



NORTH CAROLINA

State Board of Elections & Ethics Enforcement

Mailing Address
P.O. Box 27255
Raleigh, NC 27611-7255

2018 Liaison Expense Report Form – Zero Expense Short Form

Web: <https://lobby.ncsbe.gov/lobbying>

Phone: (919) 814-0700

Fax: (919) 715-0135

AMENDED REPORT (Check if amending previously filed report.)

Original Tracking # _____

- Period:
- Quarter Ended March 31, 2018
 - Quarter Ended September 30, 2018
 - Quarter Ended June 30, 2018
 - Quarter Ended December 31, 2018

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 North Carolina Bipartisan State Board of Elections and Ethics Enforcement 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 _____

COUNTY OF _____

The undersigned, being first duly sworn, hereby certifies that he/she has no expenditures pursuant to N.C.G.S. § 163A-327 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)

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.)

FOR INFORMATIONAL USE ONLY; DISCARD BEFORE FILING.

- 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.
- Please choose which kind of record keeping method you are utilizing for this report.
- 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.
- NCGS §163A-326(f) states: Each report required by this Article shall be in the form prescribed by the North Carolina Bipartisan State Board of Elections and Ethics Enforcement and filed electronically.
- You may submit completed (notarized) reports that have been electronically filed at <https://lobby.ncsbe.gov/lobbying>, but do not have an electronic notarization to the State Board by one of the following methods:
 - (1) By United States mail addressed to the Lobbying Compliance Division, North Carolina Bipartisan State Board of Elections and Ethics Enforcement, Post Office Box 27255, Raleigh, North Carolina 27611-7255, 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, State Board, 430 North Salisbury Street, Third Floor, Raleigh, NC 27603-5918, 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 State Board by 11:59 PM of the filing deadline.
- Any document attached to the filing other than the State Board's form, must be compatible with, or convertible to Microsoft Word 2007.