



## How to Submit a Client Termination in the Online Lobbying Application ('LA')

*Step-by-step instructions for Clients*

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### CLIENT TERMINATION FUNCTIONS

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#### Automatic Client Terminations

The Lobbying Application automatically terminates the Principal Lobbyist listed on the applicable Client Semi-Annual filing when the lobbying agreement reaches the end date specified in the agreement – with **no action required by the Lobbyist or Client**.

Similarly, since all Registrations expire on December 31<sup>st</sup> of the second year of a biennial period, **no action is required by the Lobbyist or Client under that scenario**; the Lobbying Application automatically terminates these Registrations and the Principal Lobbyist on the July/December Client Semi-Annual after it has been submitted.

#### Registrations Terminating Early | Client Semi-Annuals

If a Client wants to terminate *early*, Clients can use the 'Termination' button in LA to easily terminate the relationship online.

This document provides step-by-step instructions on how Clients can:

1. Terminate a Principal Lobbyist relationship *early* in LA.
2. Re-establish the Lobbying relationship if, *after the Registration has been terminated*, the same Client re-engages the Lobbyist within the same Biennial Period.

### HELPFUL RECOMMENDATIONS PRIOR TO BEGINNING A TERMINATION

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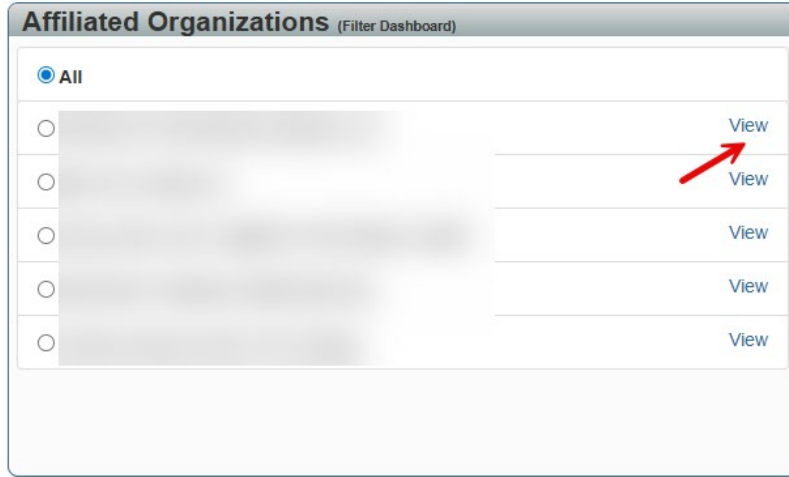
#### Before terminating an active Registration on the Client Semi-Annual:

First, you must **submit the corresponding Client Semi-Annual**.

Then, review that all information contained in this filing is correct and up to date before submitting a termination.

## HOW TO SUBMIT A TERMINATION

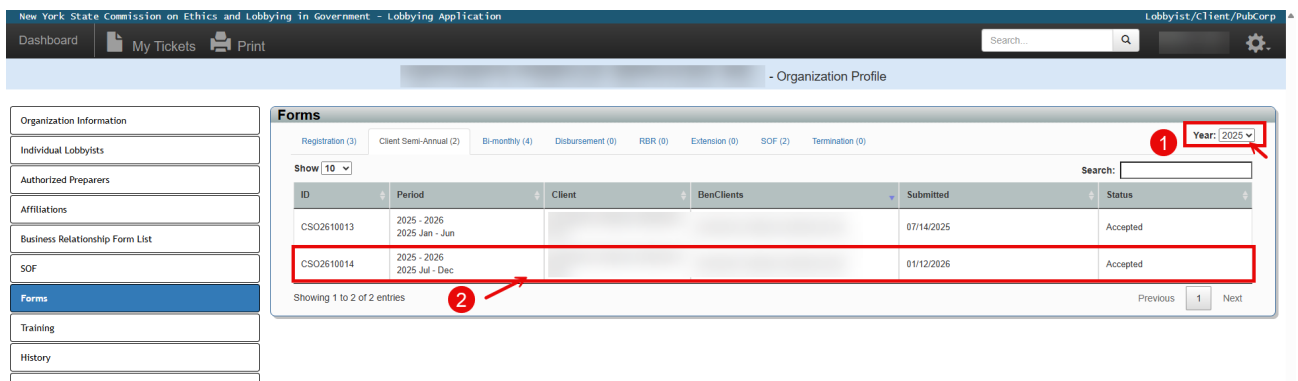
1. On your Dashboard under 'Affiliated Organizations' click the 'View' button next to the Organization name to open the profile.



