

**INSTRUCTIONS FOR DISCLOSURE BY COUNTY EMPLOYEE  
AS REQUIRED BY G. L. c. 268A, § 14(b)**

**FINANCIAL INTEREST IN A COUNTY CONTRACT**

**WHEN TO USE THE § 14(b) DISCLOSURE FORM**

You are a **county employee**. You have a **financial interest in a contract made by a county agency of the same county which you serve**, and

- As a county employee, you **do not participate in or have official responsibility for any of the activities of the county agency that made the contract**; and
- The contract is made with a **corporation or other commercial entity**; and
- Your direct and indirect interests, and those of your immediate family (you, your spouse, and each of your parents, brothers and sisters, and children) in the corporation or commercial entity do not in the aggregate amount to **10% of the total proprietary interests in the corporation or commercial entity**; and
- The contract is made through **competitive bidding**.

A financial interest may be **direct or indirect, large or small, positive or negative** – a gain or a loss, a benefit or an obligation.

You must file a **disclosure under § 14(b)** to have this financial interest.

**FILING THE § 14(b) DISCLOSURE**

In the disclosure, explain **your financial interest in the corporation or commercial entity** that has a contract with a county agency. If an **immediate family member** also has a financial interest in the corporation or commercial entity, explain it.

Complete and sign the disclosure and **file it with the State Ethics Commission**.

**If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at [requestadvice@massmail.state.ma.us](mailto:requestadvice@massmail.state.ma.us).**