

Lobbyist guide

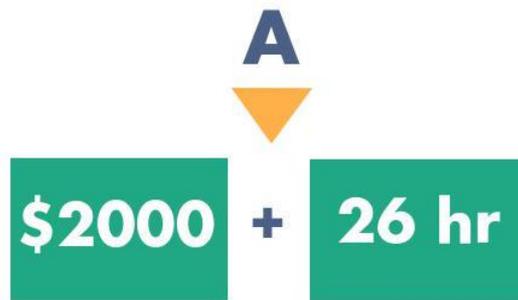
**Successfully Submitting a
Quarterly Activity Report**

September 27, 2017

As a registered lobbyist, what do I have to do?

When to register as a Lobbyist?

Register as a lobbyist when meeting either of the following thresholds (within a calendar quarter):



Receive \$2000 or more in compensation to lobby AND spend 26 hours or more lobbying



Make expenditures of \$500 or more to lobby not including personal travel expenses



For more detailed information on requirements, please review § 4-8-3



ANNUAL REGISTRATION FEE



Payment accepted by cash, check or money order in person or by mail. All checks should be made out to the City of Austin.



Individual
Lobbyist



Business
Entity
(\$100 + \$50 for
each lobbyist)



Non-Profit
(if lobbyist works
for 501(c)(3) only)



When renewing registration, pay annual fees along with an upcoming Quarterly Activity Report

Individual v. Business Entity

While a business may choose to file as a business entity, they must still file a report for EACH lobbyist

Individual
Lobbyists:
\$300
Non-profit:
\$25



Submit quarterly
activity reports

Business
Entity:
\$100 +
\$50 each



Submit quarterly activity
reports for EACH lobbyist



Fees are different for individual and business entity but NOT reporting requirements



QUARTERLY ACTIVITY REPORTS



- Activity Reports are required every quarter between 1-10 of January, April, July and October
- The Lobbyist Reporting Form is used to submit Quarterly Activity Reports
- Even if you have no activity to report, you must submit report, include "Statement of No Activity"



Failure to submit or correct a Quarterly Activity Report on time will result in late fees



LATE FEES



Activity reports not filed by the 10th of each quarterly deadline incur a \$50 late fee



Fees accrue every 10 days until quarterly report is filed and all fees are paid

**How do I submit
the Lobbyist
Reporting Form?**

DOWNLOAD INTERACTIVE FORMS



Lobbyist reporting forms are interactive and should be downloaded in an Adobe product

- Interactive forms must be completed electronically
- Forms must NOT be printed or scanned



Interactive
PDF form



Do not scan
or print



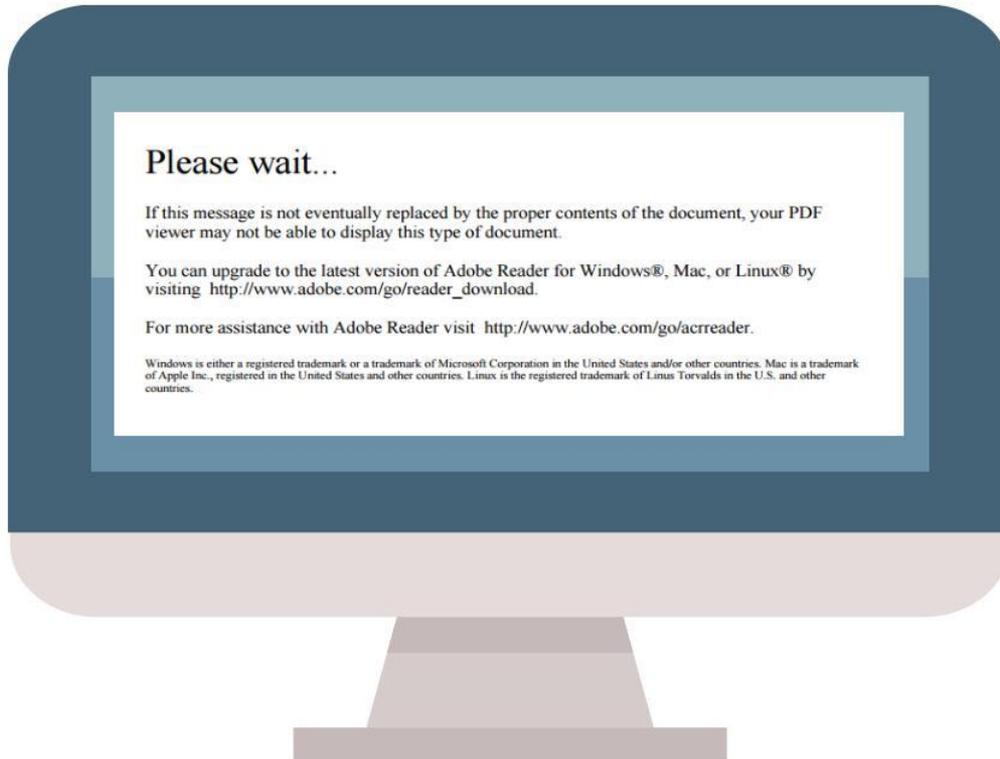
If you do not have an Adobe product,
download the free Adobe Reader online 



