



Direct Lobbyist Final Reporting

*City of Seattle
SMC Chapter 2.06
Ethics and Elections Commission*





Final reporting obligations for direct lobbyists

When a lobbyist stops providing services to an employer/client, there are a few final reporting obligations:

- Final quarterly expenditure report must be filed
- Termination date needs to be reported in the employer/client information tab
- Final certification by the employer/client must be sent to the SEEC



Quarterly Expenditure Reports

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Quarterly Expenditure Reports

File 

Prepare which Quarterly Report?

2022 3rd Quarter


Reporting Activity from 07/01/2022 to 09/30/2022

ABC CORP

ABC CORP

Compensation to Reporting Lobbyist

0

Save 

☐ Do you work for a lobbying entity, such as a law firm or PR firm or lobbying firm? If so, was that firm paid additional compensation for City of Seattle lobbying, beyond what you were paid?

Additional Compensation paid to
Lobbying Entity

0

Total Compensation to Lobbying Entity

0

If your employer/client paid for, reimbursed you for, or reimbursed your lobbying entity for any of the following expenses made to support their City of Seattle lobbying efforts, please enter the amounts paid or reimbursed below.



Employer / Client Information

[Home](#) [Basic Registration](#) [Employer/Client Information](#) [Quarterly Expenditure Reports](#) [Employer Authorization](#) [Employer's Annual Certification](#) [Indirect Lobbying](#)

Edit Lobbyist Registration

Employer (Person or group for which you lobby)

Name

Occupation, Business, or Purpose

Telephone

Address 1

City

State

Email

Address 2

Zipcode

Lobbyist Registration Status

☐ Registration is Active

Effective date of Termination

Employment Details

☒ I am Full time / Solely Lobbying

Expected Duration

Compensation (for lobbying)





Employer / Client Certification

Employers/Clients 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 disclosure statement disclosing for the preceding calendar year.

Most employers/clients choose to provide a verification email certifying that the activity reported by their direct lobbyist is accurate. If an employer/client does not agree with the accuracy of the lobbyist's reports, they have the option to file their own reports in addition to the lobbyist's reports.





Employer / Client Certification

Employers/Clients who choose to provide the certification email can use the following template:

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]





Employer / Client Certification

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>

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.

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.





Questions?

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