

Chapter 390-24 WAC
REPORTS OF FINANCIAL AFFAIRS

Last Update: 12/24/19

WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-24-030 Forms for reports of public office fund. [Statutory Authority: RCW 42.17.370(1). WSR 86-08-030 (Order 86-02), § 390-24-030, filed 3/26/86; WSR 80-18-028 (Order 80-07), § 390-24-030, filed 12/1/80.] Repealed by WSR 94-05-010, filed 2/3/94, effective 3/6/94. Statutory Authority: RCW 42.17.390.
390-24-031 Public office fund—Establishment and use. [Statutory Authority: RCW 42.17.370. WSR 91-10-057, § 390-24-031, filed 4/29/91, effective 5/30/91.] Repealed by WSR 94-05-010, filed 2/3/94, effective 3/6/94. Statutory Authority: RCW 42.17.390.
390-24-032 Definition—Nonreimbursed public office related expense. [Statutory Authority: RCW 42.17.370(1). WSR 86-21-106 (Order 86-07), § 390-24-032, filed 10/20/86.] Repealed by WSR 20-02-062, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261.
390-24-105 Definition—Written sworn statement. [Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-105, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 86-08-030 (Order 86-02), § 390-24-105, filed 3/26/86; Order 62, § 390-24-105, filed 8/26/75.] Repealed by WSR 20-02-062, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261.
390-24-300 Form for report by public treasurers. [Order 77, § 390-24-300, filed 6/2/76.] Repealed by WSR 84-05-018 (Order 84-01), filed 2/10/84. Statutory Authority: RCW 42.17.370(1).

WAC 390-24-010 Submissions for statement of financial affairs.

The official statement of financial affairs as required by RCW 42.17A.700 is designated "F-1," and is available on the commission's website, www.pdc.wa.gov, and at the Commission Office, Olympia, Washington.

[Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261. WSR 20-02-062, § 390-24-010, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17A.110(1). WSR 17-22-071, § 390-24-010, filed 10/27/17, effective 11/27/17. Statutory Authority: RCW 42.17A.110 and 42.17A.125(2). WSR 15-01-066, § 390-24-010, filed 12/11/14, effective 1/11/15. Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-010, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370. WSR 09-14-061, § 390-24-010, filed 6/29/09, effective 7/30/09; WSR 08-19-058, § 390-24-010, filed 9/12/08, effective 11/5/08. Statutory Authority: RCW 42.17.370(1). WSR 08-01-070, § 390-24-010, filed 12/14/07, effective 1/14/08. Statutory Authority: RCW 42.17.370 and 42.17.241 (1)(n). WSR 07-04-084, § 390-24-010, filed 2/5/07, effective 3/8/07. Statutory Authority: RCW 42.17.370. WSR 06-18-034, § 390-24-010, filed 8/28/06, effective 9/28/06; WSR 05-06-070, § 390-24-010, filed 3/1/05, effective 4/1/05; WSR 02-20-036, § 390-24-010, filed 9/24/02, effective 10/25/02. Statutory Authority: RCW 42.17.370(1). WSR 00-22-053, § 390-24-010, filed

10/27/00, effective 11/27/00. Statutory Authority: RCW 42.17.370 (1) and (11) and 42.17.241 (1)(n). WSR 97-23-020, § 390-24-010, filed 11/10/97, effective 1/1/98. Statutory Authority: RCW 42.17.370(1). WSR 96-09-017, § 390-24-010, filed 4/8/96, effective 5/9/96. Statutory Authority: RCW 42.17.370. WSR 91-24-011, § 390-24-010, filed 11/22/91, effective 12/23/91. Statutory Authority: RCW 42.17.370(1). WSR 88-20-029 (Order 88-04), § 390-24-010, filed 9/29/88; WSR 86-19-039 (Order 86-06), § 390-24-010, filed 9/12/86; WSR 86-08-030 (Order 86-02), § 390-24-010, filed 3/26/86; WSR 85-24-020 (Order 85-05), § 390-24-010, filed 11/26/85; WSR 84-01-017 (Order 83-03), § 390-24-010, filed 12/9/83; WSR 80-18-028 (Order 80-07), § 390-24-010, filed 12/1/80; WSR 80-02-055 (Order 80-01), § 390-24-010, filed 1/17/80; Order 94, § 390-24-010, filed 10/31/77; Order 87, § 390-24-010, filed 11/19/76; Order 62, § 390-24-010, filed 8/26/75; Order 48, § 390-24-010, filed 3/3/75; Order 44, § 390-24-010, filed 9/26/74; Order 6, § 390-24-010, filed 3/23/73.]

