

**VIRGINIA CONFLICT OF INTEREST AND ETHICS  
ADVISORY COUNCIL  
LOBBYIST'S DISCLOSURE STATEMENT**

**PART I: PRINCIPAL AND LOBBYIST INFORMATION**

1. Please provide the name of the principal for which you lobbied.

NAME OF PRINCIPAL: \_\_\_\_\_

2. Please provide the name of the individual authorizing your employment as a lobbyist. The lobbyist filing this statement MAY NOT be the same as the principal officer.

NAME OF PRINCIPAL OFFICER: \_\_\_\_\_

Permanent Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

3. Please provide the name of the lobbyist completing this disclosure statement on behalf of the principal listed above.

NAME OF LOBBYIST: \_\_\_\_\_

Permanent Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

4. Describe your relationship with the principal.

EMPLOYMENT STATUS:

As a lobbyist, you are: (check one)

EMPLOYED (on the payroll of the principal)

RETAINED (compensated but not on the payroll of the principal)

NOT COMPENSATED (not compensated but expenses may be reimbursed)

5. Identify the subject matter (with as much specificity as possible) for which you or those incorporated on this filing lobbied.

**EXECUTIVE AND LEGISLATIVE ACTIONS AND PROCUREMENT  
TRANSACTIONS**

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6. Indicate how your disclosure statement is being filed.

**TYPE OF FILING:**

- I am filing a statement of behalf of myself.
- I am filing a statement on behalf of myself and the following lobbyists representing this principal:

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- My disclosure statement for this principal has been incorporated into the statement filed by the following lobbyist:

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**PART II: COMPENSATION**

1. **EMPLOYED LOBBYIST**

Indicate the total amount paid to you for lobbying services. If you have job responsibilities other than those involving lobbying, you may have to prorate to determine the part of your salary attributable to your lobbying activities.

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2. **RETAINED OR NOT COMPENSATED LOBBYIST**

Indicate the total amount paid or reimbursed to you, your firm, organization, association, corporation, or other entity for lobbying services.

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**PART III: EXPENDITURE TOTALS**

If you are filing on behalf of yourself, expenses listed do not include those of any other lobbyist representing this principal.

If you are filing an incorporated filing, the expenditure totals, including “compensation of lobbyists,” includes those of yourself and all lobbyists you are filing on behalf of.

a. Entertainment	\$ _____
b. Gifts	\$ _____
c. Communications	\$ _____
d. Reimbursement of personal living and travel expenses	\$ _____
e. Compensation of lobbyist(s)	\$ _____
f. Honoraria	\$ _____
g. Other	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**PART IV: SCHEDULES**

**SCHEDULE A**

**EVENTS, ENTERTAINMENT, MEALS, AND TRAVEL EXPENSES**

Any single event, entertainment event, meal, or travel included in the expense totals of the principal, with a value greater than \$50, should be itemized below.

<b>Date and Location of Event:</b>	
<b>Description of Event, Entertainment, Meal, or Travel:</b>	
<b>Is this a widely attended event?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total Number of Persons Attending:</b>	
List the names of legislative and executive officials or members of their immediate families attending. List names only if the average value for each person attending the event was greater than \$50. You are not required to list the names of individuals who paid for or reimbursed the value of their attendance.	
<b>Name(s):</b>	
<b>TOTAL VALUE:</b>	
	\$

**SCHEDULE B**

**GIFTS**

Any single gift given to any legislative or executive official or a member of his immediate family and reported in the expense totals of the principal, with a value greater than \$50 should be itemized below. Report events, entertainment, meals, and travel expenses in Schedule A.

<b>Name of Recipient(s)</b>	<b>Exact Gift</b>	<b>Date Accepted</b>	<b>Value</b>
			\$
<b>TOTAL VALUE:</b>			<b>\$</b>

**SCHEDULE C**  
**OTHER EXPENSES**

This section is provided for any lobbying-related expenses not covered by Part III, items a – f. An example of an expenditure to be listed on Schedule C would be the rental of a bill box during the General Assembly session.

Date of Expense	Description of Expense	Amount
		\$
<b>TOTAL OTHER EXPENSES:</b>		<b>\$</b>

**PART V: STATEMENTS**

The following items are mandatory:

- (1) All signatures on the statement must be ORIGINAL in the format specified in the instructions provided by the Council that accompany this form.
- (2) An individual MAY NOT sign the disclosure statement as both a lobbyist and principal officer.

**If both signatures are not properly completed, the entire filing is not considered complete or timely filed.** If a Principal Waiver Form has already been submitted, only the lobbyist's signature is required.

**STATEMENT OF LOBBYIST**

I, the undersigned registered lobbyist, do state that the information furnished on this disclosure statement and on all accompanying attachments required to be made thereto is, to the best of my knowledge and belief, complete and accurate.

\_\_\_\_\_  
SIGNATURE OF LOBBYIST

\_\_\_\_\_  
DATE

Any filer who knowingly and intentionally makes a false statement of a material fact on the the Lobbyist's Disclosure Statement is guilty of a Class 5 felony.

**STATEMENT OF PRINCIPAL\***

I, the undersigned principal (or an authorized official thereof), do state that the information furnished on this disclosure statement and on all accompanying attachments required to be made thereto is, to the best of my knowledge and belief, complete and accurate.

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
DATE

\*Not required if principal waived their signature requirement on the registration form.