

NEW YORK STATE COMMISSION ON PUBLIC INTEGRITY

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Program Operations

****COURTESY REMINDER****

The 2010 July/December Client Semi-Annual Reports are **due January 18, 2011**. Each Client Semi-Annual Report must be accompanied by a \$50, **non-refundable**, filing fee.

Please note: Semi-annual reports are required to be filed by any client retaining, employing or designating a lobbyist or lobbyists, whether or not any such lobbyist was required to file a bimonthly report, if it is **reasonably anticipated** that during the year an amount **in excess of \$5,000** of combined reportable compensation and expenses for lobbying will be expended or incurred.

If the threshold is exceeded in the January through June period, a July/December Client Semi-Annual Report is **required** to be filed, even if no further monies are expended; unless the agreement or authorization with your lobbyist terminated on or before June 30, 2010. If a January/June Client Semi-Annual Report has been filed, and the threshold has **not** been met for the year, a July/December Client Semi-Annual Report is NOT required.

Timely reports are those that are RECEIVED in the Commission's office on or before the due date.

IMPORTANT: For a client who retains or employs multiple lobbyists, these lobbyists must register using the same exact client name. Registering with variations of the same client name will cause the Commission to send out delinquent report notices and may subject you to an assessment of a civil penalty fine. If your "client name" varies between your lobbyists, a separate Client Semi-Annual Report is required to be filed for EACH lobbyist, including the accompanying \$50 non-refundable filing fee.

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.**

If you have any questions regarding reporting requirements, or the online filing system, you may contact the Commission staff at (518) 408-3976 or email them directly at cpiprogram@nyintegrity.org.

All interested filers are welcome to participate in any of the online or instructor-led training programs offered through the Commission's office of Training and Educational Services, which provide a variety of material at our website (www.nyintegrity.org) and via video teleconference technology. Sessions are both

facilitated in our Albany office and at locations throughout the State. The Commission would welcome an opportunity to train, educate, and inform any interested parties in this sometimes complex process.

If you would like more information about these services available to you free of charge, please feel free to contact the office of Training and Educational Services at (518) 408-3976 or email them directly at Education@nyintegrity.org. Thank you.