



Employer's Annual Certification

Lobbyists' employers/clients or an officer of the employer/client entity have an annual expenditure reporting obligation. Employers/Clients/Officers have two options for meeting their yearly obligation:

1. Verifying, by signing or certifying along with the lobbyist, each quarterly report for the preceding calendar year by the last day in February of each year.

OR

2. Filing with the Commission by the last day in February of each year a statement disclosing for the preceding calendar year the following information:

a. The total expenditures made by the employer for lobbying purposes, whether through or on behalf of a registered lobbyist or otherwise;

b. The legislation the employer has been employing a lobbyist or lobbying entity, or compensating a lobbyist or lobbying entity to support or oppose, including council bill, ordinance, resolution, or initiative number, if established;

c. The name, permanent business address, business telephone number, and business e-mail address of each lobbyist or lobbying entity employed by the reporting person and the total expenditures made by the employer for each such lobbyist or lobbying entity for lobbying purposes;

AND

d. Any contract the entity or any of its subdivisions has with the City of Seattle.

Filing options and steps

Option 1 – Employer/Client certifies reports of their lobbyists

Provide the following template with the links for each of your quarterly reports to your Employer/Client for them to review:

I, [Employer/Client/Officer Name] verify, for those portions of the report that relate to [Employer/Client Name], the truth and completeness of the quarterly reports filed by my lobbyist, [Lobbyist's Name].

[Insert the quarterly link(s) to the Lobbyist Expenditure Report(s) here – Q1, Q2, Q3, Q4]

Sincerely, [Officer's Name] [Employer's Name]



City of Seattle

Ethics and Elections Commission

Request that your Employer/Client send the completed signed certification to the Seattle Ethics and Elections Commission.

Email to ethicsandelections@seattle.gov

Or send by USPS to the Seattle Ethics and Elections Commission, PO Box 94729, Seattle, WA 98124-4729.

Example:

I verify, for those portions of the report that relate to Employer ABC, the truth and completeness of the following quarterly reports filed by my lobbyist, Person A. Person. [Q1](#), [Q2](#), [Q3](#), [Q4](#).

Sincerely,

Boss B. Person
Employer ABC

Please note: The links for the lobbyist's quarterly reports can be found by searching for the reports by the lobbyist name here:

<https://web6.seattle.gov/ethics/lobbying/LobbyistList.aspx>.

Democracy Vouchers **Lobbying** Whistleblower Commission

Lobbyist Name List

What lobbyist name would you like to search for? [Expand lobbyist list](#)

Scroll down below the Employer reports section and select the quarterly report for authorization by clicking on [View report](#) to the right of the report.

Filing Reports

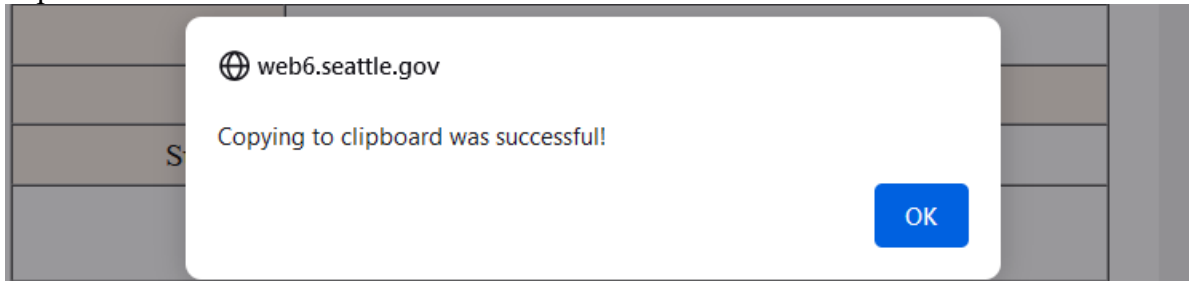
Filing Date/Time	Report Type	Period	
4/15/2022	Quarter	2022 - Q1	View report



When you click [View report](#), it will launch a pop up window. Scroll to the very bottom of that pop up window to find the spot that says **Copy the link to Clipboard**.



Click on Copy the link to Clipboard and there should be a message that Copying to clipboard was successful!



Then paste the link into the body of the certification template for that quarter, such as Q1, or for all Quarters.

Please contact ethicsandelections@seattle.gov if you need assistance.

Option 2 – Employer/Client files their own expenditure reports

Employers/Clients who choose option 2 will need to either file their own report or designate an agent to file the report on their behalf. That employer or agent will need to obtain a User Name and Password for the SEEC lobbyist electronic filing system, and then file the Client/Employer expenditure reports for the relevant quarterly reporting periods.

For information on obtaining a User Name and Password please contact Chrissy.Courtney@seattle.gov.

For general assistance in filing expenditure reports, please email ethicsandelections@seattle.gov or [contact](#) the office.