

**CLERK OF THE LEGISLATURE
LOBBYIST AND PRINCIPAL REPORT DEADLINES**

- Lobbyist registrations for 2016 will expire December 31, 2016 and the legislative session will begin January 4, 2017. A lobbyist may renew their registration online for one or more principals by filling out the Renewal Form A-R. Form A-R must be completed online and payment received by December 31, 2016, otherwise you will need to use a Form A. (Note that since December 31st falls on Saturday and if you are paying by check for your renewal, the check needs to be received before 5:00 p.m. on Friday, December 30th in order to be processed on time.)
- All registrations and reports are required to be submitted electronically using the online lobby registration and reporting system pursuant to the mandatory provisions passed in 2012 and that took effect on January 1, 2015. Paper forms cannot be accepted.
- To access the online registration and reporting system, use a web browser and navigate to www.nebraskalegislature.gov. Click on “For Lobbyists” on the left side and select “Submit Lobbyist and Principal Reports”. There are instructions and a tutorial available if needed.
- You will use your same username and password to access your account. Do not create a new lobby account if you have already done so in the past. If you have forgotten your password or username, you can request these under the login box. The principal will also use their same username and password as they have in the past. If the principal is new, a new account will need to be created.
- Registration fees can be paid online using a credit card. Checks are also an acceptable form of payment, but will need to be processed by the Clerk’s Office. Checks should be made payable to the State of Nebraska. Complete and submit your registration online and send your check to the address below. When paying by check, please note that your registration will become effective on the date in which both the registration is completed online and the check is received - whichever is later.

The following is a list of deadlines for reports required to be submitted by lobbyists and principals.

(See Nebraska Revised Statutes §49-1480 through 49-1492.01.)

Registration Renewal for 2017 - Form A-R must be submitted online and payment **received by December 31, 2016.**
*(If paying by check, your renewal needs to be filled out online and check **received by Friday, December 30, 2016.**)*

4th Quarter Report for 2016 (October 1 through December 31, 2016).....**Due January 30, 2017**
Lobbyist Form B
Principal Form C

2017 REPORT DEADLINES

Quarterly Reports are due within 30 days after the end of each calendar quarter. (§49-1483)

1st Quarter Report (January 1 through March 31, 2017).....**Due May 1, 2017**
Lobbyist Form B
Principal Form C

2nd Quarter Report (April 1 through June 30, 2017).....**Due July 31, 2017**
Lobbyist Form B
Principal Form C

Form D from each lobbyist for each principal is due within **45 days** of the end of session.....**July 7, 2017**

3rd Quarter Report (July 1 through September 30, 2017).....**Due October 30, 2017**
Lobbyist Form B
Principal Form C

4th Quarter Report (October 1 through December 31, 2017).....**Due January 30, 2018**
Lobbyist Form B
Principal Form C

Special Reports (§49-1483.03) Any lobbyist (Form B-B) or principal (Form C-C) who receives or expends more than \$5,000.00 (compensation disclosed on Forms A or A-R excepted) for lobbying purposes during any calendar month in which the Legislature is in session, is required to file a Special Report within 15 days after the end of that month.

Registration Renewal for 2018 - Form A-R must be submitted online and payment **received by December 31, 2017.**

If you need assistance, you can contact this office at (402) 471-2608 or email lobby@leg.ne.gov

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