

Announcement Regarding Late Filing Penalties and Civil Penalties for 2012

Dear Principal Officers and Designees,

Commencing in calendar year 2012 the Lobbying Bureau of the Office of the City Clerk will begin to impose penalties on the following:

1. **Late Fundraising and Political Consulting Reports (FPCR)**- FPCRs are filed on the same filing schedule as periodic reports.¹ A FPCR is required to be filed **ONLY** if the Lobbyist or Lobbyist/Client entity or any individual listed on the statement of registration (employee, spouse, domestic partner and/or unemancipated child) engages in fundraising or political consulting in the calendar year in which the statement of registration is filed or within six months prior to the calendar year in which the statement of registration was filed.
 - a. Beginning in 2012, entities that fail to timely file FPCRs will be subject to the late filing penalties set forth in 51 RCNY §1-03(b)(1)(iv) for each day each filing is late.

2. **Late Amendments**- Pursuant to Administrative Code §3-213(d), whenever there is a change in the information in the original statement of registration, an amended statement must be submitted within 10 days after such change occurs. For example, such amendments may occur where there are changes to: (1) the start and end dates, (2) the retainer agreement, and (3) the employee-who-lobbies.
 - a. Beginning in 2012, entities that fail to timely file amended statements of registration (within 10 days after the change occurs) will be subject to the late filing penalties set forth in 51 RCNY §1-03(b)(1)(iv) for each day each amendment is filed late.

3. **Failure to Correct an Incomplete or Incorrect Report**- All information listed on all reports must be correct. If information is found to be incorrect (e.g. the name/date listed on the retainer does not match the information listed on the statement of registration) or incomplete (e.g., the target contact name is not listed on the statement of registration or periodic report), the filer has an obligation to correct and/or complete the filing on its own accord. If, however, the information is not complete or correct, and this office notifies the filer of such incorrect or incomplete report, the deficient filing must be corrected or completed within 14 business days.
 - a. Beginning in 2012, those entities that fail to timely correct or complete a deficient filing (within 14 business days of receiving a notice to cure from this office), will be subject to a civil penalty not to exceed \$20,000 after a hearing at the Office of Administrative Trials and Hearings (OATH) pursuant to Administrative Code §3-223(d) and 51 RCNY §1-03(a)(4).

If you have any questions regarding the content of this announcement, please contact the Lobbying Bureau at (212) 669-8171. Thank you for your anticipated cooperation.

¹ See "Reporting Periods" section of the website for the list of 2012 filing periods and applicable filing deadlines.[[hyperlink](#)]