DOWNLOADING TIPS

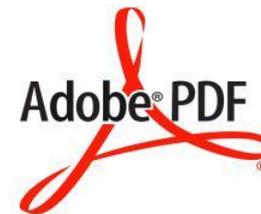


Don't be alarmed by a warning...



Instead:

- 1 Right click link to save file to your desktop
- 2 Open file in an Adobe product





COMPLETING FORMS



Certain fields (marked with *) are required and must be completed correctly for successful submission



Municipal Question(s)

- For successful submission, at least one municipal question must be identified
- Required fields must contain valid information - N/A will result in a rejected submission
- Complete the Declaration page by typing name, do NOT print out to sign

Submitting Lobbyist Reporting Form



The interactive PDF forms must be submitted electronically either on a USB flash drive or via email

- Do no print, scan or alter the forms in any way
- The Lobbyist Reporting Form can be submitted either in person (on USB drive) or via email*



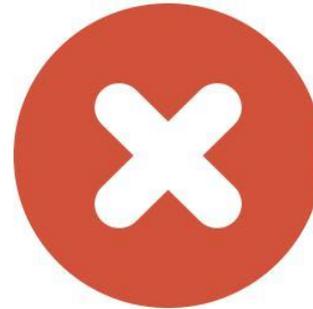
*Complete Contact Form to submit reports via email and receive courtesy notices



AFTER SUBMISSION



Accepted



Rejected

- The City Clerk has 30 days to review submitted reports for completeness and send notifications
- Accepted reports are posted to the City of Austin website within 2 business days
- Rejected reports have 14 days to correct and resubmit otherwise they will incur late fees



Complete Contact Form to receive email notifications of accepted or rejected reports



SUBMISSION TIPS

1



Make sure you receive a receipt or confirmation email for submission

2

From: Lobbyist Coordinator

Hello,

This email serves as a receipt of submitted information will be sent to you.

Thank you,
Lobbyist Coordinator



Receipt of Lobbyist Reporting Form Filing Acknowledgement

This serves as a receipt of submission for a **Lobbyist Reporting Form**. Notification of acceptance or rejection of the submitted information will be sent to a designated contact within 30 days.

Pursuant to City Code, a person who meets the requirements of §4-8-3 must register as a lobbyist within five business days of the first direct communication with a City Official. Additionally, a registered lobbyist must also file quarterly activity reports until they file a no

- Follow up with Lobbyist Coordinator if you do not receive receipt within 2 business days of submission
- Hold on to confirmation or receipt of submission as proof of submission

**What are the
different forms and
what do I need to
complete?**

FORMS

1 Lobbyist Reporting Form:

- Lobbyist Registration,
- Quarterly Activity Reports,
- Terminate or update information

2 Lobbyist Contact Form:

- Update contact information,
- Allow for email submission,
- Receive email notifications

