



New York State Commission on Ethics and  
Lobbying in Government  
540 Broadway  
Albany, New York 12207

## APPLICATION REQUESTING AN EXEMPTION FROM FILING A FINANCIAL DISCLOSURE STATEMENT

### Instructions for State officers and employees (non-Academic filers)

- ✓ Make sure your official job description is attached. If unavailable, attach your most recent performance evaluation.
- ✓ Forward a copy of this form to your appointing authority.
- ✓ Note that effective April 1, 2022, the filing rate is \$101,379.
- ✓ An exemption request must be post-marked no later than May 16, 2022 for this Financial Disclosure Statement. Individuals commencing State service after May 15, 2022 or who receive a job title change or a salary increase which exceeds the filing rate may apply for an exemption within 30 days of such event.
- ✓ You are not eligible to apply for an exemption if you have been designated a policymaker by your appointing authority.
- ✓ If you have been previously denied an exemption while serving in your current job title/agency, you must include new supporting documentation of changed circumstances.

#### You need not apply if:

- You previously received an exemption and are in the same title/agency;
- You are currently serving in an exempt title.
- ★ **You may also apply electronically by logging-in to your online account at [www.jcope.ny.gov](http://www.jcope.ny.gov). Please be sure to upload your official agency job description or most recent performance evaluation.**

### Instructions for Academic Employees of SUNY and CUNY

- ✓ An academic employee must submit a recent annual report or a self-prepared written description of duties, either of which must include whether or not the individual is involved in:
  - Purchasing or contracting activities;
  - Administrative duties such as chair or director of a department or program; and
  - Whether he/she receives externally funded grants.
- ✓ Academic employees of SUNY and CUNY are not required to file a copy of the exemption form with their campus.
- ✓ For academic filers, an exemption request must be post-marked no later than November 15, 2022 for this Financial Disclosure Statement.
- ✓ **You need not apply if:**
  - You previously received an exemption and you have the same academic title and duties, and you are not engaged in externally funded grant activities.

#### You must re-apply if:

- You received an exemption and have since been engaged in grant activities, have been serving as a department chair, or have been involved in purchasing or contracting activities.
- ★ **You may also apply electronically by logging-in to your online account at [www.jcope.ny.gov](http://www.jcope.ny.gov). Please be sure to upload either a recent annual report or a self-prepared written description of duties.**

The Commission, at its discretion, may grant the exemption if (1) the public interest does not require disclosure, and (2) the individual's official duties do not involve:

- the negotiation, authorization, or approval of contracts, leases, franchises, revocable consents, concessions, variances, special permits, or licenses as defined in Section 73 of the Public Officers Law;
- the purchase, sale, rental or lease of real property, goods or services, or a contract therefor;
- the obtaining of grants of money or loans; or
- the adoption or repeal of any rule or regulation having the force and effect of law.



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## INDIVIDUAL EXEMPTION FORM

|                                   |                          |                                |                                     |
|-----------------------------------|--------------------------|--------------------------------|-------------------------------------|
| <b>Name (Last, First)</b>         |                          |                                |                                     |
| <b>Home Address</b>               |                          |                                |                                     |
| <b>Work Phone</b>                 |                          | <b>Work e-mail</b>             |                                     |
| <b>Agency</b>                     |                          | <b>Facility</b>                |                                     |
| <b>Official Title</b>             |                          | <b>Salary</b>                  |                                     |
| <b>Representation (check one)</b> | <b>No Representation</b> | <b>Management/Confidential</b> | <b>Union (please specify below)</b> |

| Please check "YES" or "NO" for each of the following questions   | YES | NO |
|--|-----|----|
| Have you previously applied for an exemption for your current title and agency?  |     |    |
| If yes, was exemption granted?   |     |    |
| If exemption was previously denied, have you attached supporting documentation for any changed circumstances?  |     |    |
| Do your duties involve the negotiation, authorization, or approval of contracts, leases, franchises, revocable consents, concessions, variances, special permits, or licenses (as defined in Section 73 of the Public Officers Law)? |     |    |
| Do your duties involve the purchase, sale, rental or lease of real property, goods or services, or a contract therefor?  |     |    |
| Do your duties involve the obtaining of grants of money or loans?  |     |    |
| Do your duties involve the adoption or repeal of any rule or regulation having the force and effect of law?  |     |    |
| A copy of your job description must be attached. Click "YES" to confirm your job description is attached.  |     |    |
| A copy of this form with attachments must be filed with your agency. Check "YES" to confirm that you filed this with your agency.  |     |    |

|  |
|--|
| <b>State any additional facts which support the conclusion that your job does not involve any of the duties set forth above.</b> |
|  |
|  |
|  |

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.