

**351—8.9 (68B) Executive branch lobbyist client reporting.**

**8.9(1)** Every executive branch lobbyist client shall file reports that contain the following information:

- a.* The name and address of the client, including a contact person.
- b.* The name of the client's lobbyists.
- c.* The amount of all salaries, fees, retainers, and reimbursements paid by the client to each lobbyist for engaging in lobbying activities for the period commencing on July 1 of the previous year through June 30 of the current year. A report shall be filed even if the client did not pay any compensation to the client's lobbyist. If no compensation was paid, the client shall disclose on the report \$0.00 as compensation paid. In the case of a salaried position when lobbying is part of the individual's duties, the reportable salary shall be based on a pro-rata basis of time spent engaging in lobbying activities.
- d.* The signature of the client's contact person and the date signed. Lobbyist client reports filed electronically through the board's Web site are deemed signed and dated when filed.

**8.9(2)** Place of filing. Executive branch lobbyist client reports shall be filed with the board electronically through the board's Web site at [www.iowa.gov/ethics](http://www.iowa.gov/ethics).

**8.9(3)** Time of filing. An executive branch lobbyist client report shall be filed on or before July 31. The report must be electronically received by the board on or before 11:59 p.m. on the due date. If the report due date falls on a weekend or holiday, the due date shall be extended to the next business day.

This rule is intended to implement Iowa Code section 68B.38.

[Editorial change: IAC Supplement 4/8/09; **ARC 8483B**, IAB 1/13/10, effective 1/25/10; **ARC 8805B**, IAB 6/2/10, effective 7/7/10]