



2021 COUNTY REPORT OF ELECTED AND APPOINTED OFFICIALS FORM [DCED-CLGS-18] TIP SHEET

IMPORTANT POINTS TO REMEMBER WHEN SUBMITTING YOUR ONLINE COUNTY REPORT OF ELECTED AND APPOINTED OFFICIALS FORM

- Once you are logged in, access to the 2021 *County Report of Elected and Appointed Officials Form* is obtained by clicking the link on your *Start Page* under *Your Pending Tasks* titled 2021 Elected and Appointed Officials. Please note that links for this form will not be available on user *Start Page* until January 6, 2021.
- You must check the certification box at the *final review* step and then click the *confirm* button to submit your online *County Report of Elected and Appointed Officials Form* to the Department of Community and Economic Development (DCED). Simply clicking *Save & Exit* will not complete your submission.
- This form is due January 31 of each year.

NEW KEYSTONE LOGIN SERVICE

The Commonwealth's login service has changed. Every *Municipal Statistics* e-filer will be required to register in the new *PA Keystone Login* service. **To learn more, please click the link titled, "PA Keystone Login Service Guide" under the *General News* section of the *Municipal Statistics* website (munstats.pa.gov/forms).**

Please Note - In order to function correctly, the *Municipal Statistics* website requires the following:

- Microsoft Internet Explorer 9 or later (also compatible with Microsoft Edge and Google Chrome web browsers)
- You may e-file from any computer with Microsoft Edge, Internet Explorer or Google Chrome web browsers.

INSTRUCTIONS FOR FORM

Important Note: Please ensure that you have included an email address (if available) for all officials before submitting the Report. For the 2021 year, a new business rule has been added to the on-line form that will require an email address, in the *Municipal Contact Information* section, before allowing you to move forward.

1. **Enter name and address.** The information is used for various mailings. Please use the following format when entering online:

Name: JOHN DOE
Address 1: 1 MAIN ST
Address 2: PO BOX 001
Address 3:
City: ANYTOWN
State: PA
Zip: 00000-0000
Email: jdoe@municipality.gov

2. **Position.** The form lists all possible positions that a county can have. For those positions that are blank, please indicate whether the position is *vacant* or *not applicable*. If your county has more than one official for a particular position, please choose a primary official.
3. **Agency Open Records Officer.** All counties must designate an Agency Open Records Officer in *Position 80 – Agency Open Records Officer*. If, due to extenuating circumstances, there is no person designated as the Agency Open Records Officer for your county, you must type "VACANT" in the name field for *Position 80* and include the municipal address and phone number. If your county has an Agency Open Records Officer position, please fill in the appropriate contact information in *Position 80*.
4. **Year Term Ends** needs to end in an **even year** as the newly elected officials take office in January after the November election.
5. **County Payroll.** As a general rule, if a W-2 is prepared for an employee, that employee is counted as a county employee. Contracted workers are generally issued 1099s. These individuals (CPA's, etc.) would not be counted as county employees.
6. **Land Use and Planning**
 - a. A county zoning ordinance requires the participating municipalities to be entered.
 - b. A county subdivision ordinance requires the participating municipalities to be entered.

Call with Questions

Please feel free to call the Governor's Center for Local Government Services toll-free at 888-223-6837 if you have any questions when completing the *County Report of Elected and Appointed* form.