# Periodic Transaction Report Instructions

**WHO must file Periodic Transaction Reports (PTRs)?**
Members, officers, and employees who earn a rate of pay of at least 120% of GS-15 ($126,148 for CY2018) for 60 or more days in a calendar year. Political fund designees (PFDs) who earn less than 120% of GS-15, fellows, and detailees are not required to file PTRs.

**WHEN must PTRs be filed?**
Not later than 30 days after receiving written *notification* of a transaction, report the identity of the asset, the date, and the category of amount of any purchase, sale, or exchange of any stocks, bonds, commodity futures, and other securities held by you, your spouse, or your dependent child when the amount of the transaction exceeds $1,000. In no event may this disclosure be filed later than 45 days after any such transaction, regardless of whether the filer actually knows of the transaction. The law does not permit any extensions.

**WHAT is notification?**
*Notification* is when a filer receives written communication that a transaction has occurred, such as when a filer receives an email or other written confirmation from his or her broker or financial advisor that a transaction has occurred, or when a filer receives a monthly account statement reflecting any transaction.

**WHAT must be reported?**

- See the instructions appended to the *United States Senate Public Financial Disclosure Report* for definitions of specific terms and treatment of reporting specific assets (*e.g.*, stock options).
- Under identification of assets, name or otherwise identify the asset involved in the purchase, sale, or exchange, and give the trade date of the transaction.
- The amount to be reported is the gross purchase price, sale price, or fair market value of an exchange. The gain or loss on sales is not included in this value determination.
- For an investment club, partnership, LLC, or other holding arrangement that does not meet the definition of an excepted investment fund, report each of the underlying assets of the club or other holding arrangement that was bought or sold within 30 days of the transaction when you, your spouse, or your dependent child's interest in the asset exceeds $1,000.
- The asset type must be reported. Different asset types require different information, so selecting the correct asset type is vital to filing a complete PTR. Failure to do so may result in an amendment.

**WHAT is excluded from PTRs?**
A PTR is not required for transactions involving:

1) An excepted investment fund (*e.g.*, publicly-traded mutual or exchange-traded funds, regulated investment companies, pooled investment funds, pensions, or deferred compensation plans);
2) assets that are solely incidental to the primary trade or business of an entity;
3) any real property;
4) cash accounts (*e.g.*, money market, savings, or checking accounts);
5) a holding of a "qualified blind trust" or an "excepted trust;"
6) U.S. treasury bills, notes, and bonds;
7) transactions solely by and between you, your spouse, or your dependent child; and
8) an asset of your spouse or dependent child if the asset meets the three-part Exemption Test (see the instructions appended to the *United States Senate Public Financial Disclosure Report*).

**How to file a PTR?**
You may submit your PTR (and any subsequent amendment) online through the *e*FD system (www.efd.senate.gov).

**WHAT if I miss the filing deadline?**
Any PTR filed more than 30 days after the due date shall be subject to a $200 penalty. Such penalty must be made payable for deposit in the U.S. Treasury and delivered to the office of the Select Committee on Ethics (the Committee), located in SH-220. In extraordinary circumstances the Committee may waive this penalty. A waiver of the penalty must be requested online via *e*FD and must indicate the specific, extraordinary circumstances that led to the untimely filing of the required report.

**TRANSACTIONS REPORTED ON A PTRS MUST ALSO BE DISCLOSED ON YOUR NEXT FINANCIAL DISCLOSURE REPORT.**

*Questions regarding this form and your reporting obligations should be directed to the Select Committee on Ethics,*
*220 Hart Senate Office Building, United States Senate, Washington, DC 20510*
*(202) 224-2981; http://www.ethics.senate.gov*