



Lobbyist reporting

Minnesota Campaign Finance and Public Disclosure Board

Which lobbyists report to the Board?

Each year lobbyists must file two lobbyist disbursement reports with the Board for each principal he or she represents. A lobbyist may authorize one of the principal's other lobbyists to report on his or her behalf but must then provide the required information to the reporting lobbyist no later than five days before a report is due.

When are reports due?

A report that includes disbursements made from January 1st through May 31st is due on June 15th of each year. A report that includes disbursements made from June 1st through December 31st is due on January 15th each year.

What if I didn't make any lobbying disbursements?

A lobbyist must file reports every year until the lobbyist terminates his or her registration as a lobbyist. This is true even if the lobbyist did not have any lobbying disbursements during the reporting period.

How do you report to the Board?

The Board has a free online system that lobbyists can use to file reports. A month before the report is due the Board mails a username and password directly to each lobbyist to use for filing the report. Reports can also be filed on paper forms that are available on the Board's website. Paper forms must be delivered in person to the Board's offices or sent by fax, U.S. mail, or as an attachment to an e-mail.

How do you fix mistakes on a report?

After a report has been filed with the Board, a lobbyist may discover that the report is incorrect. A lobbyist has 10 days after discovering the error to file an amended report with the Board. An amended report can be filed online or on paper.

What penalties can apply to reporting?

A late filing fee of \$25 per day begins to run on the day after the report is due, without notice. The maximum late filing fee is \$1,000. After a certified notice regarding the failure to file has been sent to a lobbyist, the Board can also charge a civil penalty of up to \$1,000.