

2019 Lobby Registration Opens December 1, 2018

Lobby registrations for 2019 may be filed beginning December 1, 2018.

Who is required to file?

- Persons who communicate directly with any officer or member of the legislative or executive branch to influence legislation or administrative action.
- A person may be exempt from the requirement to register as a lobbyist if they do not exceed specific requirements as defined in the "Lobbying in Texas" guide.

Timely Filing for Texas Ethics Commission (TEC) filers: A lobby registration report transmitted by Internet is considered timely filed if it is successfully transmitted in the **correct format by MIDNIGHT, Central Time Zone, within 5 days of beginning to lobby.** Otherwise, the registration is considered late.

Period Covered: The first day covered by the lobby registration is January 1, 2019, or the day the lobby registration is received electronically at the Texas Ethics Commission if that date is later than January 1, 2019. The last day covered is December 31, 2019, or the day of filing your final report. For further detailed instructions concerning your reporting period, see the "Lobby Registration Form REG Instruction Guide".

Electronic Filing for TEC Filers: Lobby registrations must be filed electronically using the lobby filing application located at www.ethics.state.tx.us/whatsnew/elf_info_lobby.htm. **If this is your first time filing with the application, we suggest you view the instructional videos also available at this link.** When you file electronically, wait for a confirmation number. If you do not get a confirmation number, the registration has NOT been received by the Texas Ethics Commission. Registrations are pending until the registration fee is paid. To determine whether your registration payment has been received, log into the lobby filing application, go to "Manage My Reports", and look under the "Filed Reports Paid" column for the registration.

Further Information

Registration Fees: The lobby registration fee is based on the type of clients that employ you to lobby. Paying by credit card will incur an additional non-refundable service charge. See "Lobby Registration Fees" at www.ethics.state.tx.us/whatsnew/LobbyRegistrationFees.htm for service charge amounts.

- **Regular:** This registration classification applies if you are not eligible to register under the Non-Profit classification. Most lobby registrants fit in this classification. The regular annual registration fee is \$750.
- **Non-Profit:** You are able to register at this classification level only if ALL of your clients are organizations that qualify as exempt from federal income tax under the Internal Revenue Code, 26 U.S.C., Section 501(c)(3), 501(c)(4), or 501(c)(6), or you are employed exclusively by such an organization. The annual registration fee for qualified non-profit lobby registrants is \$150.
NOTE: You must provide qualifying proof of tax exemption for your clients to the Texas Ethics Commission for verification in order to register at the Non-Profit level.

For more information on annual lobby registration fees, see "Lobby Registration Fees" at www.ethics.state.tx.us/whatsnew/LobbyRegistrationFees.htm.

Notices To File: Notices to file reports with the Commission are sent only by email. Update your email address online using the TEC lobby filing application so that you continue to receive your notices to file.

Filing Schedules and More: Future deadlines are listed on the filing schedules located at www.ethics.state.tx.us/schedule/filing_schedules.htm. Also on our website are forms, instructions, filing guides, and other information that you may find useful.