

## **State Business Transactions Disclosure Requirement**

Under Georgia law, Georgia College is required to ensure that all employees are notified of the state business transaction disclosure report. Please be sure to read this information carefully.

All state employees who transact business with the state of Georgia, apart from their employment relationship with Georgia College, are required by Georgia law to disclose all such transactions. Transactions which occurred in calendar year 2021 must be reported to the secretary of state on or before Jan. 31, 2022. Transactions between the state and a spouse or dependent of a state employee, or a business in which a state employee or his or her family member has a substantial interest, must also be disclosed. Details and instructions are at the following link:

[Link to Details/Instructions](#)

Reporting, if necessary, is now done electronically through the following website:

[Link to E-file](#)

If you do not have business transactions to report, it is not necessary to file a report or to complete any electronic filing. If you have any questions about whether this applies to you, please contact the Office of Legal Affairs (478-445-2037) for assistance.

Updated: 2022-01-06