

**INSTRUCTIONS:** This form is to be used to satisfy any and all disclosures required by the Act of September 18, 2009 (P.L. 396, No. 44). Please read the following information regarding the completion of this disclosure form. Please also review the definitions provided on pages 7 and 8 prior to completing this form.

**Note:** Each PART must be responded to and the form must be dated and signed by all appropriate individuals or entities required to make a disclosure to the Board. There are different types of disclosures required under each PART of this form: Individual, Business, and Personal. Complete only one form for the type of disclosure being made and mark the other PARTS as "Not Applicable." This form is to be filed with the Secretary of PMRS at the following address: PO Box 1165, Harrisburg, PA 17108.

PLEASE TYPE OR PRINT ALL ENTRIES IN INK AND SIGN WHERE REQUESTED.

**PART A: Individual Disclosure.** The information contained in this PART relates to an Applicant who is an individual who is providing or who will be providing services under a Professional Services Contract. See PART C for the disclosure of individuals, advisors, or sub-contractors who have to be identified as providing services under a Professional Services Contract where the applicant is a business.

If No Disclosure is being made under this PART, please Check Box and Initial.  \_\_\_\_\_

1. NAME OF INDIVIDUAL MAKING THE DISCLOSURE _____ <i>First Middle Last Suffix</i>	2. TITLE OF INDIVIDUAL _____
3. INDIVIDUAL'S MAILING ADDRESS _____ <i>Street Apt.</i> _____ <i>City State Zip Code</i>	4. DATE OF DISCLOSURE _____ <i>MM / DD / YYYY</i> Note: Contributions for past five (5) years must be provided.

5. CONTRIBUTIONS

Have you made any contributions above \$500 to any Candidate for public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you made any contributions above \$500 to any individual who holds a public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you made any contributions above \$500 to any Political Committee of a Candidate for public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you made any contributions above \$500 to any Political Committee of any individual who holds a public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you solicited or served as an intermediary for any contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Check here to certify that <b>no</b> contributions were made.</i>	<input type="checkbox"/>

6. GIFTS

Have you given any gifts having more than a nominal value to any official, employee, or fiduciary of the PMRB or PMRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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7. RELATIONSHIPS

Do you have any direct financial, commercial, or business relationship with any official, employee, or fiduciary of the PMRB or PMRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any relationship with a third party intermediary, agent, or lobbyist that is to directly or indirectly communicate with the PMRB or PMRS in connection with any transaction or investment involving the Applicant and the PMRB or PMRS? (Note: If the answer is "Yes," the Applicant must disclose the name and contact information of the third party intermediary, agent, or lobbyist.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional specific information on every contribution and/or gift must be disclosed. Please use the table provided in PART D.

**PART B: Business Disclosure.** The information contained in this PART relates to an Applicant who is a business that is providing or is seeking to provide services under a Professional Services Contract to the Board or the System. Disclosure under this PART necessitates the completion of PART C as well.

If No Disclosure is being made under this PART, please Check Box and Initial.  \_\_\_\_\_

1. NAME OF BUSINESS MAKING THE DISCLOSURE  _____	2. NAME OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  _____ <i>First Middle Last Suffix</i>	3. TITLE OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  _____
4. BUSINESS MAILING ADDRESS  _____ <i>Street Suite</i>  _____ <i>City State Zip Code</i>		5. DATE OF DISCLOSURE  ____/____/____ <i>MM DD YYYY</i> <b>Note: Contributions for past five (5) years must be provided.</b>

6. CONTRIBUTIONS

CONTRIBUTIONS	
Has the business or its Affiliated Entity made any contributions above \$500 to any Candidate for public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an officer, director, Executive-level Employee, or owner of at least 5% of the business or its Affiliated Entity made any contributions above \$500 to any Candidate for public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or its Affiliated Entity made any contributions above \$500 to any individual who holds a public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an officer, director, Executive-level Employee, or owner of at least 5% of the business or its Affiliated Entity made any contributions above \$500 to any individual who holds a public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or its Affiliated Entity made any contributions above \$500 to any Political Committee of a Candidate for public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an officer, director, Executive-level Employee, or owner of at least 5% of the business or its Affiliated Entity made any contributions above \$500 to any Political Committee of a Candidate for public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or its Affiliated Entity made any contributions above \$500 to any Political Committee of any individual who holds a public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an officer, director, Executive-level Employee or owner of at least 5% of the business or its Affiliated Entity made any contributions above \$500 to any Political Committee of any individual who holds a public office in the Commonwealth?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the business or its Affiliated Entity solicited or served as an intermediary for any contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an officer, director, Executive-level Employee, or owner of at least 5% of the business or its Affiliated Entity solicited or served as an intermediary for any contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NO CONTRIBUTIONS</b>	
Check here to certify that <b>no</b> contributions were made by the business.	<input type="checkbox"/>
Check here to certify that <b>no</b> contributions were made by the Affiliated Entity.	<input type="checkbox"/>
Check here to certify that <b>no</b> contributions were made by an officer, director, Executive-level Employee, or owner of at least 5% of the business.	<input type="checkbox"/>
Check here to certify that <b>no</b> contributions were made by an officer, director, Executive-level Employee, or owner of at least 5% of the Affiliated Entity.	<input type="checkbox"/>

