



# LOBBYING AGREEMENT FORM EMPLOYED 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 — CLIENT INFORMATION

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

**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 terms (start/end dates)
- Compensation Change
- Add/Remove Individual Lobbyist if listed in agreement \_\_\_\_\_
- Other (Please specify) \_\_\_\_\_

### SECTION II — CONTRACT DURATION\*

*Start Date is the first date lobbying activities were authorized to commence. The Termination Date is the last date lobbying activities have been authorized. 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. See Section V Addendum on page 3 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 to indicate exceeding \$5,000 in expenses only

## 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

### SIGNATURE

*This form must be signed by the Responsible Party for the lobbying organization.*

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*, the employed Lobbyist(s) prorated salary for Lobbying Activity must be reported.

## SECTION V — ADDENDUM (OPTIONAL)

Enter additional compensation information below, continued from first page. If your employees activity 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 I.

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 I.

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 I.

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

Pay Frequency (select one)

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

Compensation Amount \$