



UNEXECUTED LOBBYING AGREEMENT FORM

Instructions and Lobbying Agreement Form

UNEXECUTED LOBBYING AGREEMENT - WHEN TO USE

If you are a Retained Lobbyist who is prepared to register with the Commission, but has not received the signed (executed) Lobbying Agreement/contract back from your Client, you may utilize the Unexecuted Lobbying Agreement form, to avoid statutory late fees provided the following criteria are met and actions are taken:

1. You have **not** already been granted an extension from the Commission related to that specific Statement of Registration or Registration Amendment.

NOTE: If you have submitted an extension request but have not received approval from the Commission, you may request to retract your extension request in order to submit an ***Unexecuted Lobbying Agreement Form***.

2. The Statement of Registration or Registration Amendment is submitted within the statutorily defined due dates and a copy of the unsigned Lobbying Agreement is provided in addition to the Unexecuted Lobbying Agreement Form.

(a) **If submitting a Statement of Registration**, the Registration must be submitted to the Commission **within (15) fifteen days** of the actual **start date** referenced in the Lobbying Agreement/contract that is awaiting the Client's signature.

(b) **If submitting a Registration Amendment**, the amendment must be submitted **within (10) ten days** of the change to the original agreement.

Please note: Timely reports are those that are received by the Commission's office on or before the due date. If a report is due on a weekend or a State holiday, the report must be received in the Commission's office on the first business day following the weekend or State holiday. The Commission does **not** consider the postmarked date as the date of

UNEXECUTED LOBBYING AGREEMENT – HOW TO SUBMIT

When utilizing the Unexecuted Lobbying Agreement Form for a Statement of Registration or Registration Amendment, both of the following documents must be included (either as a combined or ‘single’ PDF document utilizing the ‘Add Lobbying Agreement’ option in the applicable Filing’s Lobbying Agreement tab):

1. the copy of the Lobbying Agreement/contract that was provided to the Client for signature;
- and**
2. the completed form entitled ‘*Unexecuted Lobbying Agreement Form: Retained Lobbyist*’, as provided by the Commission.



You are **prohibited by law** from performing any Lobbying Activity or receiving **Compensation** toward such activities until a completed STATEMENT OF REGISTRATION (OR REGISTRATION AMENDMENT,) including an executed Agreement or the executed form entitled ‘Lobbying Agreement Form – Retained Lobbyist,’ is filed with the Commission.

DUE DATES FOR SUBMISSION OF A FULLY EXECUTED (SIGNED) AGREEMENT

The Lobbying Agreement/contract must be fully executed (signed) **within 30 days of the original submission date** of the Statement of Registration or Amended Statement of Registration. (The original submission date is the date the Filing was submitted that contained both the unsigned Lobbying Agreement/contract **and** the ‘*Unexecuted Lobbying Agreement Form: Retained Lobbyist*’.)

Once the Lobbying Agreement/contract has been executed, the Retained Lobbyist must **submit a Registration Amendment within 10 days of the execution date, and include either:**

- (i) a copy of the executed (signed by both parties) Lobbying Agreement/contract;
- or**
- (ii) the “*Lobbying Agreement Form – Retained Lobbyist*” (signed by both parties), as provided by the Commission. (submitted in lieu of a signed Agreement/contract)

EXAMPLE

Lobbying Agreement/contract start date is 1/1/23, and the termination (end) date is 12/31/24. The Lobbying Agreement/contract is still awaiting the Client's signature. To avoid statutory late fees, the Lobbyist submits the Registration, utilizing the Unexecuted Lobbying Agreement form, on 1/14/23.

- **2023-2024 Biennial Registration period:** If the Lobbyist has other Clients in 2023 that put them over the \$5,000 threshold (or it's anticipated this specific Client will pay them more than \$5,000 in 2023):
 - **2023-2024 Registration is due within 15 days of 1/1/23, accompanied by BOTH:**
 - the copy of the Lobbying Agreement/contract that was provided to the Client for signature;
 - and**
 - the completed form entitled '*Unexecuted Lobbying Agreement Form: Retained Lobbyist*', as provided by the Commission.

Lobbying Agreement/contract is executed (signed) 2/3/23*.

- **2023-2024 Registration AMENDMENT is due within 10 days of 2/3/23, and must include either:**
 - a copy of the executed (signed by both parties) Lobbying Agreement/contract;
 - or**
 - the "*Lobbying Agreement Form – Retained Lobbyist*" (signed by both parties), as provided by the Commission.

***NOTE:** The Lobbying Agreement/contract must be executed (signed) within 30 days of the original submission date, and then submitted with a Registration Amendment, to be considered timely.



UNEXECUTED LOBBYING AGREEMENT FORM

WHEN TO USE THIS FORM

A Retained Lobbyist that is prepared to register but has not received the signed Lobbying Agreement back from their Client, may submit the following Unexecuted Lobbying Agreement Form (in addition to a copy of the Unexecuted Lobbying Agreement) 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

SECTION IV — OTHER SERVICES AND SIGNATURES

OTHER SERVICES

Will other services, in addition to lobbying, be provided by the individuals authorized to lobby? YES NO

SIGNATURES

LOBBYIST 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.*"

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: 12/31/2024
- 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 \$