

From: [Berkeley City Clerk Department](#)
To: [Mueller, Aimee B.](#)
Cc: [Commission](#)
Subject: REMINDER: Notification of 2025 Annual Form 700 Filing Requirement (Due by April 1, 2025)
Date: Thursday, March 13, 2025 3:19:57 PM
Attachments: [Filing Instructions.pdf](#)

WARNING: This is not a City of Berkeley email. Do not click links or attachments unless you trust the sender and know the content is safe.

This email is generated from the NetFile system on behalf of the Berkeley City Clerk Department. It is safe to click the links and open the attachments in this email.

Commissioner Mueller:

This email serves as notice that the annual Form 700 filing covering the period from January 1, 2024, to December 31, 2024, is due no later than April 1, 2025.

As a Berkeley commissioner, you are required to file an annual Statement of Economic Interests (Form 700) and disclose specific economic interests as outlined in the City's Conflict of Interest Code.

Please log into [NetFile, the City's online filing portal](#) using your email address (amueller@berkeleyca.gov) to submit your Annual Form 700 for your city positions.

For assistance with the submission process, please refer to the attached filing instructions.

IMPORTANT: The City's Conflict of Interest Code mandates the termination of city commission appointments if the annual form 700 is not filed by the April 1, 2025, deadline. Unfortunately, no extensions are available for this filing deadline. Noncompliance may lead to fines and penalties under state law.

- For questions about how to use the e-filing system, please contact NetFile Technical Support at filehelp@netfile.com
- For technical questions regarding what to report, contact the Fair Political Practices Commission at advice@fppc.ca.gov or (866) 275-3772 (toll free)
- For questions about your filing requirement, please contact the City

Clerk Department at 510.981.6908 or commission@berkeleyca.gov

Sincerely,

Neetu Salwan
Assistant City Clerk
Berkeley City Clerk Department
Commission@berkeleyca.gov
510.981.6908



STATEMENT OF ECONOMIC INTERESTS NETFILE ONLINE FILING SYSTEM

Step 1: Log into NetFile to file the Form 700 electronically

1. Existing user: Go to <http://www.netfile.com/filer/> log in using your email address and password.
2. New User: If you are a new user, please follow the link "New User? Request a Password" to obtain your password. Simply enter your email address and a new password will be sent to you within a few minutes.
3. Lost password: In case you have misplaced or forgotten your NetFile password, please click on the "Lost Your Password?" link and provide your email address. A new password will be sent to you within a few minutes. Kindly ensure to check your email's spam folder as well.
4. Need to change email address: If you require a change in your registered email address, please contact the City Clerk Department and provide the updated information.

After successfully logging into your account, NetFile offers a variety of helpful resources including video tutorials, a user guide, and reference documents.

Step 2: Find your disclosure category

Click on the City of Berkeley Conflict of Interest Code link at the top of your home page. Find your position to see what information you need to disclose on your Form 700.

Step 3: How to file Form 700 electronically from your NetFile account page

- Under "Filings to Complete", select **all** boxes in the **Create** column, then click on "Start Selected Document(s)." Follow the onscreen prompts to navigate through the form.

Your Filing Category Requirements (Click to collapse or expand this panel)

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Review the following document before proceeding - [City of Berkeley Conflict of Interest Code](#).

Filings to Complete

Current Filings to Complete

This table lists current unfulfilled filings you need to complete. Find the unfulfilled filing or filings you want to complete. Check the appropriate box or boxes in the **Create** column and then click the **Start Selected Document** button. **Note:** You may not be able to combine certain filing types.

Period Start	Period End	Deadline	Form	Type	Departments	Positions	Create	Edit	Del...
1/1/2024	12/31/2024	04/01/2025	Fppc700	Annual	All known	All known	<input type="checkbox"/>		

Start Selected Document

Step 4: After reviewing your draft Form 700, e-file the document in the system. No paper copy is required.

Learn more about the Form 700 by visiting the Fair Political Practices Commission (FPPC) website: <http://www.fppc.ca.gov/Form700.html>. The FPPC also provides advice at advice@fppc.ca.gov or (1-866-275-3772).