WAC 390-24-020 Amending the statement of financial affairs. (1)

The official form for amending statements of financial affairs as required by RCW 42.17A.700 for all persons who have previously filed the F-1 is designated "F-1A."

(2) The annual financial affairs reporting requirement may be met by filing an F-1A to update information included in a previously filed F-1, in lieu of filing a new F-1. This may be done for up to three years, after which point a new F-1 filing must be made. The F-1A may be used only to update information required on an F-1.

(3) The commission reserves the right to reject the use of an F-1A to update information and instead require a new F-1 at any time the amendments are confusing or create misunderstandings. Authority is delegated to the commission's executive director to make this determination.

(4) Copies of the F-1A are available on the commission's website, www.pdc.wa.gov and at the Commission Office, Olympia, Washington. Any paper attachments must be on 8-1/2" x 11" white paper.

[Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261. WSR 20-02-062, § 390-24-020, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17A.110(1). WSR 17-22-071, § 390-24-020, filed 10/27/17, effective 11/27/17. Statutory Authority: RCW 42.17A.110 and 42.17A.125(2). WSR 15-01-066, § 390-24-020, filed 12/11/14, effective 1/11/15. Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-020, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370. WSR 08-19-058, § 390-24-020, filed 9/12/08, effective 11/5/08. Statutory Authority: RCW 42.17.370(1). WSR 08-01-070, § 390-24-020, filed 12/14/07, effective 1/14/08. Statutory Authority: RCW 42.17.370. WSR 05-06-070, § 390-24-020, filed 3/1/05, effective 4/1/05; WSR 02-20-036, § 390-24-020, filed 9/24/02, effective 10/25/02. Statutory Authority: RCW 42.17.370(1). WSR 00-22-052, § 390-24-020, filed 10/27/00, effective 11/27/00. Statutory Authority: RCW 42.17.370 (1) and (11) and 42.17.241 (1)(n). WSR 97-23-020, § 390-24-020, filed 11/10/97, effective 1/1/98. Statutory Authority: RCW 42.17.370(1). WSR 96-09-017, § 390-24-020, filed 4/8/96, effective 5/9/96. Statutory Authority: RCW 42.17.370. WSR 91-24-011, § 390-24-020, filed 11/22/91, effective 12/23/91. Statutory Authority: RCW 42.17.370(1). WSR 86-19-039 (Order 86-06), § 390-24-020, filed 9/12/86; WSR 86-08-030 (Order 86-02), § 390-24-020, filed 3/26/86; WSR

84-01-017 (Order 83-03), § 390-24-020, filed 12/9/83; WSR 79-11-124 (Order 79-07), § 390-24-020, filed 11/6/79; Order 94, § 390-24-020, filed 10/31/77; Order 87, § 390-24-020, filed 11/19/76; Order 62, § 390-24-020, filed 8/26/75; Order 48, § 390-24-020, filed 3/3/75.]

WAC 390-24-025 Time for filing statement of financial affairs.

(1) Any person holding elected public office, except as exempted by the terms of RCW 42.17A.700, and any appointed official and professional staff member listed or referenced in RCW 42.17A.700, and any appointed official required to comply with the reporting requirements of RCW 42.17A.700 by any other statute are required to file the F-1 for each partial or full calendar year that such person has served.

(a) For any officer or official who leaves public office prior to January 1st, the F-1 must cover only the portion of the previous year that such person was in office.

(b) For any officer or official appointed to office between January through November, the F-1 filed at the time of appointment must cover the immediately preceding twelve-month period. For any officer or official appointed to office in December, the F-1 filed at the time of appointment must cover the preceding twelve-month period ending December 31st of the same year.

(2) Any person required to file an F-1 must electronically file the F-1 with the commission under the relevant periods as follows:

(a) Between January 1st and April 15th of each year immediately following the year, or portion of the year served;

(b) As alternative to (a) of this subsection, within sixty days of leaving public office, for any officer or official who leaves office before January 1st of the following year; or

(c) Within two weeks of appointment for any person appointed to a vacancy in office during the months of January through November, or between January 1st and January 15th for any person appointed to a vacancy in December.

[Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261. WSR 20-02-062, § 390-24-025, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-025, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 86-19-039 (Order 86-06), § 390-24-025, filed 9/12/86; WSR 86-08-030 (Order 86-02), § 390-24-025, filed 3/26/86; WSR 84-01-017 (Order 83-03), § 390-24-025, filed 12/9/83; WSR 80-03-089 (Order 80-03), § 390-24-025, filed 3/4/80; Order 62, § 390-24-025, filed 8/26/75.]

WAC 390-24-100 Definition—Direct financial interest. For the purpose of RCW 42.17A.710 (1)(b), the phrase "direct financial interest" means and includes any direct ownership interest in a bank or savings account, in the cash surrender value of an insurance policy, in stocks, bonds, securities, evidences of indebtedness, judgments, accounts receivable, and other monetary claims in liquidated amounts.

The term "direct financial interest" as used in that subsection, shall not be deemed to include:

(1) Any direct financial interest which is required to be reported by such elected official or candidate under any other provision of chapter 42.17A RCW;

(2) An account receivable by a business entity in the ordinary course of such entity's business.

[Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-100, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 86-08-030 (Order 86-02), § 390-24-100, filed 3/26/86; Order 62, § 390-24-100, filed 8/26/75.]

WAC 390-24-110 Definition—Debt. (1) For the purpose of RCW 42.17A.710 (1)(c), the term "debt" means and includes a personal obligation or liability to pay or return something of value.

(2) The term "debt" as used in RCW 42.17A.710 (1)(c) shall not be deemed to include an account payable of a business entity in the ordinary course of such entity's business.

[Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-110, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 86-08-030 (Order 86-02), § 390-24-110, filed 3/26/86; Order 62, § 390-24-110, filed 8/26/75.]

WAC 390-24-150 Definition—Officer. (1) For the purposes of RCW 42.17A.710 (1)(g) and WAC 390-24-010, the term "officer" means and includes:

(a) President, vice president, secretary, treasurer, or some derivation thereof;

(b) One who holds a corporate office; or

(c) An individual who holds a position described as an officer in a corporation's bylaws or who is appointed by the board of directors in accordance with the bylaws.

(2) An individual who has been given the title of "officer" to denote a managerial job classification is not an officer for the purposes of RCW 42.17A.710 (1)(g) and WAC 390-24-010.

[Statutory Authority: RCW 42.17A.110 and 42.17A.710 (1)(n). WSR 15-01-067, § 390-24-150, filed 12/11/14, effective 1/11/15.]

WAC 390-24-160 Definition—Professional staff member. (1) A professional staff member of the office of the governor and of the legislature includes all individuals retained on a full or part-time basis whose primary responsibilities require the exercise of judgment and discretion in policy related matters including, but not limited to, such individuals who are involved in the development of legislation. A professional staff member does not include individuals retained primarily for clerical, ministerial, or internal accounting and bookkeeping purposes.

(2) The commission needs a complete and accurate list of professional staff members of the governor, the senate, and the house of representatives, in order to properly and fairly administer the personal financial affairs disclosure requirements applicable to executive state officers as defined in RCW 42.17A.705. Each December, the executive director will ask the governor, the secretary of the senate, and the clerk of the house to provide the commission by January 15th, the names and positions of the professional staff members meeting the

criteria set forth in subsection (1) of this section, who are expected to be retained during the ensuing year, and to provide periodic updates throughout the year as necessary to reflect changes in professional staff.

[Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261. WSR 20-02-062, § 390-24-160, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17A.110. WSR 13-11-009, § 390-24-160, filed 5/2/13, effective 6/2/13; WSR 12-03-002, § 390-24-160, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.390. WSR 94-05-010, § 390-24-160, filed 2/3/94, effective 3/6/94. Statutory Authority: RCW 42.17.370(1). WSR 86-08-030 (Order 86-02), § 390-24-160, filed 3/26/86; Order 88, § 390-24-160, filed 12/29/76.]

WAC 390-24-200 Descriptions of real property. (1) For the purposes of reporting real property as required by RCW 42.17A.710 (1)(h) through (k), the filer must list the street address of each parcel, the assessor's parcel number, the abbreviated legal description appearing on property tax statements, or the complete legal description. Each property description must be followed by the name of the county in which the property is located.

