

# Filing your Quarterly Statements

City of Sacramento  
Lobbyists

## When Do I File & Pay?

Date Due	Period	New Client Fee (Due with the next Qrtly Report)	Annual Fee (Due with the January 15 <sup>th</sup> report)
April 15 <sup>th</sup>	1/1-3/31	\$25.00 per new client	Not due
July 15 <sup>th</sup>	4/1-6/30	\$25.00 per new client	Not due
October 15 <sup>th</sup>	7/1-9/30	\$25.00 per new client	Not due
January 15 <sup>th</sup>	10/1-12/31	\$25.00 per new client	\$100.00



**New Client Fee-** \$25.00 paid by Contract Lobbyists for each new client for whom lobbying was undertaken for compensation in excess of \$500. It is not paid for clients reported on previous quarterly reports.

**File the Complete Form & Get It Signed-** File all seven pages of the form, even if you have nothing to disclose in Sections 5 and 6. An original signature is required on page 2.

**Delivery/Late Filing Penalties-** Your report may be delivered to the Clerk's Office or be mailed to:  
City of Sacramento  
Office of the City Clerk  
915 I Street  
Sacramento, CA 95814

If it is mailed, it must be postmarked no later than the due date. Reports filed after this date will be subject to late filing penalties of \$25.00 per day up to a maximum of \$500.00.

**Checks-** Please make checks payable to 'City of Sacramento'.

**Additional Requirements-** All lobbyists need to report certain campaign contributions and consultant payments from the city.

**Termination-** If a lobbyist has terminated all lobbying activities during the quarter, the lobbyist may file a declaration of termination with the quarterly report. The final quarterly report shall include disclosure of any lobbying activities during the quarter of termination.

For more detailed information refer to the Sacramento City Code at:  
[www.cityofsacramento.org/clerk/lobbyist\\_registration/](http://www.cityofsacramento.org/clerk/lobbyist_registration/) or call Jennifer Carlino at (916) 808-8091.