

REGISTRATION OF AN ORGANIZATION EMPLOYING A LOBBYIST

Information and Instructions

Who needs to register?

Wisconsin law generally requires an organization that employs an individual 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*. (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?

Every compensated individual whose duties include trying to influence state legislation or administrative rules, and who communicates with state officials on more than four days in a six-month reporting period, must obtain a lobby license from the Government Accountability Board and be authorized to lobby by the organization before communicating about those matters with a state official or legislative employee. Lobby license applications are available from the Government Accountability Board (<http://gab.wi.gov>).

How to register.

Return an original, signed Registration form and the appropriate fees (with the Statement of Lobbying Fees) to the Wisconsin Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984.

Fees prescribed by *Wisconsin Statutes* (§13.75)

Registration of organization employing a lobbyist	\$375.00
Authorization of <i>each</i> lobbyist	\$125.00
Lobby license:	
to lobby on behalf of only one organization	\$250.00
to lobby on behalf of multiple organizations	\$400.00

When does registration take effect? When does it expire?

Registrations and authorizations take effect the latter of January 1, 2009 or the date the Government Accountability Board receives the completed forms and associated fees, and expire December 31, 2010. Remember that an individual you authorize to lobby must also have a lobbying license.

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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

Failure to identify the real and true interests represented may result in imprisonment and a fine up to \$10,000 (Section 946.17, Wis. Stats.)

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; labor union; charitable/religious/civic/other not for profit. 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."

Sections IV and V -- Authorizations

Authorization of lobbyists -- An individual compensated by an organization may lobby on the organization's behalf only if the individual has a lobbying license *and* the organization has authorized the individual to lobby on its behalf.

Authorized signers -- Identify individuals who, on the registrant's behalf, will be able to sign documents and/or to provide notice of the registrant's lobbying on specific bills and rules. You may designate a lobbyist by checking the appropriate box in Section IV and identify other individuals by providing their names in Section V.

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