7. GIFTS

Has the Applicant given any gifts having more than a nominal value to any official, employee, or fiduciary of the PMRB or PMRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**PART B: Business Disclosure. (Continued)**

8. RELATIONSHIPS

Does the Applicant have any direct financial, commercial, or business relationship with any official, employee, or fiduciary of the PMRB or PMRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Applicant have any relationship with a third party intermediary, agent, or lobbyist that is to directly or indirectly communicate with the PMRB or PMRS in connection with any transaction or investment involving the Applicant and the PMRB or PMRS? (Note: If the answer is "Yes," the Applicant must disclose the name and contact information of the third party intermediary, agent, or lobbyist in the space provided below.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relationships - Additional information, if applicable:	

Additional specific information on every contribution and/or gift must be disclosed. Please use the table provided in PART D.

**PART C: Disclosure of Individuals who will be Providing Services.** The information contained in this PART relates to an Applicant who is seeking to provide services under a Professional Services Contract to the PMRB or PMRS. An Applicant is required by law to identify the names and titles of each individual who will be providing professional services to the PMRB and/or PMRS, including advisors or subcontractors. A brief description of the responsibilities of each individual, subcontractor, and/or advisor with regard to the contract is also required. The information contained in this PART must be completed at the time the Applicant responds to a Request for Proposal to enter into a Professional Services Contract and is to be updated as changes occur after the Applicant has entered into a Professional Services Contract. A brief description of the responsibilities of each individual, subcontractor, and/or advisor with regard to the contract is to be provided.

1a. NAME OF INDIVIDUAL, SUBCONTRACTOR, OR ADVISOR ANTICIPATED TO PROVIDE SERVICE	2a. NAME OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  <i>First Middle Last Suffix</i>	3a. TITLE OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS
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4a. BRIEF DESCRIPTION OF EXPECTED RESPONSIBILITIES AND/OR DUTIES UNDER THE CONTRACT:

5a. RELATIONSHIPS

Is the individual a current or former official or employee of the PMRB or PMRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the individual or has the individual ever been a registered Federal or State lobbyist?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1b. NAME OF INDIVIDUAL, SUBCONTRACTOR, OR ADVISOR ANTICIPATED TO PROVIDE SERVICE	2b. NAME OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  <i>First Middle Last Suffix</i>	3b. TITLE OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS
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4b. BRIEF DESCRIPTION OF EXPECTED RESPONSIBILITIES AND/OR DUTIES UNDER THE CONTRACT:

5b. RELATIONSHIPS

Is the individual a current or former official or employee of the PMRB or PMRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the individual or has the individual ever been a registered Federal or State lobbyist?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART C: Disclosure of Individuals who will be Providing Services. (Continued)**

1c. NAME OF INDIVIDUAL, SUBCONTRACTOR, OR ADVISOR ANTICIPATED TO PROVIDE SERVICE  _____	2c. NAME OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  _____ <i>First</i> _____ <i>Middle</i> _____ <i>Last</i> _____ <i>Suffix</i>	3c. TITLE OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  _____
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4c. BRIEF DESCRIPTION OF EXPECTED RESPONSIBILITIES AND/OR DUTIES UNDER THE CONTRACT:

5c. RELATIONSHIPS

Is the individual a current or former official or employee of the PMRB or PMRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the individual or has the individual ever been a registered Federal or State lobbyist?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1d. NAME OF INDIVIDUAL, SUBCONTRACTOR, OR ADVISOR ANTICIPATED TO PROVIDE SERVICE  _____	2d. NAME OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  _____ <i>First</i> _____ <i>Middle</i> _____ <i>Last</i> _____ <i>Suffix</i>	3d. TITLE OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  _____
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4d. BRIEF DESCRIPTION OF EXPECTED RESPONSIBILITIES AND/OR DUTIES UNDER THE CONTRACT:

