



# CITY OF NEWARK

## POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from the City of Newark that are NOT publicly bid (known as No-Bid Contracts) are subject to the Newark Executive Order on Pay-to-Play Reform (MEO-07-0001). The Executive Order provides that prior to the award of such a contract, the contractor shall disclose contributions to:

- any Essex County, or City of Newark committee of a political party
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the City of Newark
  - of Essex
  - of any other public entity within Essex County

The disclosure must list reportable contributions to any of the committees that exceed \$300 per year that were made during the 12 months prior to award of the contract. See MEO-07-0001 for more details on reportable contributions.

Executive Order MEO-07-0001 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, or officers of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.





