



# LOBBYING AGREEMENT FORM RETAINED LOBBYISTS

## SECTION I — CONTRACT INFORMATION

*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 or Registration Amendment.*

### LOBBYIST AND CLIENT INFORMATION

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

Contractual Client Name \_\_\_\_\_

Co-Lobbyist Name (If applicable) \_\_\_\_\_

### AMENDMENT INFORMATION

Check if amendment to original agreement

Indicate reason for amendment. Check all that apply:

- Adding a Contract
- Change in terms (start/end dates)
- Compensation Change
- Add/Remove Co-Lobbyist \_\_\_\_\_
- Other (Please specify) \_\_\_\_\_

### CONTRACT DURATION\*

*Start Date is the first date the Lobbyist has agreed to or been authorized to lobby. The Termination Date is the last date the Lobbyist has agreed to or been authorized to lobby.*

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Termination Date\* \_\_\_\_/\_\_\_\_/\_\_\_\_

### COMPENSATION INFORMATION\*\*

*See Section III Addendum on following page to enter additional compensation or date ranges.*

Pay Frequency (select one)

- Hourly
- Daily
- Weekly
- Bi-Weekly
- Annually
- Monthly
- Quarterly
- One Time
- Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$

Check if services are being provided Pro Bono

<b>OTHER SERVICES</b>	
Will other services, in addition to lobbying, be provided by the individuals authorized to lobby? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>SIGNATURES</b>	
<b>LOBBYIST SIGNATURE X</b>	
<b>PRINT NAME</b>	<b>DATE</b>
<b>CONTRACTUAL CLIENT SIGNATURE X</b>	
<b>PRINT NAME</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.”

## SECTION III — ADDENDUM (OPTIONAL)

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.

Example:

### Duration/Compensation Amount 1

- Start Date: 1/1/21
- Termination Date: 12/31/21
- Compensation Amount: \$1,000 per month

### Duration/Compensation Amount 2

- Start Date: 2/1/21
- Termination Date: 1/31/22
- Compensation Amount: \$500 per month

#### A. DURATION/COMPENSATION\*\*:

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.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency (select one)

- Hourly       Daily       Weekly       Bi-Weekly       Annually
- Monthly       Quarterly       One Time       Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$

#### B. DURATION/COMPENSATION\*\*:

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.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency (select one)

- Hourly       Daily       Weekly       Bi-Weekly       Annually
- Monthly       Quarterly       One Time       Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$

#### C. DURATION/COMPENSATION\*\*:

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.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency (select one)

- Hourly       Daily       Weekly       Bi-Weekly       Annually
- Monthly       Quarterly       One Time       Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$