



HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

M E M O R A N D U M

TO: Organizations with Registered Lobbyists

FROM: Hawaii State Ethics Commission

DATE: July 25, 2016

RE: Filing of Organization's Expenditures and Contributions Report for Special Session(s) Lobbying Activities

The Lobbyists law, chapter 97, Hawaii Revised Statutes, requires organizations that hire lobbyists, and organizations that spend over \$750 in a six month period for the purpose of lobbying, to file statements of contributions and expenditures with the Hawaii State Ethics Commission. If you engaged in lobbying during one or both of the 2016 Special Sessions of the Legislature, then you must report the contributions and expenditures that relate to legislative action considered during the Special Session(s). If you did not lobby during Special Session(s), then you do not need to file a statement for the Special Session(s).

The contributions and expenditures statement (**FORM ORG**) and instructions for completing the form are available on the Commission's website at http://ethics.hawaii.gov/lob_specialsession/. You may complete the form on your computer. Currently, the Commission is unable to accept electronic filing of the completed form for Special Session(s), but you can return the completed form to the Hawaii State Ethics Commission by email, mail or hand-delivery. If you do not have access to the form on our website, you may request a blank form and instructions by contacting the Commission's office at (808) 587-0460.

- For lobbying activity relating to the first Special Session: The contributions and expenditures statement covers the reporting period from May 1 through June 24, 2016 (adjournment sine die of the first Special Session). **YOUR COMPLETED STATEMENT MUST BE FILED BY MONDAY, JULY 25, 2016.** If you are unable to file the contributions and expenditures statement by the deadline, the Commission will grant you a fifteen-day extension so long as you apply in writing for the extension before the July 25, 2016, deadline.
- For lobbying activity related to the second Special Session: The contributions and expenditures statement covers the reporting period from May 1 through July 20, 2016 (adjournment sine die of the second Special

Session). **YOUR COMPLETED STATEMENT MUST BE FILED BY MONDAY, AUGUST 22, 2016.** If you are unable to file the contributions and expenditures statement by the deadline, the Commission will grant you a fifteen-day extension so long as you apply in writing for the extension before the August 22, 2016, deadline.

Failure to file a statement of expenditures by the deadline may subject an individual or organization to administrative fines as set forth in chapter 97.

Should you have any questions concerning the filing requirements or the completion of the form, please contact the Hawaii State Ethics Commission at (808) 587-0460 for assistance.