Form SS-8004.

Who Must File the Disclosure form: Under T.C.A. §2-10-125 the individual or business/other entity that contracts to PAY a fee must file a Sworn Disclosure. In addition, under T.C.A. §2-10-126 the individual who has contracted to RECEIVE the fee must also file a Sworn Disclosure form. The same attached form can be used to report either Disclosure, but note that *the receiver and the payor must each sign and submit their own individual report.*

Deadline for Filing the Disclosure form: The Sworn 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. 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 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 you received or whether you paid the fee; *and*
- ✓ 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 Receiving Fee: The individual who contracts to receive the fee, or another who is legally authorized to represent that individual, must sign and submit the attached Disclosure form.

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.
- b. If you entered a business name in box a., above, 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 Sworn Disclosure of Consulting Services form and other Commission forms may also be found at this site.