

San Francisco Ethics Commission
25 Van Ness, Suite 220
San Francisco, CA 94102
Phone: (415) 252-3100
Fax: (415) 252-3112
Email: ethics.commission@sfgov.org
Web: www.sfethics.org



For SFEC use

Registration Report for Expenditure Lobbyists (SFEC Form 2110A)

S.F. Campaign & Governmental Conduct Code § 2.100 et seq.

File this form with the Ethics Commission. See also General Instructions attached.

Check if this is an amendment. Date original registration report filed: _____

PART I: EXPENDITURE LOBBYIST CONTACT INFORMATION

Name: _____

Mailing Address: _____

Telephone Number: _____ **Email Address:** _____

PART II: TYPE OF EXPENDITURE LOBBYIST

Individual. Description of business activities: _____.

Entity. Description of nature and purpose: _____.

Check if the entity is a 501(c)(3) or 501(c)(4) nonprofit organization.

Also, check the appropriate box below:

Corporation. List below the names of your CEO, CFO, secretary, any officer who authorized payments to influence local legislative and administrative action, and any person owning more than 20 percent of the corporation.

Partnership. List below the names of each partner (if the entity has fewer than 10 partners) or the partner with the greatest ownership interest (if the entity has 10 or more partners).

Other entity. List below the names of each person with an ownership interest (if there are fewer than 10) or the person with the greatest ownership interest (if the entity has 10 or more persons with ownership interests).

VERIFICATION

I have reviewed this Registration Report for Expenditure Lobbyists and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true, complete, and correct.

Signature of Person Filing Report

Date

Name of Person Filing Report (Please Print)

Registration Report for Expenditure Lobbyists (SFEC Form 2110A) **General Instructions**

WHO IS REQUIRED TO FILE: An individual or entity that qualifies as an “expenditure lobbyist” under San Francisco law must register with the Ethics Commission by completing and filing this form. An expenditure lobbyist is an individual or entity that spends at least \$2,500 in a calendar month to solicit, request, or urge others to communicate directly with a City officer in order to influence local legislative or administrative action. City officers covered by this rule generally include elected City officials, members of City boards and commissions, and City department heads.

Examples of spending that counts toward the \$2,500 per month threshold include public relations, media relations, advertising, public outreach, research, investigation, reports, analysis, and studies to the extent those activities are used to solicit, request or urge other persons to communicate directly with a City officer.

Examples of spending that does **not** count toward the \$2,500 per month threshold include: payments made to a registered “contact” lobbyist who directly contacts City officers; payments made to an organization for membership dues; payments made by an organization to distribute communications to its members; payments made by a news media organization to develop and distribute its publications; and payments made by a client to a representative to appear on the client’s behalf in a legal proceeding before a City agency or department.

WHEN AND WHERE ARE REPORTS DUE: Each expenditure lobbyist must register by filing this form with the Ethics Commission no later than five business days after qualifying as such, **and** prior to making any additional payments to influence local legislative or administrative action.

HOW TO FILE: Through February 28, 2016, an expenditure lobbyist must file the registration reports with the Ethics Commission by sending a PDF copy of the **signed** forms to the Commission's email address: ethicscommission@sfgov.org.

Starting March 1, 2016, an expenditure lobbyist may file the registration reports with the Ethics Commission by uploading a PDF copy of the **signed** forms to the Commission’s website. Expenditure lobbyists filing in this manner should retain the original signed copies for at least five years. The Ethics Commission will also accept paper copies of this form delivered (e.g., by mail, etc.) directly to the Commissions’ office. Forms delivered by mail must be post marked by the due date to be timely filed. Registration statements must be accompanied by the registration fee, if necessary.

PAYING THE REGISTRATION FEE: Each expenditure lobbyist must pay a fee of \$500 at the time of registration. However, note that 501(c)(3) and 501(c)(4) nonprofit organizations that qualify as expenditure lobbyists do **not** have to pay the registration fee. Payments may be made on-line with a debit/credit card or e-check, or sending a check to the Ethics Commission made payable to the City and County of San Francisco.

FILING AMENDMENTS: If you are filing an amendment to a previously-filed registration report, check the appropriate box on page 1. Amendments can be filed at any time, including with a monthly report (SFEC Form 2110B).

REPORTING EXPENDITURE LOBBYIST INFORMATION (PART I): In Part I, you must list the filer’s name, mailing address, telephone number, and email address.

REPORTING THE TYPE OF EXPENDITURE LOBBYIST (PART II): In Part II, you must indicate whether the filer is an individual or an entity. If the filer is an individual, you must provide a description of his or her business activities. Also, indicate if the filer is a full-time employee of a 501(c)(3) and 501(c)(4) nonprofit organization. If the filer is an entity, you must provide a description of its nature and purpose, indicate whether it is a corporation, partnership, or other type of business entity, and list the names of the individuals indicated on the form.

TERMINATING STATUS AS AN EXPENDITURE LOBBYIST: When no longer paying for expenditure lobbying activity, a filer may terminate its status as an expenditure lobbyist by filing a final monthly SFEC Form 2110B and checking the appropriate box to indicate that that report is a termination statement. Also, please note that the Ethics Commission will automatically terminate the registration of an expenditure lobbyist that fails to pay the annual registration fee by February 1.

REVISED: 02/24/2016

S:\ALL FORMS\Lobbyist\Expend Lobbyist\2015\Expenditure Lobbyist Registration Form.docx