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Introduction

These Release Notes describe the changes to the FDM system for Release 5.0. The changes in this release are modifications of currently released functionality. Most of the screen and data changes were requirements received from the Office of Government Ethics (OGE). Improvements were made in how data is represented in FDM for release 5.0. Some items were renamed, some were grouped with other items, some were dropped. Because of this, rules were applied to these data items to migrate (convert) them to their new representation.

Also, with the start of the new filing season the FDM web site was augmented with new training materials, including video tutorials.

Training materials on the new features can be found in the FDM Learning Center: [https://www.fdm.army.mil/learningCenter/learningCenter.htm](https://www.fdm.army.mil/learningCenter/learningCenter.htm)

Address questions about FDM to the FDM Help Desk:
(Mail to: monm-secfdmspt@conus.army.mil) or call (732) 532-5566, DSN 992-5566
Handling Pre-5.0 Reports

Release (R) 5.0 includes reporting rules changes that affect reports prepared in FDM after R. 3.0 (Dec 2006) that are not yet in “Complete” status.

Draft Reports & Amendment in Progress Reports

Reports prepared in 2007 (pre-R 5.0) still in “Draft” or “Amendment in Progress” status will display with the data capture changes. The filer and reviewer will see differences between what they had input and what displays after release 5.0 (e.g., some assets no longer require a location, some assets were previously identified as “publicly traded” (no longer captured/required)). The differences are noted below in terms of both screen changes and data changes.

Under review – No Amendment in Progress Reports

Reports prepared in 2007 (pre-R 5.0) in “Under Review,” “Submitted to DAEO,” or “Complete” status may be processed to completion. These reports may not be seen via the Report Wizard. Instead, the “View” feature leads to the View/Print tab inside the report where the viewer may View/Print the report (SF 278 in PDF; OGE 450 in html rendering). Filers can still pre-populate new reports with the data from these reports. During prepopulation from these reports the data is converted using the R.5.0 data collection changes.

Any report that can normally be amended, can be amended. Amending a report will make the report fully viewable on the Report Data screens (as if in “Draft” status). The amended report will display in the Report Wizard using the new data collection rules. The report will look different than before the amendment.

For unfinished reports prepared in 2007 SF278 and OGE 450 Reports:

Line items comments will not be allowed, report level comments only.
eSign is available from the Review Status page or from the Review Filers | Reports List Pages.
These reports will not include the current/new data changes.
Flags can only be viewed from the View/Print Screen.
Extension information cannot be modified. Extension information will continue to be displayed on the Review Status page and on the SF278 PDF form or the e450 report.

Handling Unfinished Reports Prepared in 2007 (Pre R5.0)

For Supervisors & other reviewing officials:

Access to FDM Filer’s reports remains the same. The reports are listed under the Review Filers tab and will have the same array of buttons typically available including eSign etc. See sample screen below:

Note: Filer names omitted.
The eSign feature displays the Review Status page where the user may select eSign (or End Review) to continue processing the report. The View feature displays the View/Print screen (not the (usual) Report Wizard). See screen below:

Please note: The Reports List, Attachments, Comments, Audit, and Review Status menu tab items are still active. To check on extension information, use the Review Status menu tab.
Completed Reports

All SF 278 reports completed before R 5.0 are viewable only as a PDF document (use View/Print). OGE 450s prepared in 2007 before R 5.0 are viewed using View/Print to display in html.

Common Questions Changes/Additions (OGE 450 & SF278)

Over 200 addition and updates were made to Common Questions in this release. Most screens in FDM have a common question box on the right side of the page. For a full listing of common questions please use the following links.

