





## Important Instructions for Lobbyist and Notary

The Lobbyist **MUST** sign and date here to certify the report under oath. Venue (State and County where notarized) and Jurat **MUST** also be completed. **Warning:** Incomplete certification or notarization may result in rejection of report.

STATE OF \_\_\_\_\_(Venue Must be filled in)

COUNTY OF \_\_\_\_\_(Venue Must be filled in)

The undersigned, being first duly sworn, hereby certifies that I had no expenditures pursuant to N.C.G.S. §120C-402 to report for this quarterly period and that all information contained herein (including any attachments hereto) is true, complete, and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Lobbyist

\_\_\_\_\_  
Date

Sworn to (or affirmed) and subscribed before me,

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Printed Name of Notary Public: \_\_\_\_\_

My commission expires:

(NOTARY STAMP OR SEAL)

You only have to sign as the report preparer if: (1) you are **not** the lobbyist required to file the report, **and** (2) you exercised discretion and independent judgment in filling it out. 18 NCAC 12.0209 and 18 NCAC 12.0210

Signature of Report Preparer:

\_\_\_\_\_  
Printed Name of Report Preparer: \_\_\_\_\_

**FOR INFORMATIONAL USE ONLY; DISCARD BEFORE FILING.**

- Expense reports are due quarterly, regardless of whether reportable expenditures are made, no later than **15** business days after the end of the calendar quarter.
- Do not use a zero expense report form for a monthly report or for a quarterly report that requires incorporation of a prior monthly report. Incomplete reports may be rejected.
  - ▶ In addition, any reportable expenditure incurred while the General Assembly is in session with respect to lobbying legislators and legislative employees is reportable monthly no later than **10** business days after the end of the month.
  - ▶ The information reported on any monthly report should be incorporated by reference on the long quarterly report form in the space provided.

NCGS § 120C-40l(t) states: Each report required by this Article shall be in the form prescribed by the Secretary of State and filed electronically.

- You may submit completed (notarized) reports by electronically filing them at <https://www.sosnc.gov/>
- If you have an electronic notarization, submit completed reports electronically with electronic notarization transmitted to the Department by 11:59 PM of the filing deadline.
- Any document attached to the filing other than the Department's form, must be compatible with, or convertible to Microsoft Word.
- Please do not mail in the original copy of the expense report.