

TAC Boards and the State Ethics Commission

Local officials serving on a transportation planning organization's executive/advisory committee are referred to as **TAC Members**. The transportation legislation which created the 37 North Carolina Metropolitan or Rural Planning Organizations (MPOs or RPOs) can be found at N.C.G.S. § 136-200.2(g) (MPO) and N.C.G.S. § 136-211(f) (RPO).

Although not "covered persons" as defined by the State Ethics Act, TAC members and alternates of all MPOs and RPOs are required to file initial and annual financial and real estate disclosures called the **Statement of Economic Interest (SEI) form** and **Real Estate Disclosure (RED) form**. These two forms are filed with the Ethics Commission within 60 days of initial appointment and thereafter during the annual filing season which runs concurrent to tax season--**Jan to April 15th**. Be advised that failure to file may result in fines of up to \$500 annually and possible criminal penalties.

Because TAC members are not covered persons, you are not required to participate in ethics education offered by the State Ethics Commission, but rather you receive ethics education through the UNC-CH School of Government.

FILING OF FINANCIAL AND REAL ESTATE DISCLOSURES

Electronic Filing

As of 2019, the quickest, most secure way to file is in our **electronic filing system**. This informational walk-through is intended to get you over a few common obstacles.

Online account creation Create an account here: <https://ethicssei.nc.gov/Efile/>

Your Ethics Commission account will be personal to you. Therefore, it does not matter what email you use to create your account, so use the email that is convenient for you.

The password rules for creating your filing account are:

1. 8 character minimum
2. Special character such as (*%&#@+)
3. A digit (0-9)
4. An uppercase letter

You may want to keep a record of your email and password for future filings. We can reset your password and tell you which email you used if you forget.

****ONLINE FILING NO LONGER REQUIRES AN NCID.**** The system uses email verification—it will send a link to the email address you used to make an account. By clicking on the verification link, you activate a live account and can begin filing. The verification email should arrive within a minute or so: If you do not receive the email with the verification link in it within 90 seconds, check your Junk and Spam folders. *HINT: the generated email is a bot and many government spam filters block it. Ask your IT System Administrator to look for an email from SEI@ethics.nc.gov.* If you have trouble with this step, contact the State Ethics Commission using the contact info below.

Electronic forms

The online filing is a smart form. It will launch questions and propose answers based on your previous answers, and retains your financial information which is a great help for filing from year to year.

Depending on the answers to the initial 8 questions, the system will start a **Long form** or a **No Change form**. New members: since you did not file last year and are new to a board, you will be required to file a Long Form SEI.

CANDIDACY QUESTION: (if activated) answer **NO** and hit NEXT in bottom right corner. (Note: the candidacy question does not pertain to local officials or local elections.)

REASON FOR FILING: choose "serving on a **BOARD OR COMMISSION**" -> click **+** symbol -> then in drop down board list, choose "[YOUR] MPO or RPO TAC".

If you serve on more than one covered Board (e.g. community college trustee), you may choose multiple answers.

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!! IMPORTANT !! You are filing with the State Ethics Commission because you sit on a TAC board, and **not** because you are an elected local official. When you correctly select your MPO TAC or RPO TAC as your Reason for Filing, the electronic system will automatically generate a **Real Estate Disclosure form** for you to complete your filings. If you do not know your TAC's official name, call us! **DO NOT SELECT** "Local Government Commission", "Board of Transportation" or any other non-TAC boards as your reason for filing **or you will be required to re-file**.

FILER INFORMATION: You can import your information (box at top of page), then fill in the rest of the information. Boxes marked with (*) are required fields.

DISCLOSURE SECTIONS: **Please read the questions** and answer each question correctly, fully and responsively. You will be asked to list real estate ownership, associations, etc. **Especially note and complete your sources of income question:** if overlooked on the filing, it will cause you to be asked to refile. Be sure to disclose responsively.

If you are interrupted, the system will remember where you leave off—you can pick right up the next time you log in.

CONFIRMATION: To finish filing, you must have completed the entire form and electronically signed it by checking the two affirmation boxes, which is signing both forms.

You can be assured that you have successfully filed if 3 things happen: 1. A pop-up will appear with a Confirmation number 2. Your In-Progress SEI will now show as a Completed SEI in your account 3. You receive an email with a copy of your filed SEI. *CONFIRMATION WILL BE VERY CLEAR.*

ADDITIONAL INFORMATION FOR TAC FILERS

Paper filings

SEI and RED forms may be downloaded and completed manually. [MPO/RPO TAC Filers | Ethics Commission \(nc.gov\)](#) is the MPO/RPO page where you can access paper and electronic forms. Paper forms must be mailed (or hand delivered with an appointment) and postmarked by the deadline. Use the P.O. Box address on the form.

Evaluations

The State Ethics Commission staff has the responsibility of reviewing and evaluating all financial disclosures for potential conflicts of interest. We provide an evaluation letter to you at the time of your initial filing and annually thereafter. The evaluation letter is intended to help you begin thinking in terms of potential conflicts of interest, as well as advise you on how to handle any potential conflict that may arise in the course of your public duties.

Assistance

The State Ethics Commission Staff is here to help you fulfill your statutory obligations. If you have any questions regarding the SEI or RED, general questions on how to complete the form, or timing of filings, we will be happy to help you complete your filing requirements. Contact the staff member at the bottom of this document if you need help.

Finally, the Ethics Commission thanks you for your service to your local North Carolina communities.

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