

Message from Kansas Governmental Ethics Commission:

K.S.A. 46-247 and 46-248 requires all **state employees** listed as designees by their agency head to file a Statement of Substantial Interests (SSI) with the Secretary of State annually between April 15th and April 30th. You were listed as a designee by your agency head the University of Kansas.

There has been some confusion when filing this form and I hope this information below will provide some clarity.

Although the **University** requires a similar form called "Conflict of Interest" to be completed by staff and members. This form does **not** relieve you of the responsibility to complete the statement of substantial interests form from the Kansas Governmental Ethics Commission, which is different from the University. A statement of substantial interest form must be completed annually between April 15th and April 30th, for individuals who meet the requirements and is required by state law. Because of the responsibilities associated with your current position, or because you are a faculty member with an annual salary of \$150,000 or more.

Forms will be accepted from April 1 through April 30, 2023. Statutorily, forms received after April 30, 2023, may result in a civil penalty per K.S.A. 46-280.

If you filed prior to April 1, 2023 – it is necessary to submit the SSI with a current date.

You may file [electronically](#) or by submitting a [paper form](#) to the Secretary of State's office. Helpful information can be downloaded at [SSI instruction and guide](#) and [SSI Rules and Regulations](#).

If you filed electronically last year the system will automatically populate the previous data into this year's form, allowing you to simply update your information and submit it with a current date.

We encourage people to file electronically as it simplifies the process in future years for you and assists our office in processing.

- Contact the Secretary of State's office at (785) 296-4561 if you have any issues with your login or need assistance with the procedure of filing your form electronically.
- Questions regarding the **content** of the form should be directed to the Governmental Ethics Commission.

If you file on paper, please send it to the Secretary of State's Office **no later than April 30, 2023**. You may submit your form (must be signed and dated) either by mail, fax, or email.

- Mail: Secretary of State's Office, Memorial Hall, 1st Floor, 120 SW 10th Avenue, Topeka, KS 66612
- Fax: (785) 291-3051
- Email: Beverly.Nichols@ks.gov

Should you have multiple positions that require the SSI be completed, you are required to file only one (1) form.

If you have any questions, please contact the Governmental Ethics Commission at (785) 296-4219 or email Roxie.Valdivia@ks.gov

Roxie Valdivia

Governmental Ethics Commission

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