

**GOVERNMENTAL ETHICS COMMISSION**<https://ethics.kansas.gov>

April 1, 2021

RE: Notice to file your Statement of Substantial Interests (SSI)

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 with the Secretary of State annually between April 15th and April 30th. You were listed as a designee by your agency head.

There has been some confusion when filing this form and I hope the 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, you have been included on the designee list by the Kansas State University who is required to complete this form.

Forms will be accepted from April 1 through April 30, 2021. Statutorily, forms received after April 30, 2021 may result in a civil penalty per K.S.A. 46-280.

If you filed prior to April 1, 2021 – it is necessary to submit the SSI with a current date.

To file electronically, you can access the Secretary of State’s website located at the following link:

<https://www.sos.ks.gov/lobbyist-legislative/substantial-interest-center.html>

- Select *File a Statement of Substantial Interests Form*
- We encourage people to file electronically as it simplifies the process in future years for you and assists our office in processing. If you filed electronically last year, your information will be populated 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. NOTE: questions regarding the **content** of the form should be directed to the Governmental Ethics Commission (785) 296-4219.

This form is also available on our website <https://ethics.kansas.gov>. To access it, on the menu toolbar select *Conflict>State Level>* [Blank Forms](#). The [SSI instruction and guide](#) is also available there.

Page 2

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April 1, 2021

The completed Statement of Substantial Interests form must be received in the Secretary of State's Office no later than **April 30, 2021**. You may submit your form by mail, fax or email.

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

Sincerely,

Roxie Valdivia

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SSI Coordinator

Roxie.Valdivia@ks.gov