For the SF 278 Common Question list:

For the OGE 450 Common Question list:

Glossary Updates

The glossary has been updated per OGE request changes. Glossary link can be found at the bottom of each Common Question box on the FDM screens. You may also click the following link:

https://www.fdm.army.mil/learningCenter/glossary.htm

OGE 450 Screen and e450 Report Changes

Modified & Removed Instructions

Instructions were changed on the following screens:

- **Non-Investment Income screen (List and Yes/No Screens)**

  Instructions: Report for yourself: (1) all sources of salary, fees, commissions, and other earned income greater than $200, (2) honoraria greater than $200, and (3) other non-investment income such as scholarships, prizes, and gambling income greater than $200. Report for your spouse: (1) all sources of salary, fees, commissions, and other earned income greater than $1,000, and (2) honoraria greater than $200.

- **Assets and Investment Income screen (List and Yes/No Screens)**

  Instructions: Report for Yourself, Spouse, and Dependent Child: Assets held for investment with a value greater than $1,000 at the end of the reporting period OR assets held for investment which produced more than $200 in income during the reporting period, including but not limited to: Assets such as stocks, bonds, annuities, trust holdings, partnership interests, life insurance, investment real estate, or a privately-held trade or business; Sector mutual funds: those funds invested in a particular industry, business, or location such as ABC Electronics Fund or XYZ Canada Fund (report the full name of the fund, not just the general family fund name); Holdings of retirement plans, such as 401(k)s or IRAs (list each holding except diversified mutual funds); Holdings of investment life insurance; Holdings of variable annuities; Defined benefit pension plans provided by a former employer (include the name of the employer).

- **Outside Positions screen (List and Yes/No Screens)**
**Instructions:** Report for Yourself: All positions outside the U.S. Government held at any time during the reporting period, whether or not you were compensated and whether or not you currently hold that position. Positions include an officer, director, employee, trustee, general partner, proprietor, representative, executor, or consultant of any of the following: Corporation, partnership, trust, or other business entity; Non-profit or volunteer organization; Educational institution.

- **Agreements or Arrangements (List and Yes/No Screens)**

**Instructions:** Report Your Agreements or Arrangements for: Continuing participation in an employee pension or benefit plan maintained by a former employer; a leave of absence; future employment, including date you accepted employment offer; and continuation of payment by a former employer (including severance payments).

- **Gifts and Travel Reimbursements screen (list and Yes/No Screens)**

**Instructions:** Report for Yourself, Spouse, and Dependent Child: Travel-related reimbursements (items such as lodging, transportation, and food) totaling more than $305* from any one source during the reporting period; include where you traveled, the purpose, and date(s) of the trip; Any other gifts totaling more than $305* from any one source during the reporting period.

*If you received more than one gift from one source: 1. Determine the value of each item you received from that source. 2. Ignore each item valued at $122 or less. 3. Add the value of those items valued at more than $122; if the total is more than $305, then you must list those items.

Instructions were removed from these screens

- Add Non-Investment Income screen
- Add Assets and Investment Income screen
- Add Liabilities screen
- Add Outside Positions screen
- Add Agreements or Arrangements screen
- Add Gifts and Travel Reimbursements screen

**Screen Changes**

**Getting Organized**

"The mortgage statement “(for any properties that are not your principal residence)” was removed.

**Pre-Populate Report**

The statement “this option allows you to create a report with no data input” was replaced with “use this option to start a new report”.


Add Non-Investment Income

The Instructions were removed.

The section label was changed from “owner” to “recipient”.

The “retirement plan or account” field label was changed to “Pension Plan Payment”.

The honoraria parenthetical text “(if donated to charity provide the charities name)” was removed.

The “Charity Name” input field was removed.

The still receiving section (labels and radio buttons) were removed.

Non-Investment Income List Page

Instructions were modified

No longer receiving column was removed
“Owner” Column was renamed “Recipient”.

