Clear Form

MICHIGAN DEPARTMENT OF STATE
BUREAU OF ELECTIONS

LOBBY REGISTRATION

PLEASE READ INSTRUCTIONS PRIOR TO COMPLETING FORM
ALL SECTIONS MUST BE COMPLETED UNLESS LABELED OPTIONAL

1. REGISTRANT'S NAME (Only one person may register with this form)

2. REGISTRANT'S ID NUMBER

3. TYPE OF FILING

☐ **ORIGINAL** Registration (ID number will be assigned by this office)

☐ Registering as a **LOBBYIST** (see Instructions for definition)

☐ Registering as a **LOBBYIST AGENT** (see Instructions for definition)

☐ **AMENDMENT** to existing Registration. **Item(s) being amended:** _____

4a. REGISTRANT MAILING ADDRESS (All mail will be sent to this address)

Address Line 1: _____
Address Line 2 (Optional): _____
City, State, Zip: _____
Email: _____
Telephone Number (optional): _____

4b. BUSINESS ADDRESS (if different than item 4a)

Address Line 1: _____
Address Line 2 (Optional): _____
City, State, Zip: _____
Telephone Number (Optional): _____

4c. RESIDENTIAL ADDRESS (for individuals only)

Address Line 1: _____
Address Line 2 (Optional): _____
City, State, Zip: _____
Telephone Number (Optional): _____

5. DATE REGISTRANT BECAME ACTIVE

_____
Month Day Year

6. LOBBYIST'S STARTING MONTH AND DAY OF CURRENT ACTIVE FISCAL YEAR

Begins: _____
(Month/Day)

7. EMPLOYEE NAME(S) & ADDRESS(ES)

NOTE: Completing this item **DOES NOT** register or terminate any person as a Lobbyist or a Lobbyist Agent. Employees meeting the definition of a Lobbyist or Lobbyist Agent at any time must register separately.

☐ **ADD** ☐ **DELETE**

Employee Name (First and Last):
Email:
Employee's Lobby Registrant ID #: _____ ☐ **NOT ASSIGNED**
Employee's Mailing Address:

☐ **ADD** ☐ **DELETE**

Employee Name (First and Last):
Email:
Employee's Lobby Registrant ID #: _____ ☐ **NOT ASSIGNED**
Employee's Mailing Address:

8. VERIFICATION: I certify that all reasonable diligence was used in preparation of the above form, and the contents are true and accurate, to the best of my knowledge. If filing electronically, I further agree that the signature below shall serve as the signature verifying that all reasonable diligence was used in preparation of all electronically filed reports and their contents are true and accurate to the best of my knowledge.

_____ **(All mail will be directed to the signatory's attention)**
Type or Print name of **AUTHORIZED SIGNATORY**

_____ _____
Signature of Authorized Signatory **Month Day Year**

LOBBY REGISTRATION FORM INSTRUCTIONS

A **LOBBYIST REGISTRATION** must be filed by any individual, business or group of any type that makes expenditures or enters into an agreement to make expenditures exceeding the current thresholds. This includes compensating or reimbursing a Lobbyist Agent, or other employee, to lobby public officials. Registration is required within 15 calendar days after meeting the registration thresholds.

A **LOBBYIST AGENT REGISTRATION** must be filed by an individual, business or group of any type that is compensated or reimbursed to lobby public officials on behalf of an employer or client. Registration is required within 3 calendar days after meeting the registration thresholds.

An individual, business or group of any type becomes a Lobbyist or Lobbyist Agent upon entering into any type of agreement in excess of the registration thresholds. State agencies and subdivisions of state government (such as cities, villages, townships, counties or school districts) become Lobbyists immediately upon contracting with a Lobbyist Agent.

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

Once registered, all registrants are required to file a Financial Report Summary by 4:00 pm on January 31 and August 31 of each year. For more information visit our website.

For Registrants who have been previously registered and terminated, fill out the form as a new registration. Previously terminated registrations will not be made active again. If you have previously been registered under the same name, you will be assigned a new registration number.

Every section of this form must be completed unless labeled as optional. If any section does not apply, enter N/A for not applicable. Incomplete forms will be rejected and may be subject to late filing fees.

ITEM 1. Enter the name of the individual, business or group 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. Each registrant is issued a unique ID number through this office upon registration. Enter the registrant's ID number if this is an amendment to an existing registration; leave blank if this is an original registration. ID numbers can be found on our web site using the Lobby Public Search.

ITEM 3. Select the type of registration. The first registration form submitted to this office is the Original. When submitting an original registration, also select the appropriate Lobbyist or Lobbyist Agent box to indicate the type of registration being submitted. See the beginning of the instructions to determine which is appropriate. Later forms submitted to change information must be marked as amendments and the amended items indicated.

ITEM 4a. Enter registrant's mailing address, telephone number and email address. All mail will be sent to the address listed in this item. All items are required unless marked optional.

ITEM 4b. Enter the registrant's business address if different from Item 4a. All items are required unless marked optional.

ITEM 4c. Enter the registrant's residential address if registrant is an individual. All items are required unless marked optional.

ITEM 5. Enter the date the registrant met the definition of a Lobbyist or Lobbyist Agent. (Due dates explained above.) If the registrant has not met the definition of a Lobbyist or Lobbyist Agent at this time, the date the registrant expects to meet the definition must be given.

ITEM 6. Enter the beginning and ending dates for the Lobbyist's Fiscal Year. This item is not required for Lobbyist Agents.

ITEM 7. Enter the name, address, email and telephone number of each individual, business or group directly employed, compensated or reimbursed for lobbying by the registrant. If the employee is already registered, enter their lobby ID number in the space provided. (Note: Entering an employee under this item DOES NOT register or terminate them as a lobbyist or lobbyist agent. Employees meeting the definition of a lobbyist or lobbyist agent at any time must register separately. Employees who wish to terminate their own registration must file a termination financial report).

ITEM 8. Enter the printed name of the authorized signatory, then sign and date. Original signatures are required. When the registrant is an individual person, their name as it appears on the form is the only authorized signatory and

must sign all forms submitted for the registrant. If the registrant is not an individual, the registration must be signed by a person authorized to sign for the registrant. This individual is the designated authorized signatory for the organization and must sign all forms submitted for this registrant.

MAIL TO: Michigan Department of State, Bureau of Elections

For US Mail:
PO Box 20126
Lansing, MI 48901-0726

For Overnight Delivery or to Visit Our Office:
430 W. Allegan St, 1st Floor - Richard H. Austin
Lansing, MI 48933-1592

Phone: (800) 292-5973
Email: FinancialDisclosure@Michigan.gov

Web: www.michigan.gov/sos/elections/Disclosure/lobby