

Direct Lobbyist Final Reporting

City of Seattle SMC Chapter 2.06 Ethics and Elections Commission





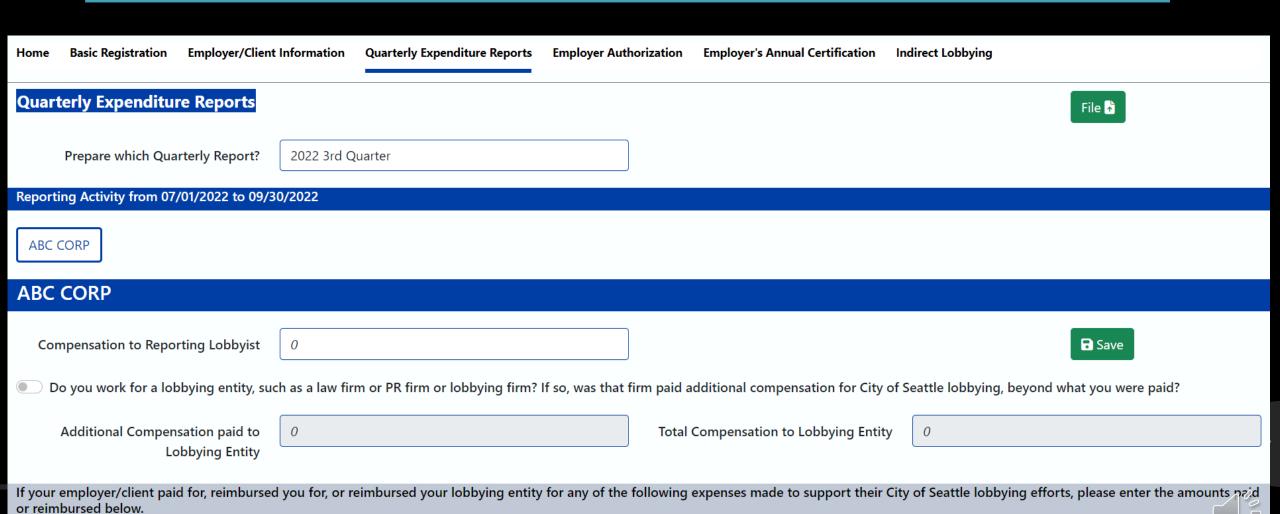
Final reporting obligations for direct lobbyists

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



$\overline{Quarterly\ Expenditure} \ Reports$



Employer/Client Information

Employer/Client Information Basic Registration Quarterly Expenditure Reports Employer Authorization Employer's Annual Certification Indirect Lobbying Edit Lobbyist Registration X Cancel Employer (Person or group for which you lobby) October 2022 V ABCorp@inc.com ABC Corp Occupation, Business, or Name **Email** Purpose Telephone 206.437.6165 Address 1 Address 2 **Suite 4010** City Zipcode Seattle State 98104 26 27 28 **Lobbyist Registration Status Registration is Active** Effective date of mm/dd/yyyy Termination **Employment Details** I am Full time / Solely Lobbying **Expected Duration** Compensation (for 25\$ per hour ongoing 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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