



LOBBYING AGREEMENT FORM EMPLOYED LOBBYISTS

WHEN TO USE THIS FORM

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.

SECTION I — CLIENT INFORMATION

Client Name

AMENDMENT INFORMATION — **ONLY** complete this section if you are amending the original terms of the agreement form.

Indicate reason for amendment. Check all that apply:

- ☐ Adding a Contract ☐ Change in terms (start/end dates)
- ☐ Compensation Change
- ☐ Add/Remove Individual Lobbyist if listed in agreement _____
- ☐ Other (Please specify) _____

SECTION II — CONTRACT DURATION*

Start Date is the first date lobbying activities were authorized to commence. The Termination Date is the last date lobbying activities have been authorized. For month-to-month agreements, the Termination (end) Date that should be listed in the 'Agreement Information' section of the Registration is the end of the current biennial period, unless otherwise specified.

*If entering information due to an **AMENDMENT** - enter the Start Date that coincides with the amended change, including compensation changes and amendments related to contract extensions - do not enter the original contract Start Date.*

Start Date ____/____/____

Termination Date* ____/____/____

☐ Check for month-to-month agreements/authorizations


SECTION III — COMPENSATION INFORMATION**

Amount and Pay Frequency and/or rate of pay. Only provide the compensation amount related to Lobbying services, do not include compensation related to non-lobbying services. See Section V Addendum on page 3 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 \$

OTHER SERVICES	
Will other services, in addition to lobbying, be provided by the individuals authorized to lobby? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SIGNATURE	
<i>This form must be signed by the Responsible Party for the lobbying organization.</i>	
<div>SIGNATURE X </div>	
PRINT NAME	DATE

NOTES:

- *For month-to-month agreements, the Termination (end) Date that should be listed in the ‘Agreement Information’ section of the Registration is the end of the current biennial period, unless otherwise specified.
- ** Regarding Compensation, the employed Lobbyist(s) prorated salary for Lobbying Activity must be reported.

SECTION V — ADDENDUM (OPTIONAL)

Enter additional compensation information below, continued from first page. If your employees activity includes varying dates and/or compensation amounts, you must disclose such dates and compensation amounts. Example: Your agreement is effective 1/1/2023 -12/31/2024 but the compensation in 2023 differs from the compensation in 2024. Indicate each unique compensation and/or duration in a separate box.

Duration/Compensation Amount 1

- Start Date: 1/1/2023
- Termination Date: 12/31/2023
- Compensation Amount: \$1,000 per month

Duration/Compensation Amount 2

- Start Date: 1/1/2024
- Termination Date: 12/31/2024
- 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 II.

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 II.

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 II.

Start Date: ____/____/____ Termination Date: ____/____/____

Pay Frequency (select one)

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

Compensation Amount \$