

## OGE-450 Quick Tip Sheet – Newly Approved Nominee

The reporting period is the previous 12 months through the date of filing. The following examples assume a May 2019 filing date:

### **Assets and Income (for you, your spouse and/or dependent child)**

University of Wisconsin, Salary [example of filer's source of income]

- **Reminder:** add to Outside Positions section

University of Wisconsin, Salary (S) [example of income source for filer's spouse]

- **Note:** not needed on Outside Position section because Part III only applies to filer.

American Association for Cancer Research, Speaker's Fee (03/2019) [example of speaker's fee received within the last 12 months]

- Do not report under Outside Position section because one-time speaking event is not a reportable position

Elsevier, fees from journal editor position [example of income received within the past 12 months from a position no longer held]

- Mark as "No Longer Held" and add comment "term ended [insert month/year]"
- **Reminder:** add to Outside Positions section because held position within the past 12 months and mark as "no longer held".

Maryland Municipal Bond [example of filer's asset]

ABC Healthcare Fund (DC) [example of sector fund held in account for dependent child]

- **Reminder:** make sure the complete name of the fund is reported.

Spouse's IRA [example of an account with reportable assets (stocks, bonds and/or sector funds)]

- Only list this account if underlying holdings are reportable, i.e., if account holds only diversified mutual funds, no need to report the IRA
- Sufficient to reference this account on the form and report current assets by uploading a copy of the most recent account statement. **Note:** by uploading the entire account statement, likely disclosing assets that do not need to be reported (e.g., assets valued below the \$1,000 reporting threshold and/or diversified mutual funds). Remove account number and home address before uploading.

TIAA Traditional Annuity [example of retirement plan asset]

- **Note:** Other TIAA-CREF options are not reportable because they are diversified mutual funds. If your employer continues to contribute to this plan, add it to Part IV as well.

University of California Retirement Plan, defined benefit plan [example of defined benefit (pension) plan from previous employer]

- **Reminder:** add to Agreement and Arrangement section because this is a defined benefit plan

Gates Foundation, Seattle, WA; Research Support; Dr. Smith, PI (01/2018-12/2021) [example of non-Federal research support]

- Note: not a reportable entry under Agreement and Arrangements

University of Maryland, royalty income from “Circular frame and hub system for a conveyance,” Patent # 202,482,924 [example of royalty income paid by previous employer for patented invention]

- **Reminder:** add to Agreement and Arrangement section

### **Outside Positions (for you)**

University of Wisconsin (Madison, WI), Educational Institution, Professor and Department Chair [example of current outside position]

- **Reminder:** add to Assets and Income section if a compensated position

Society for Neuroscience (Washington, DC), Professional Society, President (2018-2021) [example of current officer position in professional society]

- Add comment that position is uncompensated; otherwise, add entry in Assets and Income section for income received

Elsevier (Amsterdam, The Netherlands), Publisher/Journal, *Nutrition*, Associate Editor (term ended [insert month/year]) [example of a position held within the last 12 months]

- Mark as “No Longer Held”
- **Reminder:** add fees to Asset and Income section because received fees within the past 12 months

### **Agreements and Arrangements (for you)**

University of California University System (Oakland, CA); I will continue to participate in former employer’s **defined benefit (pension) plan** [example of defined benefit (pension) plan from previous employer and a description of the agreement]

- Note: Do not report participation in UC’s defined contribution plans (e.g., 403(b) and 457(b)) if former employer (University of California) is no longer contributing to the plans

University of Wisconsin (Madison, WI); I will continue to participate in current employer’s 403(b) and TIAA-CREF **defined contribution plans** [example of participation in current employer’s defined contribution plans]

- Do not report individual investment options under Assets and Income section if wholly comprised of diversified mutual funds
- Note: TIAA Traditional is an Annuity, so it is reportable under Assets and Income section as the only TIAA-CREF investment option that is not a diversified mutual fund

University of Maryland (College Park, MD); I will continue to participate in a royalty sharing agreement as the inventor of an unexpired patented technology [example of agreement with previous employer to share in royalties received by the employer]

***Reminder:***

- add to Asset and Income section if income exceeds \$1,000 reporting threshold
- please be sure to hit the “Submit” tab once you have completed each category