

Department  
of the  
Treasury

Internal  
Revenue  
Service

Office of  
Chief Counsel

**Notice**

N(30)48(12)-1

April 8, 1997

Subject: Public Financial Disclosure Statements      Cancellation Date: After Reading

The Office of Government Ethics recently advised us that all Public Financial Disclosure Reports (SF 278) must indicate the date they are received by the official who initially reviews the report. Effective immediately, when a filer submits his or her report for first level review, we ask that your office indicate the date of receipt in the upper right hand corner of the cover page of the SF 278 in the block marked "Agency Use Only." Reports lacking the requisite date of receipt will be contacted by the Office of the Assistant Chief Counsel (General Legal Services).

If you have questions, please contact the Office of the Assistant Chief Counsel (General Legal Services), at (202) 401-4000.

\_\_\_\_\_/s/\_\_\_\_\_  
RICHARD J. MIHELCIC  
Associate Chief Counsel  
(Finance and Management)

Filing Instructions: Binder Part (30)      Master Sets: NO       RO   
NO: Circulate    Distribute  to: All Personnel  Attorneys    In: Executive Positions  
That Review Public Financial Disclosure Reports  
RO: Circulate    Distribute  to: All Personnel  Attorneys    In: Executive Positions  
That Review Public Financial Disclosure Reports  
Other National FOIA Reading Room

Electronic Filename: FDR278.wpd      Original signed copy in: CC:F&M:PA:P