Elaine F. Marshall, North Carolina Secretary of State

2020 LIAISON ZERO EXPENSE REPORT - SHORT 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
Raleigh, NC  27601-2903

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

Original Tracking #

Period: ☐ Quarter Ended March 31, 2020  ☐ Quarter Ended September 30, 2020
☐ Quarter Ended June 30, 2020  ☐ Quarter Ended December 31, 2020

Name of Liaison as Registered: _____________________________________________________

Complete Name of Governmental Entity: ____________________________________________

☐ I choose to maintain the paper original inked, signed, and notarized lobbying expense report in my own records for three years as required by Administrative Rule 18 NCAC 12 .1301; OR

☐ I choose to deliver the paper original inked, signed, and notarized lobbying expense report to the Lobbying Compliance Division of the Secretary of State within seven days as required by Administrative Rule 18 NCAC 12 .0214.

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 ______________________________ (Venue must be filled in)
COUNTY OF ______________________________ (Venue must be filled in)

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 _______________________. 202____.

_______________________________________________________
Signature of Notary Public

____________________________
Printed Name of Notary Public

My commission expires: __________________________.  (NOTARY STAMP OR SEAL)
I signed this notarial certificate on ______ according to the emergency video notarization requirements contained in G.S. 10B-25. Notary Public Location during video notarization ____________County
Stated physical location of liaison during notarization: ____________ County

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 THE 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.

• Please choose which kind of record keeping method you are utilizing for this report. IF THE LOBBYING COMPLIANCE DIVISION IS TO MAINTAIN THE ORIGINAL EXPENSE REPORT, please submit the completed (notarized) report(s) that have been electronically filed at https://www.sosnc.gov/ 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, Third 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 e-mail to lobbyistfiling@sosnc.gov shall be transmitted to the Department no later than 11:59 PM on the filing deadline date, provided the original signed document is submitted to the Department within seven calendar days of the e-mail transmission.

• Any document attached to the filing other than the Department’s form, must be compatible with, or convertible to Microsoft Word.