



# LOBBYING AGREEMENT FORM RETAINED LOBBYISTS

## WHEN TO USE THIS FORM

*In lieu of submitting a copy of a lobbying agreement or contract, a Lobbyist may submit the following Lobbying Agreement Form with a Statement of Registration or Registration Amendment.*

### SECTION I — LOBBYIST AND CLIENT INFORMATION

Lobbyist Name \_\_\_\_\_

Contractual Client Name \_\_\_\_\_

Co-Lobbyist Name (If applicable) \_\_\_\_\_

### AMENDMENT INFORMATION — **ONLY** complete this section if you are amending the original terms of the agreement form.

Indicate reason for amendment. Check all that apply:

ADDING A CONTRACT

CHANGE IN CONTRACT DURATION

COMPENSATION CHANGE

ADD/REMOVE CO-LOBBYIST \_\_\_\_\_

OTHER (Please specify) \_\_\_\_\_

### SECTION II — CONTRACT DURATION\*

*Start Date is the first date the Lobbyist has agreed to or been authorized to lobby. The Termination Date is the last date the Lobbyist has agreed to or been authorized to lobby. For month-to-month agreements, the Termination (end) Date that should be listed in the 'Agreement Information' section of the Registration is the end of the current biennial period, unless otherwise specified.*

*If entering information due to an **AMENDMENT** - enter the Start Date that coincides with the amended change, including compensation changes and amendments related to contract extensions - do not enter the original contract Start Date.*

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Termination Date\* \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Check for Month-to-Month Agreements/Authorizations

### SECTION III — COMPENSATION INFORMATION\*\*:

*Amount and Pay Frequency and/or rate of pay. Only provide the compensation amount related to Lobbying services, do not include compensation related to non-lobbying services such as consulting. See Section V - Addendum to enter additional compensation or date ranges.*

Pay Frequency (select one)

Hourly

Daily

Weekly

Bi-Weekly

Annually

Monthly

Quarterly

One Time

Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$

Check if services are being provided Pro Bono

| OTHER SERVICES   |      |
|--|------|
| Will other services, in addition to lobbying, be provided by the individuals authorized to lobby? <input type="checkbox"/> YES <input type="checkbox"/> NO |      |
| SIGNATURES   |      |
| LOBBYIST SIGNATURE X   |      |
| PRINT NAME   | DATE |
| CONTRACTUAL CLIENT SIGNATURE X   |      |
| PRINT NAME   | DATE |

**NOTES:**

\*For *month-to-month agreements*, the Termination (end) Date that should be listed in the ‘Agreement Information’ section of the Registration is the end of the current biennial period, unless otherwise specified.

\*\* *Regarding Compensation:*

- If the Lobbyist is retained for Lobbying, the actual compensation must be reported; and if more than lobbying services are provided, the breakdown of the lobbying rate relative to the total rate inclusive of all services must be provided (*Example:* for a retainer of \$5,000 per month where a portion of the monthly fee is for lobbying and a portion is for consulting— only provide the dollar amount for lobbying services in the Compensation section of the agreement form);
- If the retainer is based on a daily or hourly rate, the fee per day or per hour must be reported;
- If multiple parties with multiple hourly rates will be covered by the retainer, all rates shall be disclosed; and
- If the Lobbyist is an Employed Lobbyist, as defined in Part 943.3(h) of the Commission’s regulations, please use the form entitled “*Lobbying Agreement Form for Employed Lobbyists.*”

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## SECTION V— ADDENDUM (OPTIONAL)

Enter additional compensation information below, continued from first page. If your Lobbying Agreement with a Client includes varying dates and/or compensation amounts, you must disclose such dates and compensation amounts.

Example: Your agreement is effective 1/1/2023 -12/31/2024 but the compensation in 2023 differs from the compensation in 2024. Indicate each unique compensation and/or duration in a separate box.

### Duration/Compensation Amount 1

- Start Date: 1/1/2023
- Termination Date: 12/31/2023
- Compensation Amount: \$1,000 per month

### Duration/Compensation Amount 2

- Start Date: 1/1/2024
- Termination Date: 12/31/24
- Compensation Amount: \$500 per month

#### A. DURATION/COMPENSATION\*\*:

Amount and Pay Frequency and/or rate of pay. Include Start Date and Termination Date only if dates differ from contract dates given in Section II.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency (select one)

- Hourly       Daily       Weekly       Bi-Weekly       Annually
- Monthly       Quarterly       One Time       Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$

#### B. DURATION/COMPENSATION\*\*:

Amount and Pay Frequency and/or rate of pay. Include Start Date and Termination Date only if dates differ from contract dates given in Section II.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency (select one)

- Hourly       Daily       Weekly       Bi-Weekly       Annually
- Monthly       Quarterly       One Time       Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$

#### C. DURATION/COMPENSATION\*\*:

Amount and Pay Frequency and/or rate of pay. Include Start Date and Termination Date only if dates differ from contract dates given in Section II.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency (select one)

- Hourly       Daily       Weekly       Bi-Weekly       Annually
- Monthly       Quarterly       One Time       Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$