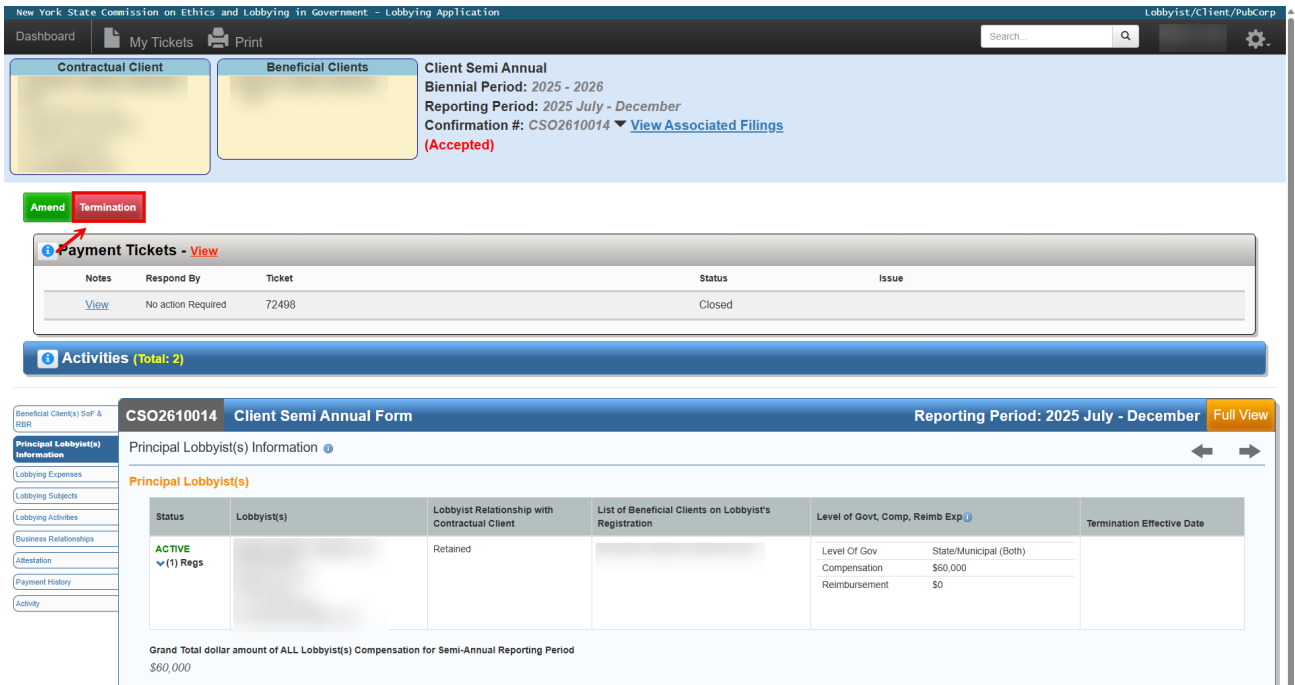
2. Go to 'Forms', open the 'Client Semi-Annual tab'.

(1) Select the applicable 'Reporting Year';

(2) Open applicable 'Client Semi-Annual filing' based on the **termination effective date** - January/June (termination date is within 1/1 – 6/30) and July/December (termination date is within 7/1 – 12/31).



3. Select 'Termination'.



4. The Client Termination of Principal Lobbyist(s) screen will appear.

Please complete the following fields on the **Client Termination filing**. Items denoted with a red asterisk \* are required fields.