**Assets and Investment Income (yes/No) Page**

Instructions were modified

**Add Assets and Investment Income Page**

The asset type “Life Insurance (not term)” was added.
The asset type “Annuity” was added.
The asset type “Pension Plan (Employer Name)” was renamed to “Pension”
Add asset type “Retirement Plan or Account (e.g., 401(k), IRA)”
The asset type “Stock, bond or security” was renamed “Stock, bond, option or security”.
The asset type “Sector mutual fund, investment fund or pool” was renamed “Sector mutual fund”.
The name field under “Privately held trade or business” was removed.
“Other” was changed to “Other (Partnership, LLC, S Corp, etc.)” and space was provided for a description.

The description is added to the Asset name when displayed on the PDF and any text that does not fit in the space provided on the PDF would be incorporate in a comment called “Extra Explanatory Info”.

The asset types were reordered to the following: “Stock, bond, option, or security”, “Sector mutual fund”, “Real Estate”, “Life Insurance (not Term)”, “Annuity”, “Retirement Plan or Account (e.g., 401(k), IRA)”. “Pension Plan (Employer Name)”, “Trust”, “Other (Partnership, LLC, S Corp, etc.)”
Liabilities “Yes/No” Page

The question “During the reporting period, did you, your spouse, or dependent children have any reportable liabilities?” was changed to “During the reporting period, did you, your spouse, or dependent children have any reportable liabilities (debts)?”

Add Liabilities Page

The Type of Liability “Mortgage (not principal residence unless rented)” was removed.
The Type of Liability “Margin Account” was removed.
The section heading “Type of liability:” was changed to “Type of liability (debt):”
The type of liability was changed from “Other” to “Other Debt”

Add Outside Positions Page
The Type “Labor Organization” was removed.
“Non-Profit Organization” was renamed “Non-Profit or Volunteer Organization”
The Type “Trust or Estate” was added.
In the “Position” section “Partner” was changed to “General Partner”.

Add Outside Positions Page
The Type “Labor Organization” was removed.
“Non-Profit Organization” was renamed “Non-Profit or Volunteer Organization”
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“Non-Profit Organization” was renamed “Non-Profit or Volunteer Organization”
The Type “Trust or Estate” was added.
In the “Position” section “Partner” was changed to “General Partner”.
Add Agreement or Arrangement screen

The Type of Agreement “Continuation of payments by former employer (other than federal government)” was changed to “Continuation of payments by former employer including severance payments (other than Federal government)”.

The Type “Severance payments by former employer (other than federal government)” was removed.

The field label “Agreement Date” was changed to “Offer Acceptance Date:”

The text “Status and Terms of the Agreement or Arrangement: (Please be specific)” was changed to “Terms of Agreement or Arrangement”

The text example from “Pursuant to partnership agreement, will receive lump sum payment of capital account & partnership share calculated on service performed through 1/00. “ was changed to “Will receive pension benefits (defined benefit plan) (Example of continuing participation in an employee pension or benefit plan by a former employer)”.
**Add Gift Page**

The Type “Travel Reimbursement” was changed to “Travel Related Reimbursement”.

The instructions say to report gifts and travel-related reimbursements that I, my spouse, and my dependent child received during the reporting period. What does the term “dependent child” mean?

The instructions inform me to report travel-related reimbursements and gifts totaling more than $200 (the aggregation threshold) from any.
Add Attachments Page

Explanatory text, “Consult your ethics counselor or ethics official for use of this feature.” was added.
### SF 278 Screen and PDF changes

#### Screen Changes

### Getting Started/Getting Organized

A link to SF 278 Instructions was added.

### Add Asset

The “Publicly Traded” check box under Stock and Mutual Fund asset types was removed.

Asset Location (City and State) is now only required for Real Estate and Other, Partnership, LLC, or S Corp.

A yellow flag will display when “Mutual Fund” is selected and not marked “EIF”. The text will be:

You reported an asset type of “Mutual Fund, Investment Fund or Pool” but did not indicate it is an “EIF”. You must report the underlying holdings/assets of non-EIF-type assets. Do this by adding another asset for each reportable underlying asset of this Mutual Fund, Investment Fund, or Pool.

