

Deadline & Extension for Personal Financial Statement

Deadline: May 1, 2017, is the deadline for state officers and state party chairs to file a personal financial statement (PFS) with the Texas Ethics Commission (TEC). The PFS covers the period of January 1, 2016, through December 31, 2016.

Electronic Filing Requirement: A PFS filed with the TEC must be filed electronically. There are no exceptions to this requirement.

Extension: An extension for filing the PFS due May 1 will be granted if the extension request is received before midnight Central Time Zone on the night of May 1, 2017. Once your extension has been granted, your new filing deadline is June 30, 2017.

To request an extension, follow these steps:

1. Login to the [PFS filing application](#) with your Filer ID and password, and select the **“PFS – Personal Financial Statement”** Filer Type.
2. Verify that your profile information is correct. If you need to update the information, click “Update” and make any necessary changes. Otherwise, click “Accept.”
3. Select the “Manage My Reports” button, then select “Apply for Extension.”
4. You will see a message on your screen that your request has been granted. You will also receive an email at your primary email address on file stating that your extension request has been granted.

Holdovers: An appointed officer who resigns or whose term of office expires AND who ceases to participate in agency functions is not required to file the personal financial statement that is due because of service in that office after the resignation date or term expiration date. Therefore, if your term expired or you resigned before January 1, 2017, **AND** you ceased to participate in the functions of the agency, you may not be required to file future personal financial statements. If this situation applies to you, you must give written notice to the Governor’s Office and to the Texas Ethics Commission. Notice to the Texas Ethics Commission can be given by filing Form PFS-PF (Participation Form). Call the Texas Ethics Commission to request a copy of this form.

Local Officeholders: Certain local officeholders may be required to file a personal financial statement with a local filing authority. See Local Government Code [Chapter 159](#).

Further Information: For additional information, please refer to the [Personal Financial Statement Form Instruction Guide](#).