

Employer Representation/Authorization Information and Instructions

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 is not involved except attending and speaking 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

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