# Lobbying Firm Registration Statement

**CALIFORNIA FORM 601**
**FAIR POLITICAL PRACTICES COMM.**

**The "Lobbying Firm Registration Statement" is used for:**

- Initial registration of a lobbying firm (including an individual contract lobbyist).
- Renewal of registration.

**Initial Registration of a Lobbying Firm:**

Any business entity, including an individual contract lobbyist, must register with the Secretary of State within 10 days of qualifying as a lobbying firm.

To determine if an entity qualifies as a lobbying firm refer to Gov. Code Section 82038.5, 2 Cal. Code of Regulations Section 18238.5. Information is also available in the *Lobbying Disclosure Information Manual* published by the Fair Political Practices Commission.

**Renewal of Registration:**

Every lobbying firm must renew its registration for each regular session of the State Legislature. Renewal of registration is due between November 1 and December 31 of each even-numbered year.

**Registration Requirements:**

Attach to the "Lobbying Firm Registration Statement" the following:

- A Form 604 (Lobbyist Certification Statement) completed by each owner, partner, officer, or employee of your lobbying firm who qualifies as a lobbyist;
- A recent photograph (head and shoulders only) of each lobbyist,
- **Renewing a Registration:** Submit a $100 registration fee ($50 per year) or
- **New Registration:** The registration fee is $50 per year and when registering in the first year of the two-year session a payment of $100 is required; and
- A Form 602 (Lobbying Firm Activity Authorization) completed by each lobbyist employer or lobbying coalition with which your firm contracts.

**NOTE:** It is not necessary to attach a Form 604 (Lobbyist Certification Statement) or a registration fee for any lobbyist who is separately registered as a lobbying firm or who is employed by a lobbying firm with which your firm subcontracts.

**Registration of Subcontract Clients:**

A lobbying firm that contracts to lobby for a client of another lobbying firm must identify both the subcontracting lobbying firm and the client. Use Part II, Section B to report such arrangements. Attach a Form 602 (Lobbying Firm Activity Authorization) completed and signed by a representative of the subcontracting lobbying firm.

**Amendment of Lobbying Firm Registration Statement:**

If any change occurs in the information contained in the "Lobbying Firm Registration Statement" a Form 605 (Amendment to Registration) must be filed:

- **Prior to attempting to influence legislative or administrative action on behalf of a client** when adding a new client; or
- Within 20 days of any other change. (e.g. dropping a client, adding a lobbyist, etc.)

Section 86100 requires a registration statement to be filed online or electronically and the original and one copy in paper format with:

Secretary of State
Political Reform Division
1500 11th Street
P.O. Box 1467
Sacramento, CA 95812-1467

**Additional Information**

Refer to the *Lobbying Disclosure Information Manual* for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

# Lobbying Firm Registration Statement

(Government Code Section 86104)

**Legislative Session**

(Insert Years)

**CALIFORNIA FORM 601**

**FAIR POLITICAL PRACTICES COMM.**

For Official Use Only

**Type or Print in Ink**

SEE INSTRUCTIONS ON REVERSE

**Page** ______ **of** ______

NAME OF LOBBYING FIRM:

If this is an initial registration, enter the DATE QUALIFIED as a Lobbying Firm:

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

TELEPHONE NUMBER:

( )

FAX NUMBER: (Optional)

( )

MAILING ADDRESS: (If different than above.)

E-MAIL:

## I Individual Lobbyists

- List the full name of each partner, owner, officer, or employee of your lobbying firm who is a lobbyist. Attach a Form 604 for each lobbyist.
- Do not list any individual who is separately registered as a lobbying firm or who is employed by a lobbying firm with which you subcontract.
- If your firm does not have a partner, owner, officer, or employee who qualifies as a lobbyist, state “not applicable.”

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☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheets at the end of the form.

## II Lobbyist Employers

- Use Section A to report each client with whom your firm has a direct contract to provide lobbying services.
- Use Section B to report lobbying firms with which your firm subcontracts to provide lobbying services and the clients on whose behalf your firm will lobby.
- Attach a Form 602 for each person identified in Section A or B.

***SECTION A***

Employer’s Name, Address and Telephone Number

Effective Date

Period of Contract

Description of Employer’s Lobbying Interests

Agencies to be Lobbied

Employer’s Name, Address and Telephone Number

Effective Date

Period of Contract

Description of Employer’s Lobbying Interests

Agencies to be Lobbied

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheets at the end of the form.

# Instructions for Lobbying Firm Registration Statement

**CALIFORNIA FORM 601**
FAIR POLITICAL PRACTICES COMM.

### Reporting Agencies to be Lobbied

Each lobbyist identified in Part I will be registered to lobby all agencies listed on the Lobbying Firm Registration Statement and all subsequent amendments unless a lobbyist identifies specific agencies on his/her Lobbyist Certification Statement (Form 604).

