INSTRUCTIONS (Revised 1/16)

FORM D-1 BUSINESS DISCLOSURE STATEMENT

WHO IS REQUIRED TO FILE A FORM D-1?

• statewide or state district elected officials
• candidates for statewide or state district offices;
• department directors; and
• individuals appointed to fill any of these offices.

WHAT INFORMATION IS TO BE REPORTED?

In accordance with Montana Code Annotated § 2-2-106, the Business Disclosure Statement must provide the following information:

• name, address, and type of business of the individual;
• type of business in which currently engaged or formerly engaged prior to election or appointment;
• each present or past employing entity from which benefits, including retirement benefits, are currently received by the individual;
• each business, firm, corporation, partnership, and other business or professional entity or trust in which the individual holds an interest;
• each additional entity in which the individual is an officer or director, including not for profit entities; and
• all real property, other than a personal residence, in which the individual holds an interest; real property may be described by general description.

Not reportable are interests of the following nature:

• personal property not held for use or sale in a trade or business or for investment purposes, such as personal vehicles or household furnishings;
• cash surrender value of any insurance policy or annuity;
• bank deposits, including checking or savings accounts or certificates of deposit not held for use in a trade or business; and
• securities issued by any government or political subdivision.

WHEN MUST A FORM D-1 BE FILED?

• Statewide or state district elected officials or department directors: prior to December 15 of each even-numbered year;
• Candidates for statewide or state district offices: within five (5) days of the time the candidate files for office; and
• Individual appointed to any of the above offices: at the earlier of the time of submission of the person’s name for confirmation or the assumption of office.

WHERE MUST A FORM D-1 BE FILED?

Form D-1 is to be filed with the Commissioner of Political Practices at the above address.

Please detach these instructions before filing Form D-1