

# NEW YORK STATE COMMISSION ON PUBLIC INTEGRITY

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## Program Operations

TO: Registered Lobbyists  
FROM: Barry Ginsberg, Executive Director  
DATE: December 10, 2009  
RE: 2009-2010 Lobbyist Registration and Reporting Information

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**2009-2010 Registration Filing Requirements:** All registrations are filed on a biennial basis (i.e., one registration covers the years 2009-2010), and must include a signed, written lobbying agreement that must specify what period of the year or biennial period is covered and must disclose the terms and dollar amount of compensation to be paid for lobbying services.

If you reasonably anticipate expending, incurring or receiving **more than \$5,000** of combined reportable compensation and expenses in *any* calendar year for lobbying, a Lobbyist Statement of Registration must be submitted **within fifteen (15) days of such date**.

If you actually expend, incur or receive **more than \$5,000** of combined reportable compensation and expenses, a Lobbyist Statement of Registration must be submitted **within ten (10) days of such date**.

Any biennial Lobbyist Statement of Registration submitted after January 1 of the second calendar year of the biennial period shall be accompanied by a prorated, **non-refundable**, registration fee of \$100. **Please note:** This proration does not apply to biennial Lobbyist Registrations that are filed late and cover the entire biennial period or a portion of both calendar years within the biennial period. In this case, a \$200, **non-refundable**, filing fee is due at the time of submission.

**IMPORTANT – Lobbyists currently registered for the 2009-2010 biennial registration period: If your agreement/authorization expires at any time before December 31, 2010, and you anticipate that it will be extended, a Lobbyist Statement of Registration Amendment must be filed with an agreement/authorization extension.** If your agreement or authorization to lobby has been renewed or continued, an amended agreement or authorization to lobby must be submitted within ten (10) days of such amendment. If such agreement/authorization is oral, a statement of the substance must be submitted. (Section 1-e(c)).

In the alternative, if the agreement/authorization expires and/or is terminated **at any time before December 31, 2010, and you do not anticipate that it will be extended**, a termination must be filed. A Lobbyist Statement of Registration does not automatically terminate at the end of the agreement. Section 1-g of the Lobbying Act requires written notification from *both* the lobbyist and the client within thirty (30) days after the lobbyist ceases lobbying activity. However, if the termination of retainer, employment, or designation takes effect at the end of the biennial registration cycle, termination is not required.

In general, **no** fee is required for an Amended Statement of Registration, provided an original is on file for that year. However, if subsequent to the filing of a 2009-2010 Statement of Registration for which no fee was submitted, the lobbyist later exceeds the \$5,000 threshold, an amended registration must be filed within 10 days accompanied by a \$100 registration fee.

**Any** filing fees paid by check will have to be paid **separately** from other filings; i.e. one check per filing, made payable to the New York State Commission on Public Integrity. Any check that includes filing fees for more than one report will be returned to you by the Commission.

**IMPORTANT:** Beginning January 1, 2008, any lobbyist required to file a statement of registration with the Commission who in any lobbying year reasonably anticipates that during the year they will expend, incur or receive combined reportable compensation and expenses in an amount in excess of \$5,000 in connection with any attempts to influence a determination by a public official, or by a person or entity working in cooperation with a public official, with respect to the solicitation, award or administration of a grant, loan, or agreement involving the disbursement of public monies in excess of \$15,000, will be required to file a *NYS Lobbyist Disbursement of Public Money Report*.

These **separate** reports are required to be filed in accordance with the same schedule applicable to the filing of bimonthly reports, which are required to be filed by the 15<sup>th</sup> day of the month following the end of the reporting period in which the lobbyist was first required to file a Statement of Registration during the biennial period. The *NYS Lobbyist Disbursement of Public Money Reports* are **only** required to be filed for bimonthly reporting periods during which the lobbyist expends, incurs or receives reportable compensation and expenses relating to activities described in Section 1-1.

There are twelve reporting periods for a biennial reporting period. **Please note:** There is NO minimum threshold requirement for filing any bimonthly report. All bimonthly reports are required to be filed for a registration period, unless the registration has been terminated. If in fact your agreement/authorization has terminated, you are required to comply with the bimonthly reporting requirements up to the date such activity ceased.

**All lobbyists filing online should carefully review their Lobbyist Profile to ensure all information is accurate prior to submitting their filings.** If you have not utilized the Commission's online filing system, we urge you to request a Lobbyist User ID and password immediately to avoid delaying your electronic filings.

**IMPORTANT:** The Lobbying Act provides that the chief administrative officer of any organization required to file a statement or report is the person responsible for making and filing such statement or report, even if some other person has been designated by the organization to make and file such statement or report. Please note, a designation of such other person does *not* relieve the chief administrative officer of liability due to a failure to file, late filing, or false filing of any report(s).

**Please be advised, the Commission sends informational bulletins from the following e-mail addresses: [cpi@nyintegrity.org](mailto:cpi@nyintegrity.org), [helpdesk@nyintegrity.org](mailto:helpdesk@nyintegrity.org) and [education@nyintegrity.org](mailto:education@nyintegrity.org).** Please check all spam controls, firewall settings and blocked sender lists/white lists to ensure they accept delivery from the Commission's e-mail addresses.

All Commission reporting forms and instructions are available on the Commission's website. **Always check our website for the most up-to-date information and latest forms at [www.nyintegrity.org](http://www.nyintegrity.org),** since obsolete forms will be returned. Filing an obsolete form does not extend the filing due date.

If you have any questions regarding reporting requirements, or the online filing system, please contact Commission staff at (518) 408-3976. The Commission's Training and Educational Services Unit is also available to assist you with a variety of class schedules, as well as provide any assistance you may require regarding the use of the online filing system.