### Reporting Lobbying Interests

Following are some examples of how to report lobbying interests on the registration statement:

***Example 1:***

Lobbying Firm A has ABC Corporation as a client. ABC Corporation develops, manufactures, and distributes pharmaceuticals. On the firm's Form 601 (Registration Statement), it would not be sufficient to describe the corporation's lobbying interests as "Legislation relating to business," or "Legislation relating to manufacturing." The description should say "Legislation relating to the development, manufacturing, and distribution of pharmaceuticals."

***Example 2:***

A group of real estate companies decides to share the cost of hiring a lobbying firm to influence a specific regulation being considered by the Department of Fair Employment and Housing. Because there are 10 or more companies pooling funds to hire a lobbyist, the group qualifies as a "lobbying coalition." When the lobbying firm files its Form 601 (Registration Statement), it would not be sufficient to state that the coalition's lobbying interests are "Real estate development." The registration statement should specifically describe the administrative action to be lobbied, such as Regulations of the Department of Fair Employment and Housing relating to adults-only rental policies (Section 12-8, 12-9).

***Example 3:***

The DEF Association is an organization which represents local government entities, such as cities and counties. Its lobbying firm's primary lobbying efforts during one reporting period are in connection with a bill to limit the liability of local governmental entities in personal injury lawsuits and a bill affecting the powers of redevelopment agencies. The firm also monitors other bills relating to local government issues, but does not actively lobby those bills. The Association's lobbying interests should be described as "Legislation relating to cities, counties, and other local government entities."

**Note:** Lobbying firms are also required to file quarterly reports disclosing, among other things, the specific legislative or administrative actions lobbied during the period covered by the report. See Form 625 (Report of Lobbying Firm), or the *Lobbying Disclosure Information Manual for detailed information*.

# Lobbying Firm Registration Statement

**Type or Print in Ink**



NAME OF LOBBYING FIRM:

## II Lobbyist Employers

***SECTION A -- (Continued)***

Employer's Name, Address and Telephone Number

Effective Date

Period of Contract

Description of Employer's Lobbying Interests

Agencies to be Lobbied

Employer's Name, Address and Telephone Number

Effective Date

Period of Contract

Description of Employer's Lobbying Interests

Agencies to be Lobbied

Employer's Name, Address and Telephone Number

Effective Date

Period of Contract

Description of Employer's Lobbying Interests

Agencies to be Lobbied

Employer's Name, Address and Telephone Number

Effective Date

Period of Contract

Description of Employer's Lobbying Interests

Agencies to be Lobbied

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheets at the end of the form.

***SECTION B -- Subcontracted Clients***

Name, Address and Telephone Number of Subcontracting Lobbying Firm:

Effective Date of Contract

Period of Contract

Name, Address and Telephone Number of Client on Whose Behalf Your Firm will Lobby:

Agencies to be Lobbied

Description of Client's Lobbying Interests

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheets at the end of the form.

# Lobbying Firm Registration Statement

**Type or Print in Ink**

**CALIFORNIA FORM 601**
**FAIR POLITICAL PRACTICES COMM.**

NAME OF LOBBYING FIRM:



## III Statement of Responsible Officer

I am a partner, owner, or officer of the lobbying firm of ______________________________________________ .

I am the person responsible for filing statements and reports and keeping records required by Chapter **6** of the Political Reform Act (Government Code Sections 81000-91015). I have read and understand the prohibitions contained in Sections 86203 and 86205.

**86203.** It shall be unlawful for a lobbyist or a lobbying firm to make gifts to one person aggregating more than ten dollars ($10) in a calendar month, or to act as an agent or intermediary in the making of any gift, or to arrange for the making of any gift by any other person.

"Gift" as used in Section 86203 means a gift made directly or indirectly to any state candidate, elected state officer, or legislative official, or to an agency official of any agency required to be listed on the Registration Statement of the lobbying firm or the lobbyist employer of the lobbyist.

**86205.** No lobbyist or lobbying firm shall:

(a) Do anything with the purpose of placing any elected state officer, legislative official, agency official, or state candidate under personal obligation to the lobbyist, the lobbying firm, or the lobbyist's or the firm's employer.

(b) Deceive or attempt to deceive any elected state officer, legislative official, agency official, or state candidate with regard to any material fact pertinent to any pending or proposed legislative or administrative action.

(c) Cause or influence the introduction of any bill or amendment thereto for the purpose of thereafter being employed to secure its passage or defeat.

(d) Attempt to create a fictitious appearance of public favor or disfavor of any proposed legislative or administrative action or to cause any communication to be sent to any elected state officer, legislative official, agency official, or state candidate in the name of any fictitious person or in the name of any real person, except with the consent of such real person.

