



SAMPLE WRITTEN AUTHORIZATION LETTER RETAINED LOBBYISTS

NOTE: When a Lobbying contract or agreement exists, a Lobbyist may *either* submit a copy of such contract/agreement with a Statement of Registration *or* use the Lobbying Agreement form provided by the Commission. A Lobbyist may **only** submit a written authorization to lobby **if** no lobbying agreement or contract exists.

[DATE]

New York State Joint Commission on Public Ethics
540 Broadway
Albany, New York 12207

ATTN: Lobbying Compliance

RE: Written Authorization for Retained Lobbyists

This letter will serve as an agreement whereby [LOBBYIST NAME] (hereinafter "Lobbyist") has been retained to lobby by [CONTRACTUAL CLIENT NAME] for the benefit of all Beneficial Clients listed on the Statement of Registration.

The start date, which is the first date that the Lobbyist has agreed to or been authorized to lobby, is [DATE]. The termination date*, which is the last date the Lobbyist has agreed to or been authorized to lobby, is [DATE].

The Compensation** to be paid specifically for lobbying services is [COMPENSATION AMOUNT AND PAY FREQUENCY AND/OR RATE OF PAY].

If applicable, include the phrase: [OTHER SERVICES, IN ADDITION TO LOBBYING, WILL BE PROVIDED BY THE INDIVIDUALS AUTHORIZED TO LOBBY].

[SIGNATURE]

[PRINTED NAME AND TITLE]

CAO/RESPONSIBLE PARTY for Contractual Client

[DATE]

ADDITIONAL NOTES:

*For month-to-month agreements, the termination date shall be presumed to be the end of the current biennial period, unless otherwise specified. (CONTINUED NEXT PAGE)

****Regarding Compensation:**

- If the Lobbyist is retained for Lobbying, 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 multiple parties with multiple hourly rates will be covered by the retainer, all rates shall be disclosed; and
- If the Lobbyist is an Employed Lobbyist, as defined in Part 943.3(h) of the Commission's regulations, please use the sample letter entitled "*Sample Written Authorization Letter Employed Lobbyists.*"

SAMPLE