

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:
kateland.j.cantrell@wv.gov

WV Employer Representation/Authorization 2025-2026



ADD EMPLOYERS THROUGH THE PORTAL BY VISITING
REGISTERLOBBYIST.WV.GOV

This form must be completed and then signed by the Employer. Original signatures are required. This authorization is valid through January 6, 2027, 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. 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 **Legal** 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. W. Va. Code § 6B-3-2(a) provides that, "Before engaging in any lobbying activity, or within thirty days after being employed as a lobbyist, whichever occurs first, a lobbyist shall register with the Ethics Commission by filing a lobbyist registration statement."

Reporting by the lobbyist is required

The employer is responsible for ensuring that any lobbying-related expenditures that 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.]* W. Va. Code § 6B-3-4 and the Ethics Commission's Legislative rule, *Lobbying*, 158 C.S.R. § 12-5 set forth the expenditures that are required to be reported, the due dates of the reports, and other reporting requirements.

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, and 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 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.

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 January 6, 2027, unless terminated in writing before that time.

Registration expiration

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

Questions

Any questions regarding lobbyist 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: kateland.j.cantrell@wv.gov Web address: ethics.wv.gov