

Return this completed, signed form and all attachments to:
WV Ethics Commission
210 Brooks Street, Ste 300
Charleston, WV 25301
Phone: (304) 558-0664

Lobbyist Registration Statement

West Virginia Lobbyist 2015-2016



This registration is valid through Dec. 31, 2016. Registration No. _____
(assigned by Ethics Commission)

Filing requirements for the lobbyist:

- Payment to the WV Ethics Commission of \$100 for your lobbyist registration fee. Paid by check or credit card
- Recent passport-size color photo, (2 x2") for photo ID and publication in the lobbyist directory. Attached or Electronic
- A separate **Employer Representation/Authorization** Form for each entity that you represent plus an additional fee of \$100 per entity.

Mark here if this form amends or adds information to a previously filed 2015-2016 Lobbyist Registration Statement. Indicate changes or additions below. If you are terminating your registration or your representation of an employer, you must file a Lobbyist Termination Notice.

If you have questions about this form, contact Lobbyist Registrar Teri Anderson at (304) 558-0664 or Teri.L.Anderson@wv.gov or go to www.ethics.wv.gov. See attached instructions. Incomplete forms will be returned.

1. Lobbyist contact information (please PRINT clearly)

Lobbyist name: _____ phone: _____
_____ fax: _____
Email: _____ alternate phone: _____

Name to use on Lobbyist ID Badge: _____

Check the box next to your preferred mailing address:

Business Address (required) _____ phone: _____

Home Address (for Ethics Commission files only) _____ phone: _____

Temporary address during Legislative session if different from above (required):

Temporary Business Address: _____ phone: _____

2. Representation*

List all employers or entities for which you lobby. You must file an **Employer Representation/Authorization** form for each listed employer, organization or entity that you represent as a lobbyist. If you add an employer, organization or entity subsequent to your registration as a lobbyist, you must file another Employer Representation/Authorization form and pay an additional fee of \$100.

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

* If you do not represent a specific employer or organization, provide a general description of the subjects, topics or issues on which you will lobby: _____

3. Lobbyist certification and signature

I certify that the information contained hereon and on any attached materials is true, correct and complete. I understand that it is a violation of W.Va. Code §6B-3-9 to willfully and knowingly file a false or incomplete report. I further understand that any person who fails to comply with the lobbyist registration and reporting requirements of the Ethics Act may be subject to administrative prosecution by the Ethics Commission and revocation of lobbyist privileges.

► Lobbyist Signature X _____ Date _____

WV Lobbyist Registration Statement Information and Instructions

(The Ethics Commission does not accept forms via fax.)

Registration Requirements:

Registration may be made by e-mail to Teri.L.Anderson@wv.gov, by U.S. Mail or in person at the Ethics Commission's office, 210 Brooks Street, Suite 300, Charleston, WV 25301. Forms submitted by fax will not be processed. Completed Lobbyist Registration Statements and Employer Representation/Authorization forms may be scanned and emailed to Teri.L.Anderson@wv.gov. However, lobbyists must retain the originals of these forms for a period of two years in the event they are audited.

Persons may not lobby in West Virginia until their registration with the Ethics Commission is complete and all of the following items are submitted:

1. A completed **Lobbyist Registration Statement** along with payment of \$100 by credit card, money order or check payable to the West Virginia Ethics Commission.
2. A completed **Employer Representation/Authorization** form for each employer identified on the Lobbyist Registration Statement. A registration fee of \$100 is required **for each representation in addition to the \$100 lobbyist registration fee.**
3. A recent 2" x 2" passport-size color photograph of the lobbyist suitable for publication in the Directory of Registered Lobbyists. The photo may be submitted electronically to Teri.L.Anderson@wv.gov.

Incomplete forms, and those without full payment, will be returned and lobbying privileges delayed.

Training Requirement:

All lobbyists must undergo training at least once every two-year registration cycle regardless of how long they have been lobbying. Lobbyists registering in West Virginia for the first time must complete initial training prior to lobbying by attending a training class provided by the Ethics Commission (either in person in October or January or by viewing video training at www.ethics.wv.gov.) This must be completed prior to lobbying and within 90 days of registering as a lobbyist.

Reporting of Activities and Expenditures:

Lobbyists must report lobbying activities and expenditures three times a year as follows:

May 15: for the period from January 1 through April 30.

September 15: for the period from May 1 through August 31.

January 15: for the period from September 1 through December 31.

Lobbyist Activity Report deadlines are strictly enforced. Fines of **\$10.00 per business day** are levied for late filing (up to a maximum of \$250). Lobbyists who fail to file Activity Reports and pay required late fees will be suspended. Reporting through email is accepted, although the lobbyist is required to keep the original Lobbyist Activity Report and any attachments for two years in the event of an audit.

Changes in Status:

Lobbyists must file an amended Lobbyist Registration Statement to add or delete an employer. If a lobbyist wishes to terminate his/her registration as a lobbyist, a **Lobbyist Termination Notice** must be filed within one week.

Lobbyists must 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 www.ethics.wv.gov.