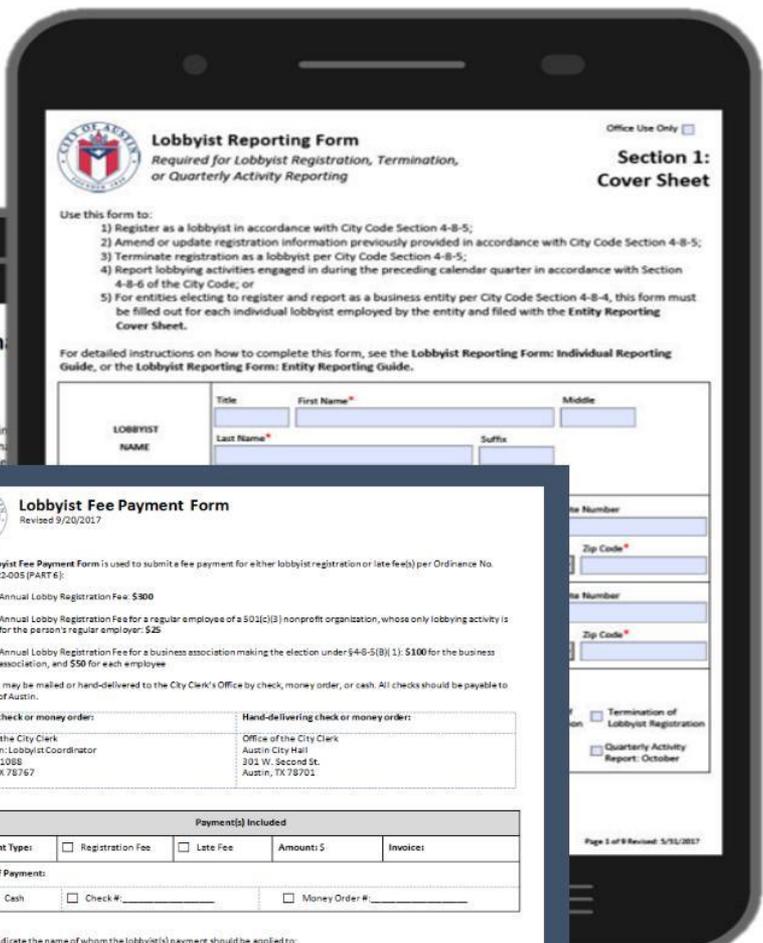
3 Lobbyist Fee Payment Form:

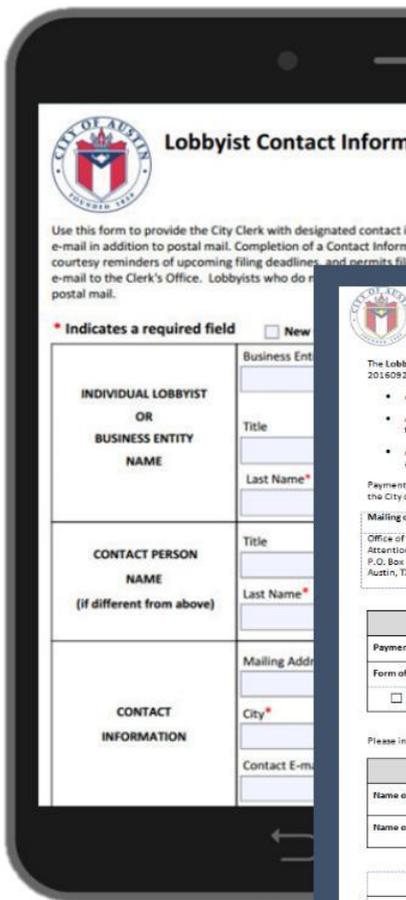
- Submit with registration fee and/or late fees