When yellow flag exists, continue to Underlying Asset warning screen with the following text: “You reported an asset type of “Mutual Fund, Investment Fund or Pool” but did not indicate it is an “EIF”. You must report the underlying holdings/assets of non-EIF-type assets. An EIF is a pooled investment vehicle that is widely held, publicly traded (or available) or widely diversified and independently managed, that is arranged so that you, the filer, have no ability to exercise control over the financial interests held by the fund. See the Common Question for examples. You will be forwarded to the Add page to start entering the underlying assets to the Mutual Fund, Investment Fund, or Pool.

Change the asset type label “Retirement Plan or Account” to “Retirement Plan or Account (e.g., 401(k), IRA).”

A yellow flag was added when Retirement Plan is selected. The Yellow flag text is: “You must report the underlying holdings/assets of retirement plan or accounts. Do this by adding another asset for each reportable underlying asset of this Mutual Fund, Investment Fund, or Pool.”
When yellow flag exists, a new warning screen with the following text: “You must report the underlying holdings/assets of retirement plan or accounts. You will be forwarded to the Add page to start entering the underlying assets to the retirement plan or account.”

A new Asset Type was added under Retirement Plan with label of “Pension Plan (Employer Name)”. A box is available for entry of Term & Amount. The text “If asset value is not known, indicate Terms & Amount:” appears above the box. Type of Asset Income is required when this Asset Type is selected.

A red flag is added when Pension Plan is selected and both Asset Value and Terms and Amount are left blank. The text of the red flag is: “You must report an Asset Value or use the “Terms & Amount” field to explain. See the Common Question, When do I report the "terms" and "amount" of a pension benefit?”

The Asset Types labels: “Partnership, LLC or S Corp” were combined with “Other” under a new label “Other, Partnership, LLC, or S Corp” as the last Asset Type.

A yellow flag was added when Other, Partnership, LLC, or S Corp is selected. The Yellow flag text is: “You may need to identify the reportable underlying holdings/assets of this type asset. Do this by adding another asset for each reportable underlying asset of this asset.”

When yellow flag exists, continue to Underlying Asset warning screen with the following text: “You may need to identify the reportable underlying holdings/assets of this type asset. You will be forwarded to the Add page to start entering the underlying assets to this asset.”

A text box was added below the Other, Partnership asset type labeled as “Describe:

When Other, Partnership asset type selected, the “Describe” field is required. A message is displayed: “Please provide a description (e.g., consulting firm, investment portfolio, etc.)”
**Asset List**

“USA” was dropped from the Asset name. If asset is outside USA then the City & Country location is displayed and is appended to asset name.

The Description field value displays in the Type of Asset field when asset type is Other, Partnership, LLC, or S Corp.

If Terms and Amount is entered for asset type Pension Plan, the Terms and Amount field value is appended to the end of the asset name.

When asset type is Retirement Plan or Account (e.g., 401(k), IRA), the portion in parenthesis is dropped when displaying on the Asset list.

**Add Other Income**

“City, State, Country,” and “Publicly Traded” check box was removed from the Source of Income area.

Type of Other Income label “Retirement Plan or Account (other than Federal Government)” was changed to “Pension Plan Payments (other than Federal Government)”
Add Transaction

Asset Location City and State is now only required for Real Estate and Other, Partnership, LLC, or S Corp.

The asset type label “Retirement Plan or Account” was changed to “Retirement Plan or Account (e.g., 401(k), IRA).”

A yellow flag was added when Retirement Plan is selected. The yellow text flag is: “You must report the specific transactions of underlying holdings/assets of retirement plan or accounts.”

Asset Types labels: “Partnership, LLC or S Corp” was combined with “Other” under a new label “Other, Partnership, LLC, or S Corp” as the last Asset Type.

A text box was added below the Other, Partnership asset type labeled: “Describe:”

When Other, Partnership asset type is selected, the “Describe” field is required. The Validation text is: “Please provide a description (e.g., consulting firm, investment portfolio, etc.)”
Transactions List

The last sentence of instructions regarding three part test was deleted.

