

Return this completed, signed form and all attachments to:
WV Ethics Commission
210 Brooks Street, Ste 300
Charleston, WV 25301
Phone: (304) 558-0664

WV Lobbyist Registration Statement 2017-2018



This registration is valid through Jan. 7, 2019. Registration No. _____
(Assigned by Ethics Commission)

Mark here if this form amends or adds information to a previously filed 2017-2018 Lobbyist Registration Statement. Indicate changes or additions below. If you are terminating your registration or your representation of an employer, you must file a Lobbyist Termination Notice.

1. Lobbyist contact information (please PRINT clearly)

Lobbyist name: _____ phone: _____

_____ fax: _____

Email: _____ alternate phone: _____

Name to use on Lobbyist ID Badge: _____

Check the box next to your preferred mailing address:

Business Address (required) _____ phone: _____

Temporary address during Legislative session if different from above (required):

Temporary Business Address: _____ phone: _____

2. Representation*

List all employers or entities for which you lobby. You must file an **Employer Representation/Authorization** form for each listed employer, organization or entity that you represent as a lobbyist. If you add an employer, organization or entity subsequent to your registration as a lobbyist, you must file another Employer Representation/Authorization form and pay an additional fee of \$100.

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

* If you do not represent a specific employer or organization, provide a general description of the subjects, topics or issues on which you will lobby: _____

3. Lobbyist employer information

► Check only one: _____ Retained solely as lobbyist
_____ Regular employee, services include but are not limited to lobbying

► Is the lobbyist employed or retained under any agreement, arrangement or understanding by which any compensation paid to the lobbyist is contingent upon the success of his or her lobbying activity?

Yes _____ No _____ Not applicable _____

4. Lobbyist certification and signature

I certify that the information contained hereon and on any attached materials is true, correct and complete. I understand that it is a violation of W.Va. Code §6B-3-9 to willfully and knowingly file a false or incomplete report. I further understand that any person who fails to comply with the lobbyist registration and reporting requirements of the Ethics Act may be subject to administrative prosecution by the Ethics Commission and revocation of lobbyist privileges.

► Lobbyist Signature X _____ Date _____

Information and Instructions

(The Ethics Commission does not accept forms via fax.)

Registration Requirements:

Registration may be made by e-mail to Teri.L.Anderson@wv.gov, by U.S. Mail or in person at the Ethics Commission's office, 210 Brooks Street, Suite 300, Charleston, WV 25301. Forms submitted by fax will not be processed. Completed Lobbyist Registration Statements and Employer Representation/Authorization forms (with original signatures) may be scanned and emailed to Teri.L.Anderson@wv.gov. However, lobbyists must retain the originals of these forms for a period of two years in the event they are audited.

Persons may not lobby in West Virginia until their registration with the Ethics Commission is complete and all of the following items are submitted:

1. A completed **Lobbyist Registration Statement** along with payment of \$100 by credit card, money order or check payable to the West Virginia Ethics Commission.
2. A completed **Employer Representation/Authorization** form for each employer identified on the Lobbyist Registration Statement. A registration fee of \$100 is required **for each representation in addition to the \$100 lobbyist registration fee.**
3. A recent 2" x 2" passport-size color photograph of the lobbyist suitable for publication in the Directory of Registered Lobbyists. The photo may be submitted electronically to Teri.L.Anderson@wv.gov.

Incomplete forms, and those without full payment, will be returned and lobbying privileges delayed.

Training Requirement:

All lobbyists must undergo training at least once during every two-year registration cycle regardless of how long they have been lobbying. Lobbyists registering in West Virginia for the first time must complete initial training prior to lobbying by attending a training class provided by the Ethics Commission (either in person in October or January or by viewing video training at www.ethics.wv.gov.) This must be completed prior to lobbying and within 90 days of registering as a lobbyist.

Reporting of Activities and Expenditures:

Lobbyists must report lobbying activities and expenditures three times a year as follows:

May 15: for the period from January 1 through April 30.

September 15: for the period from May 1 through August 31.

January 15: for the period from September 1 through December 31.

Lobbyist Activity Report deadlines are strictly enforced. Fines of **\$10.00 per business day** are levied for late filing (up to a maximum of \$250). Lobbyists who fail to file Activity Reports and pay required late fees will be suspended. Reporting through email is accepted, although the lobbyist is required to keep the original Lobbyist Activity Report and any attachments for two years in the event of an audit.

Changes in Status:

Lobbyists must file an amended Lobbyist Registration Statement to add or delete an employer. If a lobbyist wishes to terminate his/her registration as a lobbyist, a **Lobbyist Termination Notice** must be filed within one week.

Lobbyists must notify the Ethics Commission promptly of any email or mailing address changes or corrections.

All forms and reports are available on the Ethics Commission website at www.ethics.wv.gov.

Filing checklist:

- Completed Payment Cover Sheet;
- Completed Lobbyist Registration Statement and Employer Authorization;
- Passport-size photograph;
- Payment to the WV Ethics Commission of \$100 for registration; and
- Payment to the WV Ethics Commission of \$100 for each employer.