

AUG 12 2019

FILED



ETHICS DISCLOSURE STATEMENT  
CONFLICTS OF INTEREST – DECISIONS AND VOTING  
State Form 55880 (R / 10-15)  
OFFICE OF THE INSPECTOR GENERAL  
IC 4-2-8-9

In accordance with IC 4-2-8-9, you must file your disclosure with the State Ethics Commission no later than seven (7) days after the conduct that gives rise to the conflict. You must also include a copy of the notification provided to your agency appointing authority and ethics officer when filing this disclosure. This disclosure will be posted on the Inspector General's website.

Name (last) Griffin	Name (first) Magan	Name (middle)
Name of office or agency Indiana Department of Revenue		Job title Tax Analyst
Address of office (number and street) 1411 East 86th Street		City Merrillville
Office telephone number ( 219 ) 769-4267 x 80223		ZIP code 46410
Office e-mail address (required) MGriffin3@dor.in.gov		
Describe the conflict of interest Magan Griffin holds the position of "Key Holder" with Smoke Shop, a Merrillville, Indiana-based retail merchant that sells tobacco and related products. Ms. Griffin's job duties include completing retail sales transactions, performing management duties, reconciling the end of business cash drawer, and preparing the same for bank deposit.		
As a Tax Analyst at the Indiana Department of Revenue, Ms. Griffin's duties include assisting tax payers with a variety of matters, including but not limited to advising, instructing, and furnishing information to individual and business taxpayers; identifying and resolving technical tax problems; performing account and financial maintenance, which may result in creating and/or canceling taxpayer liabilities, transferring taxpayer payments, and establishing payment arrangements; and accepting and processing taxpayer payments.		
In the ordinary course of performing her DOR employment related duties, matters may arise in which Smoke Shop, as a business entity, or Smoke Shop's individual owners, managers, or employees have a financial interest. Because of her dual employment, in compliance 42 IAC 1-5-6 "Conflicts of Interest; decisions and voting", the attached screening process has been developed to ensure Ms. Griffin does not engage in any decisions or votes or matters relating to that decision or vote where Smoke Shop has a financial interest in the outcome of the matter.		

Describe the screen established by your ethics officer. (Attach additional pages as needed.)

Please See Attached

**AFFIRMATION**

Your signature below affirms that your disclosures on this form are true, complete, and correct to the best of your knowledge and belief. In addition to this form, you have attached a copy of your written disclosure to your agency appointing authority and ethics officer.

Signature of state officer, employee or special state appointee



Date signed (month, day, year)

8/9/2019

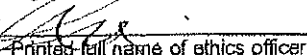
Printed full name of state officer, employee or special state appointee

Magan Griffin

**FOR ETHICS OFFICER USE ONLY**

Your signature below affirms that you have reviewed this disclosure form and that it is true, complete, and correct to the best of your knowledge and belief. You also attest that your agency has implemented the screen described above.

Signature of ethics officer



Date signed (month, day, year)

8.12.2019

Printed full name of ethics officer

Amber Nicole Ying



**INDIANA DEPARTMENT OF REVENUE**

Eric J. Holcomb, Governor  
Adam J. Krupp, Commissioner

Indiana Government Center  
100 N. Senate Ave, Rm 248  
Indianapolis, IN 46204-2253

August 9, 2019

**Procedures to Ensure Compliance with Conflicts of Interest for Current Government Employee:**

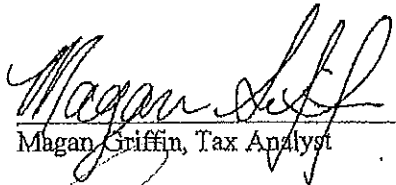
**Re: Magan Griffin**

Magan Griffin, Tax Analyst with the Indiana Department of Revenue (DOR), will not participate in any decision or vote if she, or DOR management, has knowledge that *Smoke Shop*, a retail merchant selling tobacco products and related products, has a financial interest in the outcome of the matter.

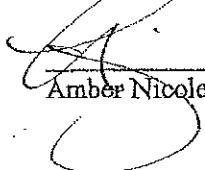
To ensure compliance with the intent of this statement:

1. Inform all DOR Customer Service, Audit, and other relevant DOR employees of the actual and potential perceived conflicts of interest and ask them to remain alert of the above listed taxpayer. Any identified conflicts are to be reported via email to the Special Counsel of Compliance & Ethics.
2. Notify the relevant DOR staff of all known actual and potential conflicts, instructing them not to involve Magan Griffin in any matter with a potential conflict of interest or to discuss such matters in Magan Griffin's presence.

Any decision to diverge from these procedures will be brought to DOR's Ethics Officer for approval.

  
Magan Griffin, Tax Analyst

8/9/2019  
Date

  
Amber Nicole Ying, DOR Ethics Officer

8.12.2019  
Date

## Ying, Amber

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**From:** Ying, Amber  
**Sent:** Monday, August 12, 2019 3:47 PM  
**To:** Krupp, Adam  
**Cc:** Griffin, Magan  
**Subject:** Magan Griffin - Disclosure of Conflict of Interest and Screening Procedures  
**Attachments:** OIG Ethics Disclosure Statement - Conflicts of Interst - Decisions and V....pdf

Commissioner Krupp –

Pursuant to Indiana Code 4-2-6-9, attached, please find the *Ethics Disclosure Statement, Conflicts of Interest – Decisions and Voting* documentation I will file with the Indiana Office of Inspector General identifying the conflicts of interest associated with Magan Griffin, Tax Analyst, Indiana Department of Revenue.

Also attached, please find the screening procedures I have established and discussed with Ms. Griffin. I will ensure all members of the Indiana Department of Revenue Customer Service, Audit, and other departments with which Ms. Griffin will work receive a copy of and implement the screening procedures.

Please contact me with any questions or should you require additional information.

Amber

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**Amber Nicole Ying**  
*Special Counsel, Compliance and Ethics*  
Indiana Department of Revenue  
100 North Senate Avenue  
Room 181, Mail Stop 110  
Indianapolis, Indiana 46204  
T: 317.233.1851 | M: 317.519.7019  
E: [aying@dor.in.gov](mailto:aying@dor.in.gov)

**Integrity & Ethics Hotline** – confidentially report concerns to:  
[DORIntegrity.Ethix360.com](http://DORIntegrity.Ethix360.com) or 833-244-6346

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