



GOVERNMENTAL ETHICS COMMISSION

<https://ethics.kansas.gov>

April 1, 2017

RE: Notice to file your Statement of Substantial Interests (SSI)

K.S.A. 46-247 and 46-248 requires all state employees listed as designees by their agency head to file a Statement of Substantial Interests with the Secretary of State annually between April 15th and April 30th. You were listed as a designee by your agency head. **This filing requirement applies to you, even if you leave state employment in 2017.** Please note your forms will be accepted from April 1 thru April 30, 2017.

If you filed prior to the filing dates, you will have to resubmit it with a current date.

You may file your Statement of Substantial Interests form electronically.

- To file, go to the Secretary of State's website at http://www.sos.ks.gov/elections/ssi_online.aspx
- Click on the "File a Statement of Substantial Interests Form" and follow the instructions.
- If you filed previously and have forgotten your username and password, click on **Forgot/Resend Username or Password** and follow the prompts. Your login information will be re-sent to you by email.
- If you filed electronically last year, your information will be populated into this year's form, allowing you to simply update your information and submit it with a current date.

If you do not have the ability to file electronically, contact the Governmental Ethics Commission and we will supply you with a form. You may also go to our website to retrieve the Statement of Substantial Interests form and Guide at <https://ethics.kansas.gov> click on *Conflict*, and select *State Level*.

The Statement of Substantial Interests form must be completed and be in the Secretary of State's Office **no later than April 30, 2017.**

Mail to: Secretary of State's Office
1st Floor, Memorial Hall
120 SW 10th Avenue
Topeka, KS 66612-1594

Please note that you are required to file only a single (1) Statement of Substantial Interests form for all capacities for which a statement is required to be filed in 2017.

For answers to questions or assistance, contact the Governmental Ethics Commission.

Sincerely,

Roxie Valdivia
Auditor
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