



# SAMPLE WRITTEN AUTHORIZATION LETTER

## RETAINED LOBBYISTS

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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 Retained Lobbyists

This letter will serve as an agreement whereby [LOBBYIST NAME] (hereinafter "Lobbyist") has been retained to lobby by [CONTRACTUAL CLIENT NAME] for the benefit of all Beneficial Clients listed on the Statement of Registration.

The start date, which is the first date that the Lobbyist has agreed to or been authorized to lobby, is [DATE]. The termination date\*, which is the last date the Lobbyist has agreed to or been authorized to lobby, is [DATE].

The 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].

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[SIGNATURE]

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[PRINTED NAME AND TITLE]

RESPONSIBLE PARTY for Contractual Client

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[DATE]

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**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:**
  - If the Lobbyist is retained for Lobbying, the actual compensation must be reported; and if more than lobbying services are provided, the breakdown of the lobbying rate relative to the total rate inclusive of all services must be provided (*Example:* for a retainer of \$5,000 per month where half of the monthly fee is for lobbying and half is for consulting—provide the breakdown indicating that \$2,500 is for lobbying and \$2,500 is for other non-lobbying services);
  - If the retainer is based on a daily or hourly rate, the fee per day or per hour must be reported;
  - If multiple parties with multiple hourly rates will be covered by the retainer, all rates shall be disclosed; and
  - If the Lobbyist is an Employed Lobbyist, as defined in Part 943.3(h) of the Commission’s regulations, please use the sample letter entitled ‘*Sample Written Authorization Letter Employed Lobbyists.*’