



City of Seattle Indirect Lobbying Registration and Reporting

SMC 2.06.115

Seattle Ethics and Elections Commission





Who should register as a sponsor of an indirect campaign and when should reporting begin?

A person or entity who has made expenditures of more than
\$1,500 total within any 3 months
or
more than \$750 total in any 1 month
to present a program to the public, primarily to influence
legislation, should register and report as a sponsor within 30
days of meeting the threshold.





How does a sponsor of an indirect campaign register?

Sponsors of indirect lobbying campaigns can register to report online with the Seattle Ethics and Elections Commission (SEEC).

Please email
Chrissy.Courtney@seattle.gov
for registration credentials.



How is an indirect campaign reported?

- After logging in to the online lobbying reporting application, navigate to the Indirect Lobbying tab to the far right along the top menu.
- For the first indirect campaign, the required fields will be displayed for entry.
- To add a second indirect campaign, click on the Add Indirect Lobbying button.

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

Add Indirect Lobbying Save Cancel


Filing Details

Campaign Name *

Date From *

Date To *

Termination Date









mm / dd / yyyy

mm / dd / yyyy

mm / dd / yyyy

Report Individual/Group Indirect Lobbying Sponsors. *

(Provide Name, Address, Business/Occupation or Title for all controlling persons)





What should be reported?

- The sponsor's name, address, and business or occupation, and if the sponsor is not an individual, the names, addresses, and titles of the controlling persons responsible for managing the sponsor's affairs
- The names, addresses, and business or occupation of all persons organizing and managing the campaign, or hired to assist the campaign (this includes PR or ad firms) and the terms of compensation for all
- The names and addresses of each person contributing \$25 or more to the campaign, and the aggregate amount contributed
- The purpose or subject matter of the campaign
- Totals of all expenditures made or incurred by financial category





What payments should be reported?

Expenditures should be listed by category, which includes but is not limited to:

- Advertising; split out by media and if a large expenditure, split out by outlet
- Contributions being made
- Entertainment; including food and refreshments
- Office expenses; including rent, salaries and wages paid for staff and secretarial assistance
- Proportionate amount paid or incurred for lobbying campaign activities
- Consultants
- Printing and mailing expenses





When are reports due?

- Reports are due on the **10th** of the month, for the activities of the preceding month. For example, activity in October should be reported on November 10th.
- The report should update the registration statement and show contributions received and totals of expenditures made during the month being reported.





What happens when the campaign ends?

When the campaign ends, the sponsor shall file a notice of termination with the final monthly report made to the Seattle Ethics and Elections Commission.



How is a notice of termination filed?

After reporting the final month of an indirect lobbying campaign, provide the last day of the campaign in the termination field.

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

Add Indirect Lobbying

Save 

× Cancel

Filing Details

Campaign Name *



Date From *



mm/dd/yyyy

Date To *




mm/dd/yyyy

Termination Date



mm/dd/yyyy





Please contact
our office if you
have any
questions or if
you need
assistance with
reporting.

Questions?



Chrissy Courtney



206.437.6165



Chrissy.Courtney@seattle.gov

