**Section 560.301 Affirmations**

a) Twice annually, each lobbyist required to be registered under this Part shall affirm, under oath subject to penalties existing under the Act and Section 1-109 of the Code of Civil Procedure, the accuracy of all expenditures included in semi-monthly reports filed in the reporting period on his or her behalf for the preceding 6 month period. The affirmation statement for the period of January 1 through June 30 shall be due on August 4. The affirmation statement for the period of July through December 31 shall be due on February 4.

b) If a lobbyist cannot affirm the expenditures reported on his or her behalf due to errors or omissions, the lobbyist shall report the discrepancy to his or her authorized agent, after which the agent and lobbyist shall reconcile the differences and, if necessary, the agent shall make amendments to previously filed semi-monthly reports. The period of time used for the reconciliation of expenditure records and/or the amendment of a report may not extend the affirmation deadline unless agreed to in writing by the Secretary of State.

c) Registrants shall use official affirmation statement forms provided by the Index Department.

(Source: Added at 35 Ill. Reg. 12761, effective July 18, 2011)