



# LOBBYING AGREEMENT FORM FOR RETAINED LOBBYISTS

In lieu of submitting a copy of a lobbying agreement or contract, a Lobbyist may submit the following Lobbying Agreement Form with a Statement of Registration:

I. Contract Duration and Compensation	
<b>Lobbyist Name:</b>	
<b>Contractual Client Name:</b>	
<b>Start Date:</b> <i>First date the Lobbyist has agreed to or been authorized to lobby.</i>	___ / ___ / ___
<b>Termination Date*:</b> <i>Last date the Lobbyist has agreed to or been authorized to lobby.</i>	___ / ___ / ___
<b>Compensation**:</b> <i>Amount and Pay Frequency and/or rate of pay. See Section III Addendum on following page to enter additional compensation or date ranges.</i>	<b>Pay Frequency (select one)</b>
	<input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One Time <input type="checkbox"/> Range
	<b>Compensation Amount: \$</b> <input type="checkbox"/> <b>Check here if services are being provided Pro Bono</b>
Will other services, in addition to lobbying, be provided by the individuals authorized to lobby? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
II. Signatures	
This form must be signed by the Responsible Party for both the Lobbyist and the Contractual Client.	
<b>Lobbyist Signature:</b>	<b>Contractual Client Signature:</b>
<b>Printed Name:</b>	<b>Printed Name:</b>
<b>Date:</b>	<b>Date:</b>

**NOTES:**

\*For month-to-month agreements, the Termination Date shall be presumed to be the end of the current biennial period, unless otherwise specified.

\*\* Regarding Compensation:

- If the Lobbyist is retained for lobbying, the actual compensation must be reported;
- If the retainer is based on a daily or hourly rate, the fee per day or per hour must be reported;
- If multiple parties with multiple hourly rates will be covered by the retainer, all rates shall be disclosed; and
- If the Lobbyist is an Employed Lobbyist, as defined in Part 943.3(h) of the Commission’s regulations, please use the form entitled “Lobbying Agreement Form for Employed Lobbyists.”

### III. Addendum

Enter additional compensation information below, continued from first page. If your Lobbying Agreement with a Client includes varying dates and/or compensation amounts, you must disclose such dates and compensation amounts. The information for **ALL** durations and compensation amounts must be disclosed. Indicate each unique compensation and/or duration in a separate box.

**For Example:**

**Duration/Compensation Amount 1**

- Start Date: 1/1/19
- Termination Date: 12/31/19
- Compensation Amount: \$1,000 per month

**Duration/Compensation Amount 2**

- Start Date: 2/1/19
- Termination Date: 1/31/20
- Compensation Amount: \$500 per month

<b>Duration/Compensation**:</b> <i>Amount and Pay Frequency and/or rate of pay. Include Start Date and Termination Date only if dates differ from contract dates given in Section I.</i>	<b>A. Start Date: ___/___/___ Termination Date: ___/___/___</b>
	<b>Pay Frequency (select one)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One Time <input type="checkbox"/> Range <b>Compensation Amount: \$</b>
	<b>B. Start Date: ___/___/___ Termination Date: ___/___/___</b>
	<b>Pay Frequency (select one)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One Time <input type="checkbox"/> Range <b>Compensation Amount: \$</b>
	<b>C. Start Date: ___/___/___ Termination Date: ___/___/___</b>
	<b>Pay Frequency (select one)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One Time <input type="checkbox"/> Range <b>Compensation Amount: \$</b>
<b>D. Start Date: ___/___/___ Termination Date: ___/___/___</b>	
<b>Pay Frequency (select one)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One Time <input type="checkbox"/> Range <b>Compensation Amount: \$</b>	
<b>E. Start Date: ___/___/___ Termination Date: ___/___/___</b>	
<b>Pay Frequency (select one)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One Time <input type="checkbox"/> Range <b>Compensation Amount: \$</b>	
<b>F. Start Date: ___/___/___ Termination Date: ___/___/___</b>	
<b>Pay Frequency (select one)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One Time <input type="checkbox"/> Range <b>Compensation Amount: \$</b>	