

**LEGISLATIVE ETHICS COMMISSION**

Office Location: Alfred E. Smith Building, Suite 1431  
Mailing Address: Box 75, Legislative Office Building Albany, New York 12247  
Telephone: (518) 432-7837/7838  
Fax: 518-426-6850

**REQUEST FOR EXTENSION OF TIME TO FILE THE ANNUAL STATEMENT OF  
FINANCIAL DISCLOSURE FOR JUSTIFIABLE CAUSE OR UNDUE HARDSHIP**

(See instructions on reverse side.)

1. Name \_\_\_\_\_

2. Legislative Office \_\_\_\_\_ Position \_\_\_\_\_

3. Preferred Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4. Daytime Telephone (\_\_\_\_\_) \_\_\_\_\_

5. Describe the circumstances which prevent you from filing a completed Annual Statement of Financial Disclosure by the due date. You may attach any documentation which would assist the Legislative Ethics Commission in determining whether these circumstances demonstrate a justifiable cause or undue hardship sufficient to grant an extension of the date that the statement is due.

6. Provide the date by which you believe you could file the statement if the commission grants this request:

\_\_\_\_\_  
Month Day Year

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I realize that this request for an extension of the date the Annual Statement of Financial Disclosure is due does not automatically extend the time to file my statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS

Public Officers Law § 73-a (2) (a) (ii) permits a reporting individual to request that the Legislative Ethics Commission extend the date the Annual Statement of Financial Disclosure is due if that individual demonstrates there is justifiable cause to grant the extension or that complying with the due date creates an undue hardship.

The due date of the Annual Statement is **May 15** for legislative members and employees who are required to file this statement. New employees and candidates for legislative office should consult Public Officers Law § 73-a or the Commission's Guide to the Legislative Annual Statement of Financial Disclosure for applicable statutory due dates.

1. NAME: Include your full name.
2. LEGISLATIVE OFFICE: Identify the name of the legislative office in which you serve. Candidates need to report the house (Senate or Assembly) and district number of the legislative office they are seeking to hold. Position: Identify your legislative title, or indicate that you are filing as a candidate.
3. PREFERRED MAILING ADDRESS: Provide the complete address for the location (office or home) at which you would like to receive correspondence on this matter.
4. DAYTIME PHONE: List a preferred telephone number at which you may be contacted during the day.

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5. Describe the reasons which you believe prevent you from filing the statement when due. You may attach additional pages, including supporting documentation, to support your claim.
6. List the date by which you believe you could file a completed Annual Statement of Financial Disclosure with the Legislative Ethics Commission if your request is granted.

This request must be filed with the Legislative Ethics Commission no later than the statutory due date for the statement. You will be notified in writing of the Legislative Ethics Commission's determination. If the commission denies your request as unsupported, you may be subject to penalties for a delinquent statement.