

**CITY OF WATERBURY**  
**Instructions for Preparing Annual Statement of Financial Interests**  
**Business Entities**

*Who Must File?*

Persons or Entities Doing Business with the City, in excess of \$1,000 for the preceding year.

*When to File?*

On or before June 1st of this year for the preceding calendar year.

*The Contents of the Disclosure Form*

Please fill in each section with the information required or check the box provided if that section does not apply. If you need additional fields, please photocopy the appropriate page(s).

**I. Outstanding Contracts or Purchase Orders with the City**

The financial disclosure statement shall include a list of all outstanding Purchase Orders or Contracts with the City, including:

- Service or Commodity Covered by the Contract or Purchase Order;
- Term of the Contract or Purchase Order

**II. Financial Interest Disclosure**

The financial disclosure statement shall include the identity of all Public Officials, Employees or Members of Boards and Commissions who have a Financial Interest in the Person or Entity conducting business with the City, including:

- Name
- Position with City
- Nature of Business Interest (e.g. Owner, Director)
- Identify Party Holding the Interest
- Identify as Lessor or Lessee

**Certification**

The Disclosing Party is required to execute the form and certify the Annual Statement of Financial interest is a complete and accurate statement of the facts contained therein.