



Important Information for Employed Principal Lobbyists for the 2019 Client Semi-Annual ('CSA') Reporting Period

Information for Contractual Clients who lobby on their own behalf (you do NOT utilize the services of any Retained Lobbyists)

If you are a Contractual Client who lobbies on your own behalf (you are the Principal Lobbyist, Contractual Client, and Beneficial Client) and do not use a Retained Lobbyist, you are **NOT REQUIRED** to file a Client Semi-Annual Report ("CSA"). A system-generated CSA will be created for you; more information on this below.

DO NOT submit a CSA for the upcoming 2019 January/June reporting period if you ONLY lobby on your own behalf and do not utilize the services of a Retained Lobbyist.

Information regarding the system-generated CSA

- A system-generated CSA will automatically be created for you with information disclosed in applicable Bi-Monthly Reports submitted during the corresponding CSA Reporting Period.
- No filing fee is required for system-generated Client Semi-Annual Reports.

NOTE: This feature is not yet functional. We anticipate having the system-generated CSA functionality available in late August.

Additional Disclosure Requirements for the 2019 January/June CSA Filing Period by Contractual Clients who only lobby on their own behalf:

1. Reportable Business Relationships

You **are** required to disclose Reportable Business Relationships ('RBR'). However, since you are considered both a Lobbyist and Client, you are only required to file the RBR Form as a *Lobbyist* (part of a Statement of Registration). (**SEE** Reportable Business Relationship Instructions)

- **Online Filers** may report their RBR by either clicking the 'Reportable Business Relationship' button from the LA Dashboard, or from the 'Business Relationship Form list' tab located in your Organization Profile.
- **Paper Filers** may report their RBR(s) by downloading and completing applicable writeable PDF forms:

- Business Relationship Form – Entity
- Business Relationship Form - State Person

2. **Source of Funding (SoF) Information**

You **are** required to disclose Source of Funding (SoF) information. Every Contractual Client who lobbies on their own behalf and **any** Beneficial Client is required to either (1) disclose Source(s) of Funding (SoF) or (2) indicate SoF reporting is not required. The information will be appended to every active CSA and Amended CSA submitted by the affiliated Contractual Client(s) during the specified Reporting Period. (**SEE** Source of Funding Instructions – Coming Soon).

NOTE: Contractual Clients and Beneficial Clients can be the same party/entity.

Online Filers:

Online Filers may disclose Source of Funding (SoF) information by either clicking the ‘Source of Funding’ button from the LA Dashboard or from the ‘SOF’ tab located in their Organization Profile.

Additional information if you are required to disclose Source(s)

1. Online Filers may either download and complete the 2019 pre-formatted Excel spreadsheet located in the 2019 SoF Form in JCOPE’s Online Lobbying Application (‘LA’); or
2. Manually enter each Source within the SoF Form in LA.

NOTE: DO NOT use the 2018 and prior years Excel spreadsheet for 2019 reporting.

Paper Filers:

If you are required to disclose Source(s)

1. Complete the SoF Information PDF form and indicate ‘Reporting is Required’ and mail the original form to:
New York State Joint Commission on Public Ethics
540 Broadway
Albany, New York 12207
2. Download and complete the 2019 pre-formatted Excel spreadsheet available on the JCOPE website in the 2019 Filing Requirements section. **DO NOT use the 2018 and prior years Excel spreadsheet for 2019 reporting.**

3. E-mail the completed spreadsheet to CSA@jcope.ny.gov with the subject line 'SoF Excel Spreadsheet'. Only the original digital source file will be accepted by JCOPE via email. We will not accept paper or any other hard-copy of the data. Please include your contact information and the name of the Beneficial Client to avoid unnecessary filing delays.

To indicate SoF reporting is NOT required or you have NO Source(s) to disclose

1. Complete the SoF Information PDF form and indicate 'Reporting is NOT Required' with the applicable reason and mail the original form to:
New York State Joint Commission on Public Ethics
540 Broadway
Albany, New York 12207