City and Country name is appended to the asset name and the description field value displays in the type of Asset field when asset type is Other, Partnership, LLC, or S Corp.

When asset type is Retirement Plan or Account (e.g., 401(k), IRA), the portion in parenthesis is not shown when displaying on the Transaction list.
Add Liabilities

A new Type of Liability was added above “Loan” with label of “Credit Card/Revolving Charge Account”. The Year Incurred, Interest Rate, Term, and Reportable Amount are required when selected.

A new field “Reportable Amount” was added under “Highest Amount Owed”, using same values as Highest Amount Owed.

In Type of Liability, under “Mortgage:”, a label “Property Location” was inserted as a group label above City, State, and Country

The current Instructions were revised as follows:

**Instructions:** Enter the creditor’s name. Then pick the liability type, including providing any indicated additional information (e.g., the location for mortgaged rental property). Provide the date the liability was incurred, it’s annual interest rate (or a formula, if not a fixed rate). Finally, select the range for the amount owed on the liability during the reporting period.
Add Agreement or Arrangements

In Status and Terms of the Agreement or Arrangement at the bottom of the screen, the parenthetical instruction - (Please be specific. Include, if applicable, the name and title of the principal organization official responsible for carrying out the agreement) was deleted.

Add Compensation

The check box for “Bona Fide Confidential Relationship” was repositioned to above the “Name:” label in the “Source or Client Name” section.

A yellow flag was added when Bona Fide Confidential Relationship is selected. The yellow flag text is: “Discuss this with your ethics advisor to be sure you are properly completing this section.”
Text of existing reviewer yellow flag for Bona Fide Confidential Relationship was changed from “The filer has a bona fide confidential client relationship” to “Filer has indicated a confidential relationship that you should discuss to ensure Filer is properly completing this section.”
Add Attachments

A usage explanation was added below Add Attachment title with the following text: “Use this area to add attachments that should be viewable with the financial disclosure report. Check the appropriate type or use “Other” and describe the attachment. For example: Ethics Counselor advisory on financial interests.”
Enhancements & Improvements

Org Unit Nav Bar – User Navigation Enhancements

Improvements were made in the Org Unit Nav Bar. The scope drop down allowing the user to select a scope of (Current Org Unit Only, Scope of responsibility, and Scope of Control) was replaced with a new user interface. See below:

<table>
<thead>
<tr>
<th>Show POCs for OrgUnit ......</th>
<th>Maps to Current Org Unit Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>(this is the default setting)</td>
<td></td>
</tr>
<tr>
<td>Show My ..</td>
<td>Maps to Scope of Responsibility</td>
</tr>
<tr>
<td>Include .... for Org Units assigned to ....</td>
<td>Checking this box maps to Scope of Control</td>
</tr>
</tbody>
</table>

It is important to understand that the scope concept has not changed. The thing that has changed is how the different types of scope are selected. Also, when “My Orgs” is clicked it becomes grayed out.

When the checkbox “Include .... for Org Units assigned to ....” is checked, the list may display a “⚠️” symbol to indicate that a different person other than the user is assigned to this Org Unit. See below:
This new interface appears on the following screens:

My Info | My Filers

On Review Filers
On all Admin Roles Screens
(POCs, Supervisors, Senior Legal Counselors, DAEOs, 450 Certifiers)

Long Asset Name

The SF 278 report form has limited space for required information. Some Asset names far exceed the space provided even if smaller letter fonts are used. Truncating the name leaves some names indistinguishable especially when a list of assets are distinguishable toward the end of the name. FDM has enhanced it ability to handle long asset names by incorporating the whole name into a system generated comment that is linked to the asset name.