- **Client Termination column** - Select the applicable box next to the **Principal Lobbyist relationship** that is terminating.
- **Add the Termination Effective Date\*** (The day the relationship between the Lobbyist and Client ended)

Select the **Effective Date** of the Client Termination by clicking the green calendar icon, or by manually typing the date using the mm/dd/yyyy format.

- **Comments (Optional)**

Client Termination of Principal Lobbyist(s)

2025 January - June

Contractual Client

Beneficial Clients

Client Termination	Terminate Registration	Principal Lobbyist	Beneficial Client(s)
<input type="checkbox"/>	2025 - 2026		
<input type="checkbox"/>	2025 - 2026		

\*Termination Date

Comment

I declare that I am the Responsible Party for this filing and the information contained in this filing is true, correct, and complete to the best of my knowledge and belief. Pursuant to the Lobbying Act, all Client Semi-Annual Reports through the Effective Date of Termination are required to be submitted.

Submit Close

**Please note:** For an **employed lobbying relationship**, you can terminate for **both** the Lobbyist and Client on the employed Registration.

Please complete the following fields on the employed Entire Lobbying Relationship Termination filing. Items denoted with a red asterisk \* are required fields.

- **Add the Termination Effective Date\*** (The day the relationship between the Lobbyist and Client ended)

Select the **Effective Date** of the Registration Termination by clicking the green calendar icon, or by manually typing the date using the mm/dd/yyyy format.

Then select the box to indicate **'You are authorized to submit on behalf of the Client'**. This will generate **both** the Lobbyist and Client Termination.

- **Comments (Optional)**

Entire Lobbying Relationship Termination ✕

2025 - 2026

Principal Lobbyist

Contractual Client

Beneficial Clients

Lobbying Agreements

Are you sure you want to terminate this lobbying relationship?

Effective Date

12/10/2025 

You are authorized to submit on behalf of the Client. Would you like to submit this termination for the Client?

Comment

I declare that I am the Responsible Party for this filing and the information contained in this filing is true, correct, and complete to the best of my knowledge and belief.

Pursuant to the Lobbying Act, all Bi-Monthly Reports through the Effective Date of Termination are required to be submitted.

Tool Tip icons  provide more detailed information on Filings in LA.

## ATTESTATION

An 'Attestation' is required for every filing prior to submission.

1. Review and select the 'Attestation' checkbox.
2. Click the 'Submit' button. After the filing has been submitted, you may either *view the filing* or *return to the dashboard*.

### CLIENT TERMINATION VIEW

Client Termination of Principal Lobbyist(s)

2025 January - June

Contractual Client

Beneficial Clients

Client Termination	Terminate Registration	Principal Lobbyist	Beneficial Client(s)
<input checked="" type="checkbox"/>	2025 - 2026		
	2025 - 2026		

Termination Date  
06/24/2025

Comment

I declare that I am the Responsible Party for this filing and the information contained in this filing is true, correct, and complete to the best of my knowledge and belief. Pursuant to the Lobbying Act, all Client Semi-Annual Reports through the Effective Date of Termination are required to be submitted.

### EMPLOYED LOBBYIST TERMINATION VIEW

Entire Lobbying Relationship Termination

2025 - 2026

Principal Lobbyist

Contractual Client

Beneficial Clients

Lobbying Agreements  
01/01/2025 - 12/31/2026

Are you sure you want to terminate this lobbying relationship?

Effective Date  
11/12/2025

You are authorized to submit on behalf of the Client. Would you like to submit this termination for the Client?

Comment

I declare that I am the Responsible Party for this filing and the information contained in this filing is true, correct, and complete to the best of my knowledge and belief. Pursuant to the Lobbying Act, all Bi-Monthly Reports through the Effective Date of Termination are required to be submitted.

The Termination filing (TRM) and the Client Semi-Annual amendment (CSA) will each be given a form confirmation number.

## HOW TO VIEW THE CLIENT TERMINATION AFTER SUBMISSION

The Client Termination can be viewed in 2 different locations after submission.

1. The **Termination Effective Date** will be displayed on the **Client Semi-Annual** filing (CSA) in the **'Principal Lobbyist(s) Information tab'**.

