

NEW YORK STATE JOINT COMMISSION ON PUBLIC ETHICS

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2015-2016 Statement of Registration Amendments

****COURTESY REMINDER****

REGISTRATION AMENDMENTS ARE REQUIRED TO BE FILED WITHIN 10 DAYS of the date that an event occurs which necessitates a change in any of the required information disclosed in the original Registration.

Pursuant to Lobbying Act 1-e(d), **if any of the information filed by the lobbyist in the original statement of registration changes during the biennial registration period, including the written agreement or written authorization from the client (and any terms therein), an amended Statement of Registration form must be completed and filed within 10 days of the change.** In general, **no** fee is required for an Amended Lobbyist Statement of Registration, provided an original is on file for that year.

Please be aware if your original lobbying agreement/authorization expires at any time before December 31, 2016, and it is anticipated that the agreement/authorization will be extended, a Statement of Registration Amendment must be filed, accompanied by a copy of a signed written lobbying agreement or authorization to lobby from the client, within ten (10) days. If such agreement/authorization is oral, a statement of the substance must be submitted (Lobbying Act 1-e(c)(3)).

The agreement or authorization must specify the period of the year or biennial period covered, and must disclose the terms and amount of compensation to be paid for lobbying services. If the lobbyist is retained by the organization, the actual compensation must be reported. If the retainer is based on a daily or hourly rate, the fee *per day* or *per hour* must be reported. If the lobbyist is a salaried employee of the organization, the lobbyist's prorated salary for lobbying activity must be reported.

The agreement or authorization start date is the first date the agreement or authorization is in effect. The end date is the last date the agreement or authorization is in effect. These dates do not have to coincide with the beginning or end of a calendar year, or a biennial registration period.

However, if your agreement/authorization expires and/or is terminated at any time before December 31, 2016, and it is **not** anticipated the lobbying agreement/authorization 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 of the terms of the termination from both the lobbyist and the client within thirty (30) days after the lobbyist ceases lobbying activity. In addition, both parties must still file all required reports by their statutory due dates, reporting all lobbying activity up to the effective date of termination. If the termination of retainer, employment, or designation takes effect at the end of the biennial registration period, written notification* of termination is not required.

A written or emailed [termination withdrawal request](#) may be sent to the Commission to request withdrawal of a termination (pending or approved). Such request must be signed/submitted by the responsible person, designated person, or registered lobbyist. Once the termination is 'withdrawn' (rejected), a Lobbyist Statement of Registration

Amendment form must be completed and filed within 10 days of the change, in addition to the 'new' written agreement or written authorization.

* JCOPE considers notice of terminations filed electronically as 'written notice'.

Notes

If you file [online](#), you should carefully review your Profile to ensure all information is accurate prior to submitting filings. If the responsible person has changed, you must complete a Profile Update which will generate an Electronic Filing Authorization Form. This form must be printed, signed, notarized and mailed to the Commission to avoid any delay in the submission of your electronic filings.

If you have any questions regarding reporting requirements, or the online filing system, please contact Commission staff at (518) 408-3976.