



# LOBBYIST REGISTRATION FORM INSTRUCTIONS

**A LOBBYIST REGISTRATION** must be filed by any individual, business or group of any type that makes expenditures in excess of \$500.00 within any 12-month period to lobby a single public official, or in excess of \$2,000.00 within any 12-month period to lobby any number of public officials. Registration is required within 15 calendar days after meeting the registration threshold. Expenditures or compensation contingent upon the outcome of a legislative or administrative action are prohibited

**A LOBBYIST AGENT REGISTRATION** must be filed by an individual, business or group of any type that is compensated or reimbursed more than \$500.00 during any 12-month period for lobbying public officials. Registration is required within 3 calendar days after meeting the registration threshold. Expenditures or compensation contingent upon the outcome of a legislative or administrative action are prohibited.

An individual, business or group of any type becomes a Lobbyist or Lobbyist Agent immediately upon entering into any type of agreement in excess of the thresholds defining a lobbyist or lobbyist agent during any 12-month period. State agencies and subdivisions of state government (such as cities, counties or school districts) become Lobbyists immediately upon contracting with a Lobbyist Agent.

All **LOBBY REGISTRATIONS** must be received by 4:00 p.m. on the due date to be considered timely. Registrations sent by certified or registered mail and postmarked two or more calendar days before the deadline will be considered timely regardless of when they are received. Late filing fees will be assessed for each calendar day a registration is late.

All **LOBBYISTS** and **LOBBYIST AGENTS** must file **FINANCIAL REPORT SUMMARY FORMS** no later than 4:00 p.m. on January 31 and August 31 each year. Financial Report Summary forms sent by certified or registered mail and postmarked two or more calendar days before the deadline will be considered timely regardless of when they are received. Late filing fees will be assessed for each calendar day a report is late.

**Every section of the form must be completed. If any section does not apply, enter N/A for “not applicable.” Incomplete forms may be rejected and subject to late filing fees.**

**Item 1. Enter the name of the registrant on whose behalf this registration is being submitted.** Enter one name only as each Lobbyist and Lobbyist Agent must submit a separate registration.

**Item 2. Enter the registrant’s identification number if this is an amendment to an existing registration; leave blank if this is an original registration.** (Note: Each registrant is issued a unique identification number through the Bureau of Elections upon registration. The ID number may not be transferred to another person.)

**Item 3. Enter the type of registration.** The first registration form submitted to this office is the original; later forms submitted to change information must be marked as amendments. If Original, also check the appropriate Lobbyist or Lobbyist Agent box to indicate the type of registration being submitted.

**Item 4. Enter registrant’s mailing address and telephone number.** All mail will be sent to the address listed in this item. Enter the registrant’s business address in 4b. Enter the registrant’s residential address if the registrant is an individual.

**Item 5. Enter the date the registrant (named in Item 1) met the definition of a Lobbyist or Lobbyist Agent.** Due dates are explained above. Late filing fees are assessed if a registration is submitted late.

**Item 6. Enter the Lobbyist Fiscal Year.** This item is not required of Lobbyist Agents.

**Item 7. Enter the name of any person employed, compensated or reimbursed more than \$20.00 during any 12 month period for lobbying by the registrant named in Item 1.** Enter only those names being added to, or deleted from, this employee listing. (Note: The entry of a person’s name under this item does not register or terminate the person as a Lobbyist or Lobbyist Agent.)

**Item 8. Sign the report; original signatures are required.** The registration must be signed by a person authorized to sign for the registrant. Mail will be directed to the attention of the person who signs. Registrants who are individuals must sign their own forms.

**Mail to: Michigan Dept. of State, Bureau of Elections. Phone: (517) 373-2540. Web: [www.michigan.gov/sos](http://www.michigan.gov/sos)**  
**For U.S. Mail:** Post Office Box 20126  
Lansing, Michigan 48901-0726  
**For overnight delivery services, or to visit our office:** Treasury Building – 1st Floor, 430 West Allegan Street  
Lansing, Michigan 48918