Client Semi Annual Amendment Form Reporting Period: 2025 July - December Full View

Principal Lobbyist(s) Information

Principal Lobbyist(s)

Status	Lobbyist(s)	Lobbyist Relationship with Contractual Client	List of Beneficial Clients on Lobbyist's Registration	Level of Govt. Comp, Reimb Exp	Termination Effective Date
TERMINATED ▼ (1) Regs		Retained		Level Of Govt Compensation \$30,000 State/Municipal (Both) Reimbursement \$0	12/04/2025
ACTIVE ▼ (1) Regs		Retained		Level Of Govt Compensation \$30,000 State/Municipal (Both) Reimbursement \$0	

Grand Total dollar amount of ALL Lobbyist(s) Compensation for Semi-Annual Reporting Period \$60,000

2. The **Client Termination** filing (TRM) will be in the **'Forms – Termination Tab'** in the Organization profile.

New York State Commission on Ethics and Lobbying in Government - Lobbying Application Lobbyist/Client/PubCorp

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- Organization Profile

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SOF  
Forms  
Training

Forms

Registration (0) Client Semi-Annual (2) Bi-monthly (0) Disbursement (0) RBR (0) Extension (0) SOF (2) Termination (2) Year: 2025

Show 10 entries Search:

ID	Period	Lobbyist	Client	BenClients	Submitted	Terminated	Status
TRM2610006	2025 Jul - Dec				01/27/2026	12/31/2025	Accepted
TRM2610014	2025 Jul - Dec				02/10/2026	11/20/2025	Accepted

Showing 1 to 2 of 2 entries Previous 1 Next

**Congratulations you are all done!**

**NOTE:** Terminations that are submitted in LA will create a system-generated Client Semi-Annual Amendment (CSA) and a Termination (TRM) Filing to reflect the Termination. Both filings are viewable and available in LA.

## HOW TO RE-ACTIVATE THE LOBBYING RELATIONSHIP ON A CLIENT SEMI-ANNUAL FILING

If the lobbying relationship terminates and re-activates within the same Biennial Period, no action is needed by the Client. The Principal Lobbyist Information will automatically be displayed on the Client Semi-Annual filing when it's submitted on the statutory due date.

If a lobbying relationship terminates and re-activates within the same 6-month Client Semi-Annual period and the Client has not yet submitted a termination before the relationship re-activates, the Client should wait and indicate the termination date on the Client Semi-Annual filing after it's submitted on the statutory due date.

The Client will follow these steps:

- Submit the Client Semi-Annual filing by the statutory due date.
- Then using the termination steps on page(s) 2-7, a Client termination must be submitted to reflect the **Termination Effective Date**.
- After submission, the **Termination Effective Date** is reflected, and the *Principal Lobbyist* status is **Active** on the Client Semi-Annual filing since it was reengaged during that same reporting year/period.

The screenshot shows the 'Client Semi Annual Amendment Form' for the reporting period of 2025 July - December. The 'Principal Lobbyist(s) Information' section is active, showing a table with the following data:

Status	Lobbyist(s)	Lobbyist Relationship with Contractual Client	List of Beneficial Clients on Lobbyist's Registration	Level of Govt, Comp, Reimb Exp	Termination Effective Date
ACTIVE ▼ (1) Regs		Retained		Level Of Gov: State/Municipal (Both) Compensation: \$30,000 Reimbursement: \$0	
ACTIVE ▲ (1) Regs		Retained		Level Of Gov: State/Municipal (Both) Compensation: \$30,000 Reimbursement: \$0	11/18/2025

Below the table, there is a summary row for the biennial period 2025 - 2026, showing the status as ACTIVE and the registration as Registration 1. At the bottom, the grand total dollar amount of ALL Lobbyist(s) Compensation for the Semi-Annual Reporting Period is \$60,000.

Please note you no longer need to withdraw the Termination if the lobbying relationship re-activates within the Biennial Period.

**Congratulations you are all done!**

- For navigational questions please email [Lobbyinghelpdesk@ethics.ny.gov](mailto:Lobbyinghelpdesk@ethics.ny.gov).
- For filing related questions email [CSA@ethics.ny.gov](mailto:CSA@ethics.ny.gov)