

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

# WV Lobbyist Registration Statement 2019-2020



This registration is valid through Jan. 11, 2021.

Registration No. \_\_\_\_\_  
(Assigned by Ethics Commission)

Mark here if this form amends or adds information to a previously filed 2019-2020 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: \_\_\_\_\_

**Note: This address will be public**

**Complete Mailing Address** (required) \_\_\_\_\_

**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 submitted by e-mail to [Teri.L.Anderson@wv.gov](mailto: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](mailto: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 photograph of the lobbyist suitable for publication in the Directory of Registered Lobbyists. The photo may be submitted electronically in JPG format to [Teri.L.Anderson@wv.gov](mailto: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 [ethics.wv.gov](http://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 a WV Employer Representation/Authorization form to add an employer. If a lobbyist wishes to delete an employer or 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 [ethics.wv.gov](http://ethics.wv.gov).

### Filing checklist:

- \_\_\_\_\_ Completed Payment Cover Sheet;
- \_\_\_\_\_ Completed Lobbyist Registration Statement and Employer Authorization;
- \_\_\_\_\_ Passport-size photograph; in JPG format, if filed electronically
- \_\_\_\_\_ Payment to the WV Ethics Commission of \$100 for registration; and
- \_\_\_\_\_ Payment to the WV Ethics Commission of \$100 for each employer.

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

# WV Employer Representation/Authorization

## 2019-2020



**This form must be completed and then signed by the Employer. Original signatures are required. This authorization is valid through 2020 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?

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 entity which 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 through 6B-3-11 and in the Ethics Commission's Legislative rule, 158 CSR 12, entitled *Lobbying*. Contact the Ethics Commission with any question.

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 (up to a maximum of \$250.00). Reporting via facsimile is not permitted, but reports with signatures in blue ink may be emailed to the Commission. 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 the Employer Representation/Authorization form and the appropriate fees are accepted by the Ethics Commission, the lobbyist is then registered to represent the employer. This registration is valid through the end of calendar year 2020 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 West Virginia 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)



## WV Lobbyist Payment Cover Sheet

Complete this sheet and **attach it** to your Lobbyist Registration Statement.

Lobbyist Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Secondary phone: (\_\_\_\_)\_\_\_\_\_

Email: \_\_\_\_\_

**Mark as appropriate:**

**Amount:**

**A.** Lobbyist registration fee of \$100.00 \$ \_\_\_\_\_

**B.** Each company or organization that you represent as a lobbyist requires payment of \$100.00 each.  
List these names below:

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

**Total of all fees** \$ \_\_\_\_\_

Would you like a receipt for payment? \_\_\_\_\_

Make checks or money orders payable to **WV Ethics Commission**

Payment by credit card

American Express     Discover     Master Card     Visa

Credit Card # \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Expiration date: \_\_\_\_/\_\_\_\_ CVC Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Send through U.S. Mail or Email to:

Teri.L.Anderson@wv.gov

WV Ethics Commission, Attn: Lobbyist Registrar, 210 Brooks Street, Suite 300, Charleston WV 25301

Phone: (304) 558-0664 or toll free (866) 558-0664