

# NEW YORK STATE JOINT COMMISSION ON PUBLIC ETHICS

540 Broadway \* Albany, New York 12207  
(P) 518-408-3976 \* (F) 518-474-6216 \* (email) program@jcope.ny.gov



## Bi-monthly Reports

### **\*\*COURTESY REMINDER\*\***

#### **The following reports are due by January 16, 2018:**

- **2017 November/December Lobbyist Bi-monthly Reports**
- **2017 November/December Public Corporation Bi-monthly Reports**
- **2017 November/December Lobbyist Disbursement of Public Monies Reports**

#### **2017 Filing Requirements – Lobbyist and Public Corporation Bi-monthly Reports:**

Lobbyist and Public Corporation Bi-monthly Reports are required to be filed on a bi-monthly basis, first due on 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. **Please note:** There is NO minimum threshold requirement for filing any bi-monthly report. Consequently, *all* bi-monthly reports are required to be filed for a registration period, unless the registration has been terminated. If, in fact, the agreement or authorization has terminated, you must comply with the bi-monthly reporting requirements up to the date of termination.

---

#### **2017 Filing Requirements – Lobbyist Disbursement of Public Monies Reports:**

Per Section 1-1 of the Lobbying Act, a **NYS Lobbyist Disbursement of Public Monies Report** must be completed by a lobbyist when:

- the lobbyist is otherwise required to file a Statement of Registration with the Commission; and
  - 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, other than a governmental procurement as defined in Section 1-c.
- The \$5,000 threshold relates only to compensation and expenses attributable to the activities described above, and is in addition to and separate from the similar threshold for lobbyist registration set forth in Section 1-e of the Lobbying Act.
- The reports are to be filed only by registered lobbyists, including public corporations.

- These separate reports are required to be filed in accordance with the same schedule applicable to the filing of bi-monthly reports.
  - Unlike Lobbyist and Public Corporation Bi-monthly Reports required by Sections 1-h and 1-i, the **NYS Lobbyist Disbursement of Public Monies Reports** are required to be filed only for bi-monthly reporting periods during which the lobbyist has made any attempts to influence a public official with respect to disbursement of public monies, or receives compensation or reimbursement of expenses for such activities.
- 

#### 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 an Amendment pending and require expedited approval, you may send an email to [program@jcope.ny.gov](mailto:program@jcope.ny.gov) and provide the following information: *Lobbyist/Client Name, Form Confirmation number, and date of form submission.*

The online filing system allows for submission of Bi-monthly Reports even if your Registration or Registration Amendment is pending approval.

Timely reports are those that are received in the Commission's office on or before the due date. The Commission does not consider the postmarked date or declaration signature date as the date of receipt. Paper reports (PDFs) must be submitted with original signatures; photocopies and faxes will not be accepted.

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.jcope.ny.gov](http://www.jcope.ny.gov).

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