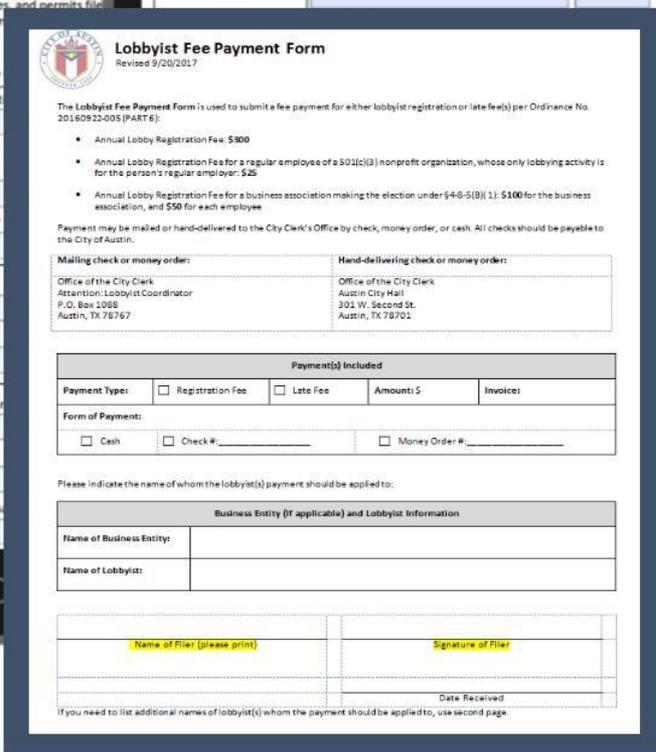
1

2

3







Lobbyist Reporting Form

Office Use Only



Lobbyist Reporting Form
*Required for Lobbyist Registration, Termination,
or Quarterly Activity Reporting*

**Section 1:
Cover Sheet**

Use this form to:

- 1) Register as a lobbyist in accordance with City Code Section 4-8-5;
- 2) Amend or update registration information previously provided in accordance with City Code Section 4-8-5;
- 3) Terminate registration as a lobbyist per City Code Section 4-8-5;
- 4) Report lobbying activities engaged in during the preceding calendar quarter in accordance with Section 4-8-6 of the City Code; or
- 5) For entities electing to register and report as a business entity per City Code Section 4-8-4, this form must be filled out for each individual lobbyist employed by the entity and filed with the **Entity Reporting Cover Sheet**.

For detailed instructions on how to complete this form, see the **Lobbyist Reporting Form: Individual Reporting Guide**, or the **Lobbyist Reporting Form: Entity Reporting Guide**.

LOBBYIST NAME	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Title</td> <td style="width: 40%; border-bottom: 1px solid black;">First Name*</td> <td style="width: 30%; border-bottom: 1px solid black;">Middle</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Last Name*</td> <td style="border-bottom: 1px solid black;">Suffix</td> <td></td> </tr> </table> <input type="checkbox"/> My employer is a 501(c)(3) non-profit organization	Title	First Name*	Middle	Last Name*	Suffix			
Title	First Name*	Middle							
Last Name*	Suffix								
LOBBYIST PERMANENT BUSINESS STREET ADDRESS	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Permanent Business Street Address*</td> <td style="width: 40%; border-bottom: 1px solid black;">Apartment or Suite Number</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City*</td> <td style="border-bottom: 1px solid black;">State* [Dropdown]</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Zip Code*</td> </tr> </table>	Permanent Business Street Address*	Apartment or Suite Number	City*	State* [Dropdown]		Zip Code*		
Permanent Business Street Address*	Apartment or Suite Number								
City*	State* [Dropdown]								
	Zip Code*								
LOBBYIST BUSINESS MAILING ADDRESS	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Business Mailing Address*</td> <td style="width: 40%; border-bottom: 1px solid black;">Apartment or Suite Number</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City*</td> <td style="border-bottom: 1px solid black;">State* [Dropdown]</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">Zip Code*</td> </tr> </table>	Business Mailing Address*	Apartment or Suite Number	City*	State* [Dropdown]		Zip Code*		
Business Mailing Address*	Apartment or Suite Number								
City*	State* [Dropdown]								
	Zip Code*								
REPORT TYPE	<p style="text-align: center; font-size: small;">Report Type*: Check all that apply</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> New Lobbyist Registration</td> <td><input type="checkbox"/> Update Current Lobbyist Registration</td> <td><input type="checkbox"/> Annual Renewal of Lobbyist Registration</td> <td><input type="checkbox"/> Termination of Lobbyist Registration</td> </tr> <tr> <td><input type="checkbox"/> Quarterly Activity Report: January</td> <td><input type="checkbox"/> Quarterly Activity Report: April</td> <td><input type="checkbox"/> Quarterly Activity Report: July</td> <td><input type="checkbox"/> Quarterly Activity Report: October</td> </tr> </table>	<input type="checkbox"/> New Lobbyist Registration	<input type="checkbox"/> Update Current Lobbyist Registration	<input type="checkbox"/> Annual Renewal of Lobbyist Registration	<input type="checkbox"/> Termination of Lobbyist Registration	<input type="checkbox"/> Quarterly Activity Report: January	<input type="checkbox"/> Quarterly Activity Report: April	<input type="checkbox"/> Quarterly Activity Report: July	<input type="checkbox"/> Quarterly Activity Report: October
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<input type="checkbox"/> Quarterly Activity Report: January	<input type="checkbox"/> Quarterly Activity Report: April	<input type="checkbox"/> Quarterly Activity Report: July	<input type="checkbox"/> Quarterly Activity Report: October						