(2) Pursuant to RCW 42.17A.710(2), a judge, prosecutor, sheriff, or their immediate family member who is required under RCW 42.17A.710 (1)(h) through (k) to disclose the personal residence of the judge, prosecutor, or sheriff, may satisfy that reporting requirement by instead reporting:

(a) The city or town; and

(b) The type of residence, such as a single-family or multifamily residence, and the nature of ownership.

[Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261. WSR 20-02-062, § 390-24-200, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-200, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 02-03-018, § 390-24-200, filed 1/4/02, effective 2/4/02. Statutory Authority: RCW 42.17.370. WSR 01-10-053, § 390-24-200, filed 4/26/01, effective 6/1/01. Statutory Authority: RCW 42.17.370(1). WSR 88-20-029 (Order 88-04), § 390-24-200, filed 9/29/88; WSR 86-08-030 (Order 86-02), § 390-24-200, filed 3/26/86; Order 63, § 390-24-200, filed 9/10/75.]

WAC 390-24-201 Report of compensation by limited partnerships, limited liability partnerships, limited liability companies, and similar entities. For the purposes of filing financial disclosures required by RCW 42.17A.710:

(1) The terms partnership, general partnership, limited partnership, limited liability partnership, and limited liability company as defined in Title 25 RCW will apply.

(2) Persons who have a partnership or membership in limited partnerships, limited liability partnerships, limited liability companies, and similar entities including but not limited to professional limited liability companies, shall file a personal financial affairs form (PDC F-1) as required in RCW 42.17A.710, and shall also provide the information described in subsection (3) of this section.

(3) A person filing a personal financial affairs statement shall report the name of any limited partnership, limited liability partnership, limited liability company, professional limited liability company, and similar entity in which a partnership or membership is held by the person or member of the person's immediate family, and any title held. The person shall also report the following:

(a) Regarding a governmental unit in which the filer seeks or holds any office or position, if the entity has received compensation during the reporting period from the governmental unit, the value of the compensation and the consideration given or performed in exchange for the compensation; and

(b) The name of each governmental unit, corporation, partnership, joint venture, sole proprietorship, association, union, or other business or commercial entity from which the entity has received compensation in the amount equal to or greater than the amount specified in WAC 390-24-010 and 390-24-020 (the F-1 reporting forms) during the reporting period and the consideration given or performed in exchange for the compensation.

[Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-201, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.241 (1)(n) and 42.17.370. WSR 06-21-010, § 390-24-201, filed 10/6/06, effective 11/6/06.]

WAC 390-24-202 Report of compensation from sales commissions.

When a person receives compensation in the form of a commission on sales, the reporting of the compensation, required in RCW 42.17A.710, shall include:

(1) The name and address of the person or persons through whom a commission was paid;

(2) For purposes of RCW 42.17A.710 (1)(f), the name and address of each person (other than an individual) for whom a service was rendered or to whom a product was sold that resulted in a commission of \$2,400 or more in the aggregate;

(3) For purposes of RCW 42.17A.710 (1)(g)(i), the name and address of each governmental unit for whom a service was rendered or to whom a product was sold that resulted in a commission;

(4) For purposes of RCW 42.17A.710 (1)(g)(ii), the name and address of each person (other than an individual) for whom a service was rendered or to whom a product was sold that resulted in a commission of \$12,000 or more in the aggregate.

[Statutory Authority: RCW 42.17A.110 and 42.17A.125(2). WSR 15-01-066, § 390-24-202, filed 12/11/14, effective 1/11/15. Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-202, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 08-01-070, § 390-24-202, filed 12/14/07, effective 1/14/08. Statutory Authority: RCW 42.17.370. WSR 92-08-105, § 390-24-202, filed 4/1/92, effective 5/2/92.]

WAC 390-24-203 Reporting of field trips and other excursions.

(1) All persons required to file reports pursuant to RCW 42.17A.615 who provide field trips or other excursions to elected and appointed officials, and other individuals required to file the Personal Financial Affairs Statement (PDC Form F-1) shall file, on the appropriate

monthly L-2 or L-2 Memo Report, the identity of persons attending the field trip or other excursion along with the date, pro rata cost, and a brief description of the field trip or other excursion.

(2) All persons required to file pursuant to RCW 42.17A.710 who attend a field trip or other excursion paid for or provided by a lobbyist, lobbyist employer, or other person paying for or providing field trips or other excursions shall report the date, name of the person paying for or providing the field trip or excursion, pro rata cost attributable to the filer, applicable code value, and a brief description of the field trip or other excursion as part of the F-1 statement that covers the date of the field trip or other excursion.

[Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-203, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 00-22-059, § 390-24-203, filed 10/27/00, effective 11/27/00.]

WAC 390-24-205 Reporting on compensation received for legislation prepared, promoted or opposed, for the statement of financial affairs (F-1). Pursuant to RCW 42.17A.710(1)(e), as part of the F-1, unless part of their duties as an elected official, state executive officer, or professional staff member of a governmental entity, if an official has prepared, provided, or opposed any legislation, rule, rate, or standard for compensation, the official must provide information regarding:

(1) Each person for whom such services have been provided and the subject area about which the reporting official has prepared, promoted or opposed legislation, rule, rate, or standard; and

(2) The current or deferred compensation received or promised for said service for each person.

[Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261. WSR 20-02-062, § 390-24-205, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17.370(1). WSR 86-08-030 (Order 86-02), § 390-24-205, filed 3/26/86; Order 90, § 390-24-205, filed 1/20/77.]

WAC 390-24-210 Report of officers and directors of financial institutions. An elected official or candidate who is an officer or director of a financial institution may comply in part with RCW 42.17A.710 (1)(g)(ii) by incorporating by reference a list of the financial institution's officers and directors if such a list has been filed with the commission by the financial institution in the current year.

[Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-210, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 86-08-030 (Order 86-02), § 390-24-210, filed 3/26/86; Order 77, § 390-24-210, filed 6/2/76.]

WAC 390-24-211 Reporting on public or private office held for the statement of financial affairs (F-1). An elected official or executive state officer is not required to report the office, directorship, or position held in a public or private office for service on a governmental board, commission, association, or functional equivalent,

when such service is part of the elected official's or executive state officer's official duties.

[Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261. WSR 20-02-062, § 390-24-211, filed 12/24/19, effective 1/24/20.]

WAC 390-24-301 Changes in dollar amounts of reporting thresholds and code values for the statement of financial affairs (F-1). Pursuant to the commission's authority in RCW 42.17A.125 to revise the monetary reporting thresholds and code values found in chapter 42.17A RCW to reflect changes in economic conditions, the following revisions are made:

Statutory Section	Subject Matter	Amount Enacted or Last Revised	Revision Effective January 12, 2015
.710 (1)(b)	Bank Accounts	\$20,000	\$24,000
.710 (1)(b)	Other Intangibles	\$2,000	\$2,400
.710 (1)(c)	Creditors	\$2,000	\$2,400
.710 (1)(f)	Compensation	\$2,000	\$2,400
.710 (1)(g)(ii)	Compensation to Business Entity	\$10,000	\$12,000
.710 (1)(g)	Bank Interest Paid	\$2,400	\$2,900
.710 (1)(h)	Real Property-Acquired	\$10,000	\$12,000
.710 (1)(i)	Real Property-Divested	\$10,000	\$12,000
.710 (1)(j)	Real Property-Held	\$10,000	\$12,000
.710 (1)(k)	Real Property-Business	\$20,000	\$24,000
.710 (1)(l)	Food and Beverages	\$50	

Statutory Section	Subject Matter	Amount Last Revised	Revision Effective May 21, 2019
.710 (2)	Dollar Code A	Up to \$4,449	Up to \$29,999
	Dollar Code B	\$4,500-\$23,999	\$30,000-\$59,999
	Dollar Code C	\$24,000-\$47,999	\$60,000-\$99,999
	Dollar Code D	\$48,000-\$119,999	\$100,000-\$199,999
	Dollar Code E	\$120,000 and up	\$200,000-\$499,999
	Dollar Code F		\$500,000-\$749,999
	Dollar Code G		\$750,000-\$999,999
	Dollar Code H		\$1,000,000 or more

[Statutory Authority: RCW 42.17A.110(1), 2019 c 428, and 2019 c 261. WSR 20-02-062, § 390-24-301, filed 12/24/19, effective 1/24/20. Statutory Authority: RCW 42.17A.110 and 42.17A.125(2). WSR 15-01-066, § 390-24-301, filed 12/11/14, effective 1/11/15. Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-24-301, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 08-01-070, § 390-24-301, filed 12/14/07, effective 1/14/08. Statutory Authority: RCW 42.17.370 (1) and (11) and 42.17.241 (1)(n). WSR 97-23-020, § 390-24-301, filed 11/10/97, effective 1/1/98.]