

Return this completed form and all attachments to:
WV Ethics Commission 210
Brooks Street, Ste 300
Charleston, WV 25301
Phone: (304) 558-0664
Or to:
rachel.y.carpenter@wv.gov

Disclosure of Lobbying Contracts by State Agencies, Municipalities, Counties, and School Districts



Beginning on July 1, 2022, pursuant to W. Va. Code § 6B-3-10, every state agency, municipality, county, and school district in West Virginia that contracts for lobbying services shall disclose, and when applicable provide copies of, the information requested below to the West Virginia Ethics Commission. If you have questions about completing this form, please contact the Ethics Commission at (304) 558-0664 or email ethics@wv.gov.

This is a public document that will be made available to the public. Please do not include (or redact) confidential information.

State Agency, Municipality, County, or School District with Lobbying Contract(s)

- ▶ Governmental Agency Submitting Form _____
- ▶ Address _____
- ▶ Name of Authorized Representative _____

1. Contract Details

- ▶ Name of party(ies) to the Contract providing Lobbying Services _____
- ▶ Effective Date of Contract and Any Applicable Extension Dates _____
- ▶ Duration of Contract _____
- ▶ Payment and Reimbursement Terms of Contract _____

2. Copy of Contract for Lobbying Services

- ▶ Copy of Contract for Lobbying Services Attached _____ Yes _____ No

3. Costs for Lobbying Services

► List all costs to be paid or reimbursed, or already paid or reimbursed, for lobbying services associated with or related to the contract for lobbying services, **including itemized** expenses such as dinners, meals, or events (attach additional pages if needed). You may wait until July 1, 2023, to file the itemized expenses that are incurred from July 1, 2022, through July 1, 2023.

4. Identities of Individuals or Entities

► List the identities of any individuals or entities (if any) engaging in activities pursuant to the contract for lobbying services that may require the individual or entity to register as a lobbyist (per [W. Va. Code § 6B-3-1](#)). (Do not list lobbyists or lobbying firms if they are already disclosed in question no. 1.)

On July 1, 2023, and on July 1 of each year thereafter, every state agency, municipality, county, and school district in the state that has contracted for lobbying services in the preceding year shall report to the Ethics Commission. [H. B. 3220 \(2022 Regular Session\)](#)