* Indicates a required field

Page 1 of 8 Revised: 5/15/2017

Contact Form



Lobbyist Contact Information Form

Office Use Only

Use this form to provide the City Clerk with designated contact information to receive notices and courtesy notifications via e-mail in addition to postal mail. Completion of a Contact Information Form allows the Clerk to send and receive e-mail notifications and courtesy reminders of upcoming filing deadlines, and permits filers to submit Quarterly and Termination of Activity Reports electronically via e-mail to the Clerk's Office. Lobbyists who do not complete this form will only receive the notices required by City Code Section 4-8-9 via postal mail.

* Indicates a required field
 New Contact Information
 Update Current Contact Information

INDIVIDUAL LOBBYIST OR BUSINESS ENTITY NAME	Business Entity or Organization Name* <input style="width: 100%;" type="text"/>	
	OR	
	Title First Name* Middle <input style="width: 100px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 100px;" type="text"/>	
	Last Name* Suffix <input style="width: 150px;" type="text"/> <input style="width: 100px;" type="text"/>	
CONTACT PERSON NAME (if different from above)	Title First Name* Middle <input style="width: 100px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 100px;" type="text"/>	
	Last Name* Suffix <input style="width: 150px;" type="text"/> <input style="width: 100px;" type="text"/>	
CONTACT INFORMATION	Mailing Address* Apartment or Suite Number <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/>	
	City* State* Zip Code* <input style="width: 150px;" type="text"/> <input style="width: 50px;" type="text"/> <input style="width: 100px;" type="text"/>	
	Contact E-mail address* Contact Phone Number (555-555-5555) <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/>	

Fee Payment Form



Lobbyist Fee Payment Form

Revised 9/20/2017

The **Lobbyist Fee Payment Form** is used to submit a fee payment for either lobbyist registration or late fee(s) per Ordinance No. 20160922-005 (PART 6):

- Annual Lobby Registration Fee: **\$300**
- Annual Lobby Registration Fee for a regular employee of a 501(c)(3) nonprofit organization, whose only lobbying activity is for the person's regular employer: **\$25**
- Annual Lobby Registration Fee for a business association making the election under §4-8-5(B)(1): **\$100** for the business association, and **\$50** for each employee

Payment may be mailed or hand-delivered to the City Clerk's Office by check, money order, or cash. All checks should be payable to the City of Austin.

Mailing check or money order:	Hand-delivering check or money order:
Office of the City Clerk Attention: Lobbyist Coordinator P.O. Box 1088 Austin, TX 78767	Office of the City Clerk Austin City Hall 301 W. Second St. Austin, TX 78701

Payment(s) Included				
Payment Type:	<input type="checkbox"/> Registration Fee	<input type="checkbox"/> Late Fee	Amount: \$	Invoice:
Form of Payment:				
<input type="checkbox"/> Cash	<input type="checkbox"/> Check #: _____	<input type="checkbox"/> Money Order #: _____		

Please indicate the name of whom the lobbyist(s) payment should be applied to:

Business Entity (if applicable) and Lobbyist Information	
Name of Business Entity:	
Name of Lobbyist:	

Name of Filer (please print)	Signature of Filer
	Date Received

If you need to list additional names of lobbyist(s) whom the payment should be applied to, use second page.

Resources



Tutorial Videos

<https://goo.gl/rBT9Uz>



City Clerk Website

austintexas.gov/department/lobbyists



For more specific questions email:
lobbyists@austintexas.gov

Questions?

Thank you!

**the Office of the
City Clerk**