5d. RELATIONSHIPS

Is the individual a current or former official or employee of the PMRB or PMRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the individual or has the individual ever been a registered Federal or State lobbyist?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1e. NAME OF INDIVIDUAL, SUBCONTRACTOR, OR ADVISOR ANTICIPATED TO PROVIDE SERVICE  _____	2e. NAME OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  _____ <i>First</i> _____ <i>Middle</i> _____ <i>Last</i> _____ <i>Suffix</i>	3e. TITLE OF INDIVIDUAL AUTHORIZED TO ACT ON BEHALF OF THE BUSINESS  _____
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4e. BRIEF DESCRIPTION OF EXPECTED RESPONSIBILITIES AND/OR DUTIES UNDER THE CONTRACT:

5e. RELATIONSHIPS

Is the individual a current or former official or employee of the PMRB or PMRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the individual or has the individual ever been a registered Federal or State lobbyist?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If more than five (5) individuals are to be assigned responsibilities under the contract, please make copies of this page and attach the pages to the submitted disclosure form. Check here if additional pages are attached.	<input type="checkbox"/>
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**PART D: Specific Information relating to Contributions and Gifts.** The information contained in this PART relates to an Applicant who is or is seeking to provide services under a Professional Services Contract to the PMRB or PMRS.

If No Disclosure is being made under this PART, please Check Box and Initial.  \_\_\_\_\_

Name of Contributor	Relationship (to individual or business completing this form)	Name of Recipient	Date of Contribution or Gift	Amount of Contribution or Gift

**PART E: Request for Proposal Information.** The information in this PART relates to the information with which this Disclosures form is being submitted.

1. INFORMATION WITH WHICH THIS DISCLOSURES FORM IS BEING SUBMITTED. CHECK ONE

This Disclosures form is being submitted in conjunction with the PMRB's Request for Proposal. Please identify the title of the Request for Proposal: _____	<input type="checkbox"/>
This Disclosures form is being submitted in conjunction with the annual filing requirements set forth in Act 44 for calendar year: _____	<input type="checkbox"/>

**PART F: Signature.** The signature of the Applicant or an official authorized to represent the Applicant must be provided on every Disclosure form. Should the Applicant knowingly make a material misstatement or omission on this Disclosure form, the Applicant's Professional Services Contract with the PMRB or PMRS shall be voided. The Applicant will also be prohibited from entering into a Professional Services Contract with the PMRB or PMRS for a period of up to three (3) years.

**Disclosure forms that are not signed will be rejected.**

The signatory hereby declares and certifies themselves to be the Applicant, declares and certifies that they are properly authorized to execute these disclosure forms, and represents and covenants that all of the information and disclosures provided herein to the best of their knowledge are true and contain no material misstatements or omissions. Breach of such representation and covenant may render any current or subsequent Professional Services Contract voidable.

1. NAME OF SIGNATORY MAKING THE DISCLOSURE  _____ <i>First</i> _____ <i>Middle</i> _____ <i>Last</i> _____ <i>Suffix</i>	2. TITLE OF SIGNATORY  _____
3. SIGNATURE OF APPLICANT  _____	4. DATE SIGNED  ____ / ____ / ____ <i>MM DD YYYY</i>
5. SIGNATORY'S CONTACT ADDRESS  _____ <i>Street</i> _____ <i>Suite</i>  _____ <i>City</i> _____ <i>State</i> _____ <i>Zip Code</i>	6. TELEPHONE NUMBER & E-MAIL  ( ) - _____  _____ @ _____

**Definitions.** The following terms are used in this form and are defined for purposes of providing clarity to those who must make disclosures to the Pennsylvania Municipal Retirement Board.

