

NEW YORK STATE COMMISSION ON PUBLIC INTEGRITY

540 Broadway * Albany, New York 12207
(P) 518-408-3976 * (F) 518- 473-6492



Program Operations

****COURTESY REMINDER****

The 2011 July/December Client Semi-Annual Reports are **due January 17, 2012**. 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, 2011. 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.