# INSTRUCTIONS FOR COMPLETING THE Opioid Fund Annual Financial Report

Reporting Purpose: Idaho's Allocation Agreement with the subdivisions and health districts

requires them to file an annual financial report with the Attorney General's Office if the subdivision received or held opioid settlement money during

the prior fiscal year (July 1-June 30).

Report Availability: The report form is available to complete and submit online at

ag.idaho.gov/opioid-settlement-fund-report.

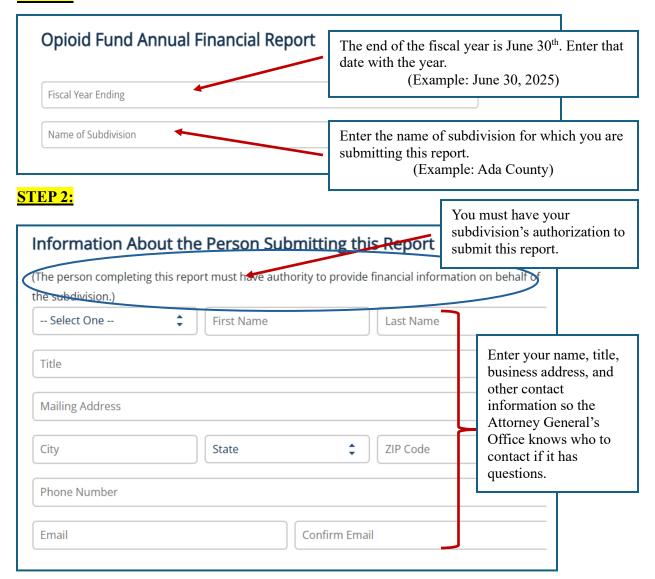
Submission Deadline: The deadline for submitting the report to the Attorney General's Office is

90 days after the end of the fiscal year.

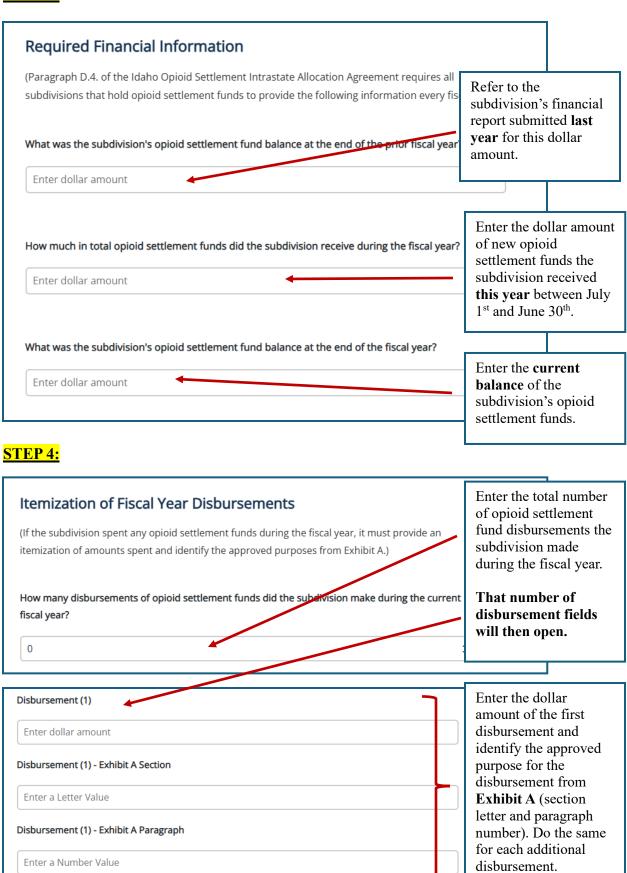
For Questions: Please email Lynn Mize at opioidsettlement@ag.idaho.gov if you have

questions about completing the report form.

# STEP 1:



## STEP 3:



# STEP 5:

# **Public Records Act Notice**

This is a reminder that the Attorney General's Office posts all financial reports on its website.

The information the subdivision submits to the Attorney General's Office is a public record and is made publicly available on the Attorney General's website at ag.idaho.gov.

# STEP 6:

# Acknowledgements By typing my name in the box below and submitting this form, I certify the information in this form is true and correct to the best of my knowledge, and I am authorized to sign on behalf of the subdivision. Signature Type full name here Type your name in the Signature field. Enter the date.

### STEP 7:

