

# TOWN OF WEST SENECA



## ANNUAL STATEMENT OF DISCLOSURE FOR VENDORS & INDEPENDENT CONTRACTORS

FOR PREVIOUS CALENDAR YEAR: \_\_\_\_\_

The purpose of this Annual Statement of Disclosure is to identify potential conflicts of interest before such conflicts occur. Completion of this form is required as per the Town of West Seneca's Ethics Code §13-5 C. In answering the questions on this Annual Statement of Disclosure, the following definitions are critical:

1. Interest, as used in this Annual Statement of Disclosure, is defined as follows:
  - A. Providing goods, influence, investment, property or service(s) to any person, business or entity for which compensation or benefit is expected or received; or
  - B. Holding ownership, title or right, individually<sup>1</sup> or with others, to real property, within the Town of West Seneca.
2. Contract, as used in this Annual Statement of Disclosure, shall be defined in accordance with the Standard English usage.

### **INSTRUCTIONS:**

All individuals who have an ownership interest in a business entity, including, but not limited to, a corporation, limited liability company, partnership, sole proprietorship, or any other business entity organized under the laws of New York State, or authorized to do business in New York State, shall complete this form prior to [or upon?] signing a contract or entering into an arrangement with the Town to provide goods or services.

For both independent contractors and vendors, subsequent disclosures are to be completed annually.

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<sup>1</sup> For the purpose of this section an individual shall be deemed to have an ownership interest when he or she individually maintains any ownership interest in real property, or (a) is an officer or director of a business entity that owns any interest in real property, or (b) owns or controls stock of a corporate or business entity that owns any interest in real property, or (c) is a member of a partnership or limited liability company, which maintains any ownership interest in real property.

**FILL OUT COMPLETELY:**

**BUSINESS ENTITY NAME:** \_\_\_\_\_

**BUSINESS ENTITY ADDRESS:** \_\_\_\_\_ NY \_\_\_\_\_  
(Street Address) (Town) (Zip Code)

**TYPE OF ENTITY (select one):**

Corporation  Sole proprietor  
 LLC  Partnership

**YOUR NAME:**

\_\_\_\_\_  
(Last) (First) (Middle initial)

**ADDRESS:** \_\_\_\_\_ NY \_\_\_\_\_  
(Street Address) (Town) (Zip Code)

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**POSITION HELD\*:** Check all below that apply to you

(\*Skip if a sole proprietor.)

Officer  Manager  Sales Rep./Employee  
 Director  Member  Shareholder  
 Other

**OWNERSHIP INTEREST (yes or no; if yes, what percentage):** \_\_\_\_\_

**COMPENSATION INTEREST (yes or no):** \_\_\_\_\_

**TOWN DEPARTMENT YOU PRIMARILY SERVE:** \_\_\_\_\_

**PLEASE DESCRIBE THE PRODUCTS OR SERVICES YOU ARE PROVIDING, OR PROPOSING TO PROVIDE, TO THE TOWN:** \_\_\_\_\_

**IS THE PRODUCT OR SERVICE SUBJECT TO A BID (yes or no)?:** \_\_\_\_\_

**WHAT IS THE APPROXIMATE VALUE OF THE PRODUCT OR SERVICE OVER THE NEXT 12 MONTHS?** \_\_\_\_\_

<sup>2</sup> Ownership Interest, includes, but is not limited to, the ownership of stock, membership units, silent partner, an ownership of a right to vote, or any other ownership interest, monetary or nonmonetary where one would receive a benefit from such business.

<sup>3</sup> Compensation Interest, includes, but is not limited to, one's compensation, monetary or nonmonetary, being contingent, in whole or in part (e.g., commission, bonus, etc.), upon executing a business arrangement with the Town.

Please **list** any real property in the Town of West Seneca where you, as an individual<sup>4</sup> **(including a personal residence)**, own or hold any ownership interest<sup>5</sup>:

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Please **list** any **relatives** employed by the Town of West Seneca or appointed to serve on a **committee or board** in the Town of West Seneca:

| <u>Relative Name</u> | <u>Relationship</u> | <u>Position Held</u> |
|----------------------|---------------------|----------------------|
|                      |                     |                      |
|                      |                     |                      |
|                      |                     |                      |
|                      |                     |                      |
|                      |                     |                      |

**Relative** – A spouse, parent, stepparent, sibling, step-sibling, sibling’s spouse, child, stepchild, uncle, aunt, nephew, niece or household member of a Town official, officer or employee and individuals having any of these relationships to the spouse of the Town official, officer or employee.

**Please answer the following questions.**

1. Have you, your spouse/partner or relatives had any interest in any business or entity doing business with the Town currently or within the past twelve (12) months?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

2. Have you, your spouse/partner or relatives had any interest in any contract made or executed **with** the Town of West Seneca within the past twelve (12) months?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**If you answered yes to either of these 2 questions, describe the nature of the interest. Please attach an additional page if necessary.**

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<sup>4</sup> For the purpose of this section an individual shall be deemed to have an ownership interest when he or she individually maintains any ownership interest in real property, or (a) is an officer or director of a business entity that owns any interest in real property, or (b) owns or controls stock of a corporate or business entity that owns any interest in real property, or (c) is a member of a partnership or limited liability company, which maintains any ownership interest in real property.

<sup>5</sup> See footnote 2 **above**.

List any position held in any other business, association or not-for-profit organization held by you, your spouse/partner or relatives that has or could in the future transact business with the Town of West Seneca.

| <b><u>Business Name</u></b> | <b><u>Person Name</u></b> | <b><u>Nature of Business</u></b> |
|-----------------------------|---------------------------|----------------------------------|
|                             |                           |                                  |
|                             |                           |                                  |
|                             |                           |                                  |

During the current year, if there are any changes in your answers to anything on this form, you must file an amended Annual Statement of Disclosure with the Town Clerk within thirty (30) days of such change.

**I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THIS ANNUAL STATEMENT OF DISCLOSURE IS TRUE, CORRECT, AND COMPLETE. I HAVE REVIEWED THE CURRENT CODE OF ETHICS FOR THE TOWN OF WEST SENECA.**

\_\_\_\_\_

(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_

(Print Name)

(Return this form to the Town Clerk)