



Extension Request Information

Filers may request an extension of a filing deadline for any required Report. Requests for Extension must be received by the Commission on Ethics and Lobbying in Government ('COELIG') prior to the deadline and will only be granted for good cause as determined by COELIG.

PURPOSE

The purpose of this document is to assist Filers with the submission of an Extension Request in COELIG's Lobbying Application ('LA').

NOTE: This document is **not** intended to assist Individuals/Organizations in determining whether they should request an extension.

THINGS TO KNOW

- A Filer may submit an Extension Request for any required Report.
- Extension Requests may be submitted based on technical or other issues, as set forth below.
- Extension Requests must be received by COELIG **prior** to the statutory filing deadline of the applicable Report.
- Extensions will only be granted for good cause as determined by COELIG.

INFORMATION COLLECTED ON THE EXTENSION REQUEST

The online Extension Request is accessible by selecting the specific Filing for which you are requesting the Extension.

Extension Requests will populate specific Information from existing Profiles, if available, and the most recently submitted Filing of the associated Lobbyist/Client pairing:

- Principal Lobbyist Information
- Contractual Client Information
- Beneficial Client Information
- Individual Lobbyist Information
- Co-Lobbyist Information
- Sub-Lobbyist Information

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NOTE: You must have an existing (active) Registration on file for the Lobbyist, Contractual Client, Beneficial Client relationship (pairing) before an Extension Request for a Bi-monthly Report can be submitted.

The Extension Request contains the following fields. Items denoted with a red asterisk *****, are required fields.

Requested Extension Date*

Exact amount of time being requested, specifying working days or calendar days, or new date the Filer is requesting the Extension through.

- The Filer can request a date up to 30 days the statutorily defined due date (see Filing General Rules – Due Dates)

Reason for submitting Extension Request*

Filer must select ONE reason from the standard list.

- Unexpected illness or family emergency/bereavement
- Financial information unavailable
- Requested information unavailable
- Technical failure
- Personnel changes

Explanation*

- In addition, Filer must provide a brief summary that details a valid reason for submitting an Extension Request.

Attestation Information*

An Attestation is required before any Filing can be submitted. By attesting, the Filer acknowledges that the information (provided by the Filer) in all statements and reports required under Legislative Law Article 1-A is true, correct and complete to the best knowledge and belief of the signor under penalty of perjury. (See Section 1-p of the Lobbying Act)

NOTE:

Technical Extensions.

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- If, on the statutory due date, a Filer is unable to submit a Report due to a technical failure of the Lobbying Application, COELIG may grant an extension only when:
 - i. The Filer contacts COELIG **before the statutory deadline** by telephone or email to resolve the technical issue that is preventing submission of a Report by the deadline.
 - ii. If, after review and discussion with COELIG staff, the Filer remains unable to submit the Report, the Filer must submit, by email, proof of the technical failure, no later than the close of business on the date of the deadline.
 - iii. Proof of a technical failure must include:
 - 1. A screenshot from the Lobbying Application containing the error message received when submission was attempted;
 - 2. Evidence of electronic communications between the Filer and COELIG determining that a technical failure occurred and remains unresolved as of the deadline; or
 - 3. Similar evidence of a technical failure that COELIG deems appropriate.
- Filers who are unable to submit a Report due to a technical failure of the Lobbying Application after the close of COELIG's office hours on the deadline may be granted a technical extension if they submit a screenshot from the Lobbying Application containing the error message and the screenshot shows that the time of the attempted submission was prior to the deadline.
- Under no circumstances will the following be considered a technical failure:
 - i. Failure of the Filer to change its authorized person(s);
 - ii. The Filer's inability to retrieve, change or reset its password;
 - iii. Any technical failure that is reported **after** the deadline; or
 - iv. The failure of the Filer to request enrollment in the Lobbying Application.
- A technical failure that is reported after the deadline will be subject to late filing penalties starting from the date of the filing deadline until the date such failure was reported to COELIG. If COELIG can verify that a technical failure prevented submission, an extension will be issued, and the late filing penalties will be tolled until the technical failure has been resolved.
- COELIG may verify the technical failure with the NYS Department of Information Technology and Services (hereinafter referred to as "ITS"). If ITS concludes that a technical failure did not occur, COELIG will not provide a technical extension to the filer who submitted the request.

Automatic Extensions.

- If the deadline falls on a Saturday, Sunday or State holiday, the deadline will be extended to the following business day.

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- If there is a system-wide problem with the Lobbying Application, COELIG will notify all Filers of such problem and the filing deadline may be extended to a date established by COELIG upon consideration of the nature and length of the system-wide problem.

NOTE: Effective January 1, 2019, COELIG will grant a 7-day grace period from a Filing's statutory due date to submit a required Statement and/or Report(s) before any potential late fees *may* be imposed.