

## Filing Schedule & Fees Due

Due Date	Period Covered	Fees Due
April 15	01/01-03/31	\$25.00 Per New Client (if applicable)
July 15	04/01-06/30	\$25.00 Per New Client (if applicable)
October 15	07/01-09/30	\$25.00 Per New Client (if applicable)
January 15	10/01-12/31	\$100 Annual Registration + \$25.00 Per New Client (if applicable)

## Form & Fee Details

**Fees**—Contract Lobbyists are required to pay \$25.00 for each new client for whom lobbying was undertaken for compensation in excess of \$500 in the previous quarter. It is not paid for clients reported on previous quarterly reports. Annual Registration of \$100 is due upon initial registration, and subsequently with each January 15th filing.

**File the Complete Form & Remember to Sign!** File all pages of the form, even if you have nothing to disclose in Sections 5 and 6. An original signature is required.

**Submitting Your Form**—Your report may be emailed to [clerk@cityofsacramento.org](mailto:clerk@cityofsacramento.org) or mailed to:  
City of Sacramento  
Office of the City Clerk  
915 I Street 5th Floor  
Sacramento, CA 95814

If the report is mailed, it must be postmarked no later than the due date.

**Late Filing Penalties**—If fees are due at the time of filing AND the report is filed after the filing deadline, the filer will be subject to late penalties of \$25.00 per day up to a maximum of \$500.00.

**Checks**—Please make checks payable to 'City of Sacramento'.

**Termination**—If a lobbyist has terminated all lobbying activities during the quarter, the lobbyist may file a declaration of termination with their next quarterly report. The final quarterly report shall include disclosure of any lobbying activities during the quarter of termination.

**Additional Information**—Contact the City Clerk at [clerk@cityofsacramento.org](mailto:clerk@cityofsacramento.org) or 916-808-7200. Additionally, you may refer to <http://www.cityofsacramento.org/Clerk/Good-Governance-and-Compliance/Lobbyists>.