

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.