

**REGISTRATION OF ORGANIZATION
EMPLOYING A LOBBYIST
SPENDING NOT MORE THAN \$500 ANNUALLY**
Information and Instructions

Who needs to register?

Wisconsin law generally requires an organization that employs one or more individuals whose duties include trying to influence state legislation or administrative rules to register with the Wisconsin Government Accountability Board and to authorize those individuals to lobby on its behalf. §§13.64 and 13.65, *Wisconsin Statutes*. If an organization's total expenses for lobbying during a calendar year will not exceed \$500, the organization may use this form. Otherwise, obtain a Registration of Organization Employing a Lobbyist and Authorization of Lobbyists form from the Government Accountability Board. (Directing or authorizing an individual to communicate with state officials on the organization's behalf on more than four days in a six-month reporting period without having registered may result in a forfeiture of up to \$5,000.)

What else is needed?

Each organization must **report to the Government Accountability Board each bill or proposed clearinghouse rule number on which the organization makes a lobbying communication within 15 days of the first lobbying communication on the bill or rule. Lobbying on the budget bill must be reported by subject. Interests that do not have a bill or clearinghouse rule number must be reported by describing the topic of lobbying communication.** An organization that files this form is exempt from other licensing, registration, and reporting requirements that apply to organizations spending more than \$500 annually for lobbying.

How to register.

Return an original, signed Registration form and a check for \$20 to the Wisconsin Government Accountability Board

When does registration take effect? When does it expire?

Registration takes effect the latter of January 1, 2009 or the date the Government Accountability Board receives the completed form and associated fee, and expires December 31, 2010.

What if an organization's expenditures exceed \$500?

If an organization's expenses for lobbying exceed \$500 in a calendar year, the organization must notify the Government Accountability Board within 10 days by filing a Registration of Organization Employing a Lobbyist and Authorization of Lobbyists form.

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Section I -- Identification of Organization

In-house contact -- Identify an individual employed by the organization with whom the Government Accountability Board may communicate if questions or concerns arise about the organization's lobbying activities.

Person to whom lobbying forms and correspondence should be sent -- Identify the individual to whom the Government Accountability Board will send registration materials, reporting forms, and lobbying-related correspondence. This may be the in-house contact or an administrative assistant, lobbyist, or other individual.

Section II -- Nature and Interest of Organization

Nature and Interest of Organization -- If the registrant is a:

- ◆ Business entity. Describe the business activities in which the entity is engaged and the name of the company's chief executive officer. If the registrant is a partnership or limited liability company, note that and attach a list of partners or members.
- ◆ Industry, trade, or professional association. Describe the industry, trade or profession, and segment thereof, which the association primarily represents. Identify the association's chief executive officer and the approximate number of members of the association.
- ◆ Governmental entity; labor union; charitable, religious, civic organization; or other entity. Describe the organization's nature and purposes, and provide a description of any industry, trade, profession, or other group with a common interest the organization represents or from which its membership or financial support is derived, and the approximate number of its members.
- ◆ Individual. Identify your employer, or if self employed the name and address of your business, and a description of the business activity in which you or your employer is engaged. Include your social security number.

Section III -- Areas of Lobbying

Areas of lobbying -- Provide a reasonably specific descriptive narrative of the policy areas your organization may attempt to influence during the legislative session. *Do not* provide a vague and uninformative statement like "all matters affecting the organization."

Section IV -- Identification of Lobbyists

An individual compensated by an organization may lobby on the organization's behalf only if the individual has been identified.

Section VI -- Certification

The form must be attested to before a notary public, who must complete the form as indicated.

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