

COMMISSIONER OF POLITICAL PRACTICES  
1205 Eighth Avenue  
Post Office Box 202401  
Helena, MT 59620-2401  
TELEPHONE: 406-444-2942  
FAX NUMBER: 406-444-1643  
WEBSITE: [www.politicalpractices.mt.gov](http://www.politicalpractices.mt.gov)



## INSTRUCTIONS (Revised 10/04) FORM D-1 BUSINESS DISCLOSURE STATEMENT

### WHO IS REQUIRED TO FILE A FORM D-1?

- statewide or state district elected officials (excluding the judiciary);
- 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.