

Lobbyist Disclosure

Procedures and Instructions – Paper Disclosures

Please note that beginning July 1, 2016, all lobbyist disclosures are required to be completed electronically as prescribed by § 2.2-426. Lobbyist disclosures submitted on paper on or after July 1, 2016, will not be accepted.

Timely Delivery

- A disclosure is considered delivered timely if received by 5 p.m. on the date of the filing deadline, June 15 or December 15, or the next business day should the deadline fall on a legal holiday or weekend.
- Paper disclosures delivered to the Council office will be date stamped as received by the Council. This will not prohibit Council staff from requesting further documentation from the filer if necessary.

Incomplete Filings

- If a disclosure is found to be incomplete, Council staff will notify the filer via email of the information or documentation required. Such notifications are exempt from disclosure under the Freedom of Information Act pursuant to § 30-356. The filer has five business days from the date of the request to provide the Council with the requested documentation.
 - Should the disclosure be found incomplete after the reporting deadline, a request for additional information will be made to the filer via email giving the filer five business days from the date of the request to respond with the additional information. No penalty will be assessed to the filer if the additional information is received by the Council within five business days of the request. If the filer does not respond within five business days, the disclosure will be considered late and both the filer and principal will be assessed the prescribed penalty of \$50.
 - Only disclosures that are submitted on Council-approved forms will be accepted. Disclosures submitted on other forms will be considered incomplete. Council-approved forms are available on the Council's website at [{LINK}](#).

Waiver of Signature by Lobbyist's Principal

- If the officer of principal waived the signature requirement for the lobbyist disclosure, the signed waiver must be received by the Council office before a disclosure that does not contain a signature in the "Statement of Principal" section can be considered complete.

Instructions – Part I

- (1) Name of organization, firm, corporation, or other entity for which lobbying activities were conducted
- (2a, b, c) Name of officer of principal, permanent business address, and telephone number
- (3) Legislative and/or executive actions lobbied
- (4) For incorporated filings, designate the individual who is responsible for filing pre-specified financial information and also list other lobbyists you wish to include, if any, that represented the principal
- (5) Indicate required schedules, if any, that will be included in the disclosure
- (6) Expense Totals
The definition of expenditure can be found at <http://law.lis.virginia.gov/vacode/2.2-419/>
 - (a) Total cost of entertainment of legislative or executive officials or members of their immediate family paid for or reimbursed by the principal
 - (b) Total cost of gifts given to legislative or executive officials or members of their immediate family
 - (c) Total cost of communications
 - (d) Total cost of personal living and travel expenses
 - (e) Compensation of lobbyist(s)
 - (f) Total cost of honoraria
 - (g) Total cost of other lobbying-related expenses

Instructions – Part II

- (1a, b, c) Lobbyist's name, permanent business address, and telephone number
- (2) Indicate if you are employed, retained, or not compensated as a lobbyist
 - Employed (on the payroll of the principal)
 - Retained (not on the payroll of the principal, yet compensated)
 - Not Compensated (not compensated, expenses may be reimbursed)
- (3) List other lobbyists who are registered to represent the principal

- (4) If you are employed by the principal, include your title within the organization
- (5a) Lobbyists who are employed by the principal must indicate the portion of their salary that is *attributable to lobbying activity*

The definition of lobbying can be found at <http://law.lis.virginia.gov/vacode/2.2-419/>

Note: If you complete Part II, items 5a and 5b, do not complete Part III, items 1 and 2

- (5b) Indicate how you arrived at your salary amount

Formula to prorate your salary amount:

Salary X 2080 ÷ hours lobbying = prorated salary for lobbying period

Instructions – Part III

- Lobbyists who are not filing pre-specified financial information for the principal, who are included in incorporated filings, must still complete and sign a disclosure statement.
- (1) Provide the name(s) of other lobbyists within your firm, if any, who provided services to the principal
- (2) Indicate the total amount of compensation paid to your firm by the principal

Note: If you complete Part II, items 5a and 5b, do not complete Part III, items 1 and 2

Instructions – Schedule A

- If the principal or lobbyist has any meals, travel, or entertainment (*entertainment includes, but is not limited to, concerts, receptions, and sporting events*) totaling more than \$50, complete Schedule A and include the following:
 - Date and location of event
 - Type of event
 - Total number of persons attending event
 - If the per person cost of entertainment is \$50 or more, include names of legislative and executive officials or members of their immediate families in attendance
 - Total cost of the event

If the total cost of entertainment is less than \$50 – no Schedule A is required; however, include the cost of the event in the Part I 6a total.

Instructions – Schedule B

- If the principal or lobbyist has any gift(s) totaling more than \$50, complete Schedule B and include the following:
 - Date the gift was given
 - Description of the gift
 - If the gift is \$50 or more, list the names of legislative and executive officials or members of their immediate families who received the gift
 - Total cost of the gift

The definition of gift can be found at <http://law.lis.virginia.gov/vacode/2.2-419/>

If the gift was less than \$50, no Schedule B is required; however, include the cost of the gift in the Part I 6b total.

Instructions – Schedule C

- If the principal or lobbyist has any other lobbying-related expenses (*for example, Lobbyist-In-A-Box service*) to report, complete Schedule C and include the following:
 - Date the expense was incurred
 - Description of the expense
 - Total cost of the expense

Transfer this total to Part I 6g.

Instructions – Part IV

- Statement of Lobbyist must be signed by the lobbyist listed in Part II 1a affirming that the information in the disclosure statement is accurate and complete to the best of the lobbyist's knowledge.
- Statement of Principal must be signed by the officer of principal listed in Part I 2a affirming that the information in the disclosure statement is accurate and complete to the best of the principal's knowledge.
 - If the officer of principal waived the signature requirement, only the statement of lobbyist must be signed.

Filing Your Disclosure Statement

You may file your completed disclosure statement with the Council by:

Mailing your completed statement to:

Conflict of Interest and Ethics Advisory Council
Division of Legislative Services
Attention: Michelle LeGates
201 N. 9th St, 2nd Floor
Richmond, VA 23219

Faxing your completed statement to:

(804) 371-8705

Emailing your completed statement to:

ethics@dls.virginia.gov

To complete, sign, and file your disclosure statement online via the lobbyist online disclosure portal, go to [{LINK}](#)