

# Form 635

Report of Lobbyist Employer and  
Report of Lobbying Coalition

CALIFORNIA  
FORM

635

555-1234

**Lobbyist Employers:** A person, other than a lobbying firm, who employs a lobbyist or contracts with a lobbying firm for economic consideration for the purpose of influencing legislative or administrative action is a "Lobbyist Employer." The Form 635 must be filed by lobbyist employers for each calendar quarter, regardless of whether the employer has made or incurred any payments during the quarter. In addition, a lobbyist employer must **attach to the Form 635 the following: 1) A Form 615 (Lobbyist Report)** completed by each in-house employee who is a lobbyist; **and 2) An Attachment Form 640 (Other Payments to Influence Legislative or Administrative Action Report).**

**Lobbying Coalitions:** A group of 10 or more individuals or entities which pool their funds for the purpose of sharing the expenses of employing a lobbyist or contracting for the services of a lobbying firm is a "Lobbying Coalition." The Form 635 must be filed by lobbying coalitions for each calendar quarter, regardless of whether the coalition has made or incurred any payments during the quarter. Lobbying coalitions must **attach to the Form 635 the following: 1) A Form 635-C (Payments Received By Lobbying Coalitions)** disclosing payments received from members of the coalition; **2) A Form 615 (Lobbyist Report)** completed by each in-house employee who is a lobbyist; and **3) An Attachment Form 640 (Other Payments to Influence Legislative or Administrative Action Report).**

An individual or entity that only makes payments to a lobbying coalition is not required to file this form, but may be required to file a Form 645 (Report of Person Spending \$5,000 or More to Influence Legislative or Administrative Action).

## Where to File

**Electronic Filing:** The Form 635 must be filed electronically with the Secretary of State if the total amount of any category of reportable payments, expenses, gifts, or other items is \$2,500 or more in a calendar quarter. All subsequent quarterly reports must also be filed electronically. No paper copies are required.

**Paper Filing:** If the Form 635 is not required to be electronically, an original and one copy of the Form 635 must be filed with:

Secretary of State  
Political Reform Division  
1500 11th Street, Room 495  
Sacramento, CA 95814

## When to File

Deadline	Period Covered
April 30	January 1 – March 31
July 31	April 1 – June 30
October 31	July 1 – September 30
January 31	October 1 – December 31

If a report is sent by first class mail, it is considered received on the date of postmark. Filing deadlines which fall on a Saturday, Sunday or official state holiday are extended to the next regular business day.

**IMPORTANT:** Except as noted above, there are no provisions in the Political Reform Act for extension of the filing deadlines. A person who files after a deadline is liable for a fine of \$10 per day until the report is filed.

For additional information about the Form 635 and other lobbying reports and requirements, see the [Lobbying Disclosure Manual](#).