**2019 LOCAL GOVERNMENT LIAISON EXPENSE REPORT – ZERO EXPENSE SHORT FORM**

If you have reportable expenditures, use Form LL-ER long form.

**MAILING ADDRESS:**
Lobbying Compliance Division  
Department of the Secretary of State  
PO Box 29622  
Raleigh, NC  27626-0622

**STREET ADDRESS:**
2 South Salisbury Street, 1st Floor  
Raleigh, NC  27601-2903

**PHONE:** (919) 814-5270  
**EMAIL:** lobbyistfiling@sosnc.com

**WEB:** [https://www.sosnc.gov/divisions/lobbying/forms](https://www.sosnc.gov/divisions/lobbying/forms)

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**☐ AMENDED REPORT** (Check if amending previously filed report.)

**Original Tracking # ____________________________

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**Name of Liaison as Registered:** _____________________________________________________

**Complete Name of Governmental Entity:** _____________________________________________

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**IMPORTANT INSTRUCTIONS FOR LIAISON AND NOTARY**

THE LIAISON MUST SIGN AND DATE THIS SECTION TO CERTIFY 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 THE REPORT.

**STATE OF _______________________________________________**

**COUNTY OF ______________________________________________**

The undersigned, being first duly sworn, hereby certifies that he/she has no expenditures pursuant to 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 his/her knowledge and belief.

_______________________________________________________        ______________

Signature of Liaison  
Date

Sworn to (or affirmed) and subscribed before me,  
this _____ day of ________________, 201____.

_______________________________________________________

Signature of Notary Public

_______________________________________________

Printed Name of Notary Public

My commission expires: ___________________________.  
(NOTARY STAMP OR SEAL)

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Signature of report preparer if other than liaison: ________________________________________

Printed name of report preparer if other than liaison: ____________________________________

FOR COMPLETION AND SIGNATURE ONLY IF REPORT PREPARER IS PERSON OTHER THAN THE REPORTING LIAISON WHO HAS EXERCISED INDEPENDENT JUDGMENT OR DISCRETION AS TO THE INFORMATION REPORTED HEREIN.
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.

Submit completed (notarized) reports that have been electronically filed at https://www.secretary.state.nc.us/lobbyists/FilingEntryNew.aspx but do not have an electronic notarization to the Department by one of the following methods:

- (1) By United States mail addressed to the Lobbying Compliance Division, Secretary of State, Post Office Box 29622, Raleigh, North Carolina 27626-0622, postmarked within seven calendar days of the electronic filing,
- (2) By hand-delivery in person or by a designated delivery service authorized pursuant to NCGS §1A-1, Rule 4, to the Lobbying Compliance Division, Department of the Secretary of State, 2 South Salisbury Street, First Floor, Raleigh, NC 27601-2903, by 5:00 PM within seven calendar days of the electronic filing, in the case of hand-delivery in person, or postmarked by the authorized delivery service in the case of delivery within seven calendar days of the electronic filing;

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 2007.