

## Message from Kansas Governmental Ethics Commission:

### Notice to file your Statement of Substantial Interests (SSI)

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

**Note:** 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 Government Ethics Commission, which is different from the University. A statement of substantial interest form must be completed annually between April 15<sup>th</sup> and April 30<sup>th</sup>, 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.

Forms will be accepted from April 1 through April 30, 2022. Statutorily, forms received after April 30, 2022, may result in a civil penalty per K.S.A. 46-280. *If you filed prior to April 1, 2024 – it is necessary to submit the SSI with a current date.*

You may file electronically at <https://sos.ks.gov/elections/ssi/entry.aspx> (this link has changed since last year) or by submitting a [paper form](#) to the Secretary of State’s office. Helpful information may be found from the [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.

- 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 at (785) 296-4219.

The completed SSI form must be received in the Secretary of State's Office **no later than April 30, 2024**. You may submit your form (must be signed and dated) either by mail, fax, or email (information below).

- Mail: Secretary of State’s Office, Memorial Hall, 1st Floor, 120 SW 10th Avenue, Topeka, KS 66612
- Fax: (785) 291-3051
- Email: [Andrew.Coe@ks.gov](mailto:Andrew.Coe@ks.gov)

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

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#### **Roxie Valdivia**

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