Term	Definition
AFFILIATED ENTITY	<p>Any of the following:</p> <ol style="list-style-type: none"> <li>(1) A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm.</li> <li>(2) An organization recognized by the Internal Revenue Service as a tax-exempt organization under Section 501(c) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501(c)) established by a lobbyist or lobbying firm or an affiliated entity.</li> </ol>
APPLICANT	An individual or business who intends to enter or who enters into a Professional Services Contract.
BUSINESS	A corporation, limited liability company, partnership, association, joint venture or any other legal entity (including non-profit organizations) that is not an individual.
CANDIDATE	<p>Any individual who seeks nomination or election to public office, other than a judge of elections or inspector of elections, whether or not such individual is nominated or elected. An individual is deemed to be seeking nomination or election to such office if he has:</p> <ol style="list-style-type: none"> <li>(1) Received a contribution or made an expenditure or has given his consent for any other person or committee to receive a contribution or make an expenditure, for the purpose of influencing his nomination or election to such office, whether or not the individual has made known the specific office for which he or she will seek nomination or election at the time the contribution is received or the expenditure is made; or</li> <li>(2) Taken the action necessary under the laws of the Commonwealth to qualify himself for nomination or election to such office.</li> </ol>
COMMONWEALTH	Commonwealth of Pennsylvania
CONTRIBUTIONS	<p>Any payment, gift, subscription, assessment, contract, payment for services, dues, loan, forbearance, advance, or deposit of money or any valuable thing, to a candidate or political committee made for the purpose of influencing any election in the Commonwealth of Pennsylvania or for paying debts incurred by or for a candidate or committee before or after any election. "Contribution" shall also include the purchase of tickets for events such as dinners, luncheons, rallies, and all other fund-raising events; the granting of discounts or rebates not available to the general public; the granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office; and, any payments provided for the benefit of any candidate, including any payments for the services of any person serving as an agent of a candidate or committee by a person other than the candidate or committee.</p> <p>Any of the following shall not be deemed a contribution for purposes of these disclosure forms:</p> <ol style="list-style-type: none"> <li>(1) Voluntary personal services provided by individuals who volunteer a portion or all of their time on behalf of a candidate or political committee.</li> <li>(2) The operation of a motor vehicle owned or leased by a candidate or a member of his immediate family or for consumption of food or beverages by a candidate or his immediate family.</li> <li>(3) The use of real or personal property, including a community room or a church used on a regular basis by members of a community for noncommercial purposes, and the cost of invitations, food and beverages voluntarily provided by an individual to any candidate in rendering voluntary personal services on the individual's residential premises or in the church or community room for candidate related activities, to the extent that the cumulative value of such invitations, food and beverages provided by such individual on behalf of any single candidate does not exceed two hundred fifty dollars (\$ 250), with respect to any single election.</li> <li>(4) The sale of any food or beverage by a vendor other than a corporation or unincorporated association for use in any candidate's campaign at a charge less than the normal comparable charge, if such charge is at least equal to the cost of such food or beverage to the vendor to the extent that the cumulative value of such reduced charge by such vendor on behalf of any single candidate does not exceed two hundred fifty dollars (\$250) with respect to any single election.</li> </ol>

Definitions. (Continued)

Term	Definition
CONTRIBUTIONS (Continued)	<p>(5) Any unreimbursed payment for travel expenses made by any individual on behalf of any candidate to the extent that the cumulative value of such travel activity by such individual on behalf of any single candidate does not exceed two hundred fifty dollars (\$250) with respect to any single election.</p> <p>(6) The use of the personal residence or the business or office space of the candidate other than a corporation or unincorporated association and the use of personal property owned or leased by the candidate; provided, however, that the cumulative value of the use of such personal property does not exceed one thousand dollars (\$1,000) with respect to any single election.</p> <p>(7) The use of the personal residence or the business or office space of any volunteer, other than a corporation or unincorporated association, and the use of personal property owned or leased by a volunteer; provided, however, that the cumulative value of the use of such personal property does not exceed two hundred fifty dollars (\$250) with respect to any single election.</p>
EXECUTIVE LEVEL EMPLOYEE	<p>An employee of a person or the person's affiliated entity who:</p> <p>(1) Can affect or influence the outcome of the person's or affiliated entity's actions, policies or decisions relating to pensions and the conduct of business with a municipality or a municipal pension system; OR</p> <p>(2) Is directly involved in the implementation or development of policies relating to pensions, investments, contracts or procurement or to the conduct of business with a municipality or a municipal pension system.</p>
GIFT	<p>An offering made to any official, employee, or fiduciary of the SYSTEM having more than a nominal value, including money, services, loans, travel, lodging, entertainment, or a discount.</p>
PMRB or BOARD	<p>Pennsylvania Municipal Retirement Board.</p>
PMRS or SYSTEM	<p>Pennsylvania Municipal Retirement System.</p>
POLITICAL COMMITTEE	<p>Any committee, club, association or other group of persons which receives contributions or makes expenditures.</p>
PROFESSIONAL SERVICES CONTRACT	<p>A contract to which PMRB or PMRS is a party that is:</p> <p>(1) For the purchase or provision of professional services, including investment services and consulting services; and</p> <p>(2) Not subject to a requirement that the lowest bid be accepted.</p>
SOLICIT A CONTRIBUTION	<p>Requesting or suggesting that a person make a contribution. The sponsoring or hosting of a fundraising event is considered soliciting a contribution from the attendees of the event. Any contributions raised at such event are counted as a contribution made by the host of the event.</p>