

Additional Instructions:

1. *Read the Instructions page (see the tabs at the bottom of the file).*
2. *Type in your basic information in the Baseline Declaration form found in the BD page.*
3. *When identifying your assets and liabilities, if any, click on the corresponding check boxes in the Baseline Declaration and type in the specific details in the tables found in the BD Details page. Your assets and liabilities will then be computed automatically, answers of which would be reflected in the Baseline Declaration.*
4. *Review the information in your Baseline Declaration.*
5. *Save the completed Baseline Declaration as "BD-[your name]." Then, print three (3) copies for submission (please refer to the SALN Manual: A Guide to Filling Out your SALN for addresses of repository agencies). Make sure to include your original signatures for each of the printed forms.*