

DESIGNATION SAMPLE LETTER

DATE

New York State Joint Commission on Public Ethics
540 Broadway
Albany, New York 12207 ATTN:

Attn: Lobbying Compliance

This letter shall serve as a designation for [DESIGNATED PERSON] to file paper lobbying filings with the New York State Joint Commission on Public Ethics on behalf of [ORGANIZATION NAME], located at [ADDRESS], for the year 2021 (OR RELEVANT PERIOD).

As Chief Administrative Officer, I am aware this designation does not relieve me of liability due to a failure to file, late filing or false filing of any report(s).

OR

I, [NAME], as [TITLE] of [ORGANIZATION] located at [ADDRESS], designate [DESIGNATED PERSON], [TITLE] to make and file paper lobbying filings required by the New York State Joint Commission on Public Ethics for the [PERIOD OF TIME].

As Chief Administrative Officer, I am aware this designation does not relieve me of liability due to a failure to file, late filing or false filing of any report(s).

Agreed to and accepted by:

ORGANIZATION

Signature

CHIEF ADMINISTRATIVE OFFICER NAME

Date

Signature

DESIGNATED PERSON NAME, TITLE

Date