



SAMPLE WRITTEN AUTHORIZATION LETTER EMPLOYED LOBBYISTS

When a Lobbying contract or agreement exists, a Lobbyist may *either* submit a copy of such contract/agreement with a Statement of Registration/Registration Amendment *or* use the Lobbying Agreement form provided by the Commission. A Lobbyist may **only** submit a written authorization to lobby **if** no lobbying agreement or contract exists.

[DATE]

New York State Commission on Ethics and Lobbying in Government
540 Broadway
Albany, New York 12207

ATTN: Lobbying Compliance

RE: Written Authorization for Employed Lobbyists

[CLIENT NAME] will be lobbying on its own behalf. All individuals listed on the Statement of Registration are authorized to lobby on [CLIENT NAME]'s behalf.

The start date, which is the first date lobbying activities were authorized to commence, is [DATE]. The termination date*, which is the last date lobbying activities have been authorized, is [DATE].

The anticipated Compensation** to be paid specifically for lobbying services is [COMPENSATION AMOUNT AND PAY FREQUENCY AND/OR RATE OF PAY].

If applicable, include the phrase: [OTHER SERVICES, IN ADDITION TO LOBBYING, WILL BE PROVIDED BY THE INDIVIDUALS AUTHORIZED TO LOBBY].

[SIGNATURE]

[PRINTED NAME AND TITLE]

RESPONSIBLE PARTY for Lobbying Organization

[DATE]

NOTES:

- * For month-to-month agreements, the termination date shall be presumed to be the end of the current biennial period, unless otherwise specified.
- ** Regarding Compensation, the anticipated cumulative, prorated salary of all Employed Lobbyists' for Lobbying Activity should be reported. The cumulative amount listed can be based on an estimate of percentage of time to be spent on lobbying compared to the salary or salaries of the individuals listed on the Statement of Registration.