DIRECTIONS FOR THE FINANCIAL DECLARATION FORM:

1. When you open any of these forms from an attachment to an email the Opening Mail Attachment box will appear on your screen and the question "*Would you like to open file or save it to your computer?*" Choose OPEN. After the file opens choose View on your Microsoft Word toolbar and then choose Print Layout. You are now ready to begin filling out the form.

2. The form places you in the first field. Type appropriate text for the field.

3. Use your TAB key to go from field to field.

4. Use your Shift TAB to move backwards from field to field.

5. To "X" a box, click on the box; to clear an "X" from a box, click on the "X'd" box.

6. **To total your columns right click on your mouse and choose "Update Field". It will add/subtract for you.**

   In order for the form to total correctly there has to be either a new number of dollars and cents entered or the 0.00 that is already there needs to stay there.

7. This form is the same version of the form on the website only the columns can now be utilized to add/subtract for you. To revise the form please follow the following procedure:

   a. Choose View, Toolbar and make sure the Forms toolbar is showing on your screen.

   b. On the Forms toolbar you will see a lock and it should look slightly embossed/ highlighted. Unlock the form by clicking on it. You will now be able to revise the form to your needs.

   c. When you are finished – relock your form by clicking on the lock again and you will be able to TAB from form field to form field again.

   d. If you manually manipulate the form you will have to redo the formula on page 1, *Net Income* and on page 2, *Total Expenses*.