

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 Employer Representation/Authorization

## 2017-2018



This form must be completed and then signed by both the Employer and the Lobbyist. Original signatures are required. This authorization is valid through 2018 unless cancelled, changed or amended in writing before that time.

### Important information

- A fee of \$100.00 and this completed Representation/Authorization form is required for each entity that you represent as a lobbyist.  
Paid by check  credit card  (This is in addition to the base lobbyist registration fee of \$100.00)
- Is this your initial registration for this period? If so, a completed Lobbyist Registration Statement (LRS-1) must accompany this form.
- Is this an additional representation? A Lobbyist Registration Statement marked **Amended** must accompany this form.

If you have questions about completing this form please contact the Ethics Commission at (304) 558-0664 or go to [ethics.wv.gov](http://ethics.wv.gov). See page 2 for more information. Answer all questions. Incomplete forms will be returned.

## 1. Lobbyist name as listed on Lobbyist Registration Statement

Lobbyist name \_\_\_\_\_ Registration number (if known) \_\_\_\_\_

Email: \_\_\_\_\_ phone: \_\_\_\_\_ fax: \_\_\_\_\_

## 2. Represented Employer, Organization or Association

▶ Name \_\_\_\_\_  
Complete name of represented **Employer, Organization or Association**

▶ Mailing address: \_\_\_\_\_  
\_\_\_\_\_ phone: \_\_\_\_\_  
\_\_\_\_\_ fax: \_\_\_\_\_

▶ Occupation or type of business: \_\_\_\_\_

▶ Provide a general description of the subjects, topics or issues which will be the focus of your lobbying efforts.  
\_\_\_\_\_  
\_\_\_\_\_

## 3. Employer certification

I certify that the **lobbyist named above is authorized** to lobby on our behalf, and that to the best of my knowledge, the information hereon is true, correct and complete.

▶ **Authorized Signature: X** \_\_\_\_\_ Date: \_\_\_\_\_

Type or print name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email address: \_\_\_\_\_

## Employer Representation/Authorization Information and Instructions

(Do not return any forms by fax. Original signatures are required.)

### General information

Lobbyists are not permitted to lobby until they are registered with the West Virginia Ethics Commission and complete certain training requirements. The Ethics Act places responsibility on the one who employs a lobbyist to see that the lobbyist is registered before any lobbying is done on the employer's behalf. It is a violation of the Act to employ a person to lobby who is not registered as a lobbyist, unless the person registers as soon as possible before lobbying, and otherwise complies with all registration and reporting requirements.

### Reporting by the Lobbyist is required

The employer is responsible for ensuring that any lobbying related expenditures which it makes and which are required to be reported, are reported by its registered lobbyist. *[e.g. The employer of a lobbyist holds a reception for all legislators. The employer pays all expenses directly and the lobbyist has no involvement except to attend and speak with the legislators. The lobbyist must report the total cost of the reception on his or her lobbyist activity report.]* The expenditures which are required to be reported are set forth in W.Va. Code §6B-3-1 et. seq. and in the Ethics Commission's rule, 158 CSR 12, entitled *Lobbying*. If the employer has any questions concerning whether certain expenditures are reportable, then the employer or lobbyist should contact the WV Ethics Commission for clarification.

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

**May 15** - covers the months of January, February, March, and April

**September 15** - covers the months of May, June, July, August

**January 15** - covers the months of September, October, November, and December

Reporting dates are strictly enforced and fines of **\$10.00 per business day** levied for late filing (maximum \$250.00). Reporting via facsimile is not permitted. Please 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 [ethics.wv.gov](http://ethics.wv.gov).

### Representation acceptance

When this form and the appropriate fees are accepted by the Ethics Commission, the lobbyist is then registered to represent your organization. This registration is valid through the end of calendar year 2018, unless terminated in writing before that time.

### Registration expiration

Lobbyists are required to re-register in odd numbered years.

### Questions

Any questions regarding lobbyists, registration, and reporting should be addressed to the WV Ethics Commission, 210 Brooks St., Ste. 300, Charleston, WV 25301. Telephone: (304)558-0664. Email: [Teri.L.Anderson@wv.gov](mailto:Teri.L.Anderson@wv.gov) Web address: [ethics.wv.gov](http://ethics.wv.gov)