When an asset is being added and the name is longer than 50 characters, a line item comment is created for the asset. See comment #1 next to the asset line:
Below is an example of a system generated comment:

<table>
<thead>
<tr>
<th>Reporting Individual Name</th>
<th>SF 278 of Record Comments</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qualified mutual benefit life insurance retirement plan</td>
<td>6 of 6</td>
</tr>
</tbody>
</table>

**Other Changes & Enhancements**

- C-E LCMC was changed to CECOM LCMC in footer.
- Underlying Assets can now be successfully transferred to a new report through the pre-population feature.

**Data Migration**

**1.1 SF 278 Disclosure**

All historical audit trail data associated with the migrated reports (i.e., those prepared in 2007 when displayed in the Report Wizard) had data migrated based on the OGE required changes as follows:

**1.1.1 Assets**

If Publicly Traded was previously selected for an Asset Type of "Stock, Bond, Option, or Security", or "Mutual Fund, Investment Fund, or Pool", the Publicly Traded indicator was dropped.

If City, State, and/or Country were populated on an Asset Type that no longer exists, the city/state/country data was dropped.

If Asset Type is "Other", the Asset Type was changed to "Other, Partnership, LLC, or S Corp".

If Asset Type is "Partnership, LLC, or S Corp", the Asset Type was changed to "Other, Partnership, LLC, or S Corp".

If Asset Type is "Retirement Plan or Account", the Asset Type was changed to "Retirement Plan or Account (e.g., 401(k), IRA)"

If the name of the Asset is longer than 50 characters, a line item comment was created for the asset as follows:

- Date: Comment Generation Date
- Author: Creator of Report First Name Last Name
- Comment: "Name Overflow: Name of Asset
- SF278 of Record = Yes

**1.1.2 Other Income**

If City, State, and/or Country were populated on an Income Type that no longer exists, the city/state/country data was dropped.
If Publicly Traded was previously selected for an item, the Publicly Traded indicator was dropped.

If Type of Income is "Retirement Plan or Account (other than Federal Government)", Type of Income was changed to "Pension Plan Payments (other than Federal Government)".

### 1.1.3 Transactions

If City, State, and/or Country were populated on an Asset Type that no longer exists, the city/state/country data was dropped.

If Asset Type is "Other", the Asset Type was changed to "Other, Partnership, LLC, or S Corp".

If Asset Type is "Partnership, LLC, or S Corp", the Asset Type was changed to "Other, Partnership, LLC, or S Corp".

If Asset Type is "Retirement Plan or Account", the Asset Type was changed to "Retirement Plan or Account (e.g., 401(k), IRA)".

If the Asset name is longer than 50 characters, a line item comment was created for the asset as follows:

- Date: Comment Generation Date
- Author: Creator of Report First Name, Last Name
- Comment: "Name Overflow: Asset name
- SF278 of Record = Yes

### 1.2 OGE 450 Disclosure

All historical audit trail data associated with the migrated reports were migrated based on the OGE required changes as follows:

#### 1.2.1 Non-Investment Income

If Type of Non-Investment Income is "Retirement Plan or Account (other than Federal Government)", the Non-Investment Income Type was changed to "Pension Plan Payment".

If Charity Name is populated for an item, the Charity Name data was dropped.

If Receiving Indicator is populated for an item, the Receiving Indicator data was dropped.

#### 1.2.2 Assets and Investment Income

If Privately Held Business Name is populated for an item, the Privately Held Business Name data was dropped.

#### 1.2.3 Liabilities

If Type of Liability is Mortgage, the Liability line item and all audit history was deleted.

If Type of Liability is Margin Account, the Liability line item and all audit history was deleted.

#### 1.2.4 Outside Positions

If Organization Type is "Labor Organization", the Liability line item and all audit history was deleted.

#### 1.2.5 Agreement or Arrangement

If Agreement Type is "Severance payments by former employer", the Agreement Type was changed to "Continuation of payments by employer including severance payments."

If Agreement Type is "Continuation of payments by former employer", the Agreement Type was changed to "Continuation of payments by employer including severance payments."