(e) Represent falsely, either directly or indirectly, that the lobbyist or the lobbying firm can control the official action of any elected state officer, legislative official, or agency official.

(f) Accept or agree to accept any payment in any way contingent upon the defeat, enactment, or outcome of any proposed legislative or administrative action.

## VERIFICATION

**I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Executed On ______________________________ By ______________________________
DATE SIGNATURE OF RESPONSIBLE OFFICER

Name of Responsible Officer ______________________________ Title ______________________________
TYPE OR PRINT

# CONTINUATION SHEET FOR PART I

## LOBBYING FIRM REGISTRATION (FORM 601)



NAME OF LOBBYING FIRM: ____________________ PERIOD COVERED: ____________________

**PART I Individual Lobbyists** (Continued)

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# CONTINUATION SHEET FOR PART II

## LOBBYING FIRM REGISTRATION (FORM 601)



NAME OF LOBBYING FIRM: ______________________ PERIOD COVERED: ______________

## II Lobbyist Employers

***SECTION A -- (Continued)***

| | |
|---|---|
| Employer's Name, Address and Telephone Number | Effective Date |
| | Description of Employer's Lobbying Interests |
| Agencies to be Lobbied | |
| Employer's Name, Address and Telephone Number | Effective Date |
| | Description of Employer's Lobbying Interests |
| Agencies to be Lobbied | |
| Employer's Name, Address and Telephone Number | Effective Date |
| | Description of Employer's Lobbying Interests |

***SECTION B -- Subcontracted Clients (Continued)***

| | |
|---|---|
| Name, Address and Telephone Number of Subcontracting Lobbying Firm: | |
| Effective Date of Contract | Period of Contract |
| Name, Address and Telephone Number of Client on Whose Behalf Your Firm will Lobby: | |
| Agencies to be Lobbied | Description of Client's Lobbying Interests |

☐ If more space is needed, check box and use additional continuation sheets.

# Lobbying Firm Activity Authorization

CALIFORNIA FORM **602**
FAIR POLITICAL PRACTICES COMM.

Page ________ of ________

**Filing Requirements:**
A Form 602 (Lobbying Firm Activity Authorization) must be completed and verified by each person who employs or contracts with a lobbying firm.

The Form 602 must be attached to the lobbying firm's Form 601 (Registration Statement) or, when adding a new client or employer to the firm's existing registration, to Form 605 (Amendment to Registration).

The person who employs the lobbying firm must date and sign the verification. In the case of a business entity or organization, the verification must be signed by a responsible officer of the entity or organization or by an attorney or a certified public accountant who acts as an agent for the entity or organization.

**Lobbying Firms that Subcontract a Client:**
A lobbying firm that subcontracts to provide lobbying services to clients of another lobbying firm must identify the subcontracting lobbying firm and the client(s) on whose behalf it will lobby. A Form 602 signed by a representative of the subcontracting lobbying firm must be included with the contracted firm's registration. The subcontracted client is not required to file a Form 602. In addition, it is not necessary to complete the Nature and Interests section for subcontract clients.

**Additional Information**
Refer to the *Lobbying Disclosure Information Manual* for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

# Lobbying Firm Activity Authorization

(Government Code Section 86104)

**Check *one* box, if applicable**

- ☐ **Lobbyist Employer** (Gov. Code Section 82039.5)
- ☐ **Lobbying Coalition** (FPPC Regulation 18616.4)

**Type or Print in Ink**

**Legislative Session**

(Insert Years)

Page ________ of ________

**CALIFORNIA FORM 602**
**FAIR POLITICAL PRACTICES COMM.**

For Official Use Only

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|---|---|
| NAME OF FILER: | ELECTIVE DATE: |
| BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code) | TELEPHONE NUMBER: ( ) |
| | FAX NUMBER: (Optional) ( ) |
| MAILING ADDRESS: (If different than above.) | E-MAIL: (Optional) |

**I hereby authorize** ______________________________
**(Name of Lobbying Firm)**

______________________________
**(Business Address)**

**to engage in the activities of a lobbying firm (as defined in California Government Code Section 82038.5 and 2 Cal. Code of Regs. Section 18238.5) on behalf of the above named employer.**

**If you are authorizing another lobbying firm to lobby on behalf of your firm's client(s), provide the name(s) of the client(s) below. (It is not necessary to complete the Nature and Interests section.)**

| | |
|---|---|
| NAME OF SUBCONTRACTED CLIENT: | NAME OF SUBCONTRACTED CLIENT: |
| NAME OF SUBCONTRACTED CLIENT: | NAME OF SUBCONTRACTED CLIENT: |

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheets at the end of the form.

## VERIFICATION

**I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Executed on ______________________ By ______________________
DATE SIGNATURE OF RESPONSIBLE OFFICER

Name of Responsible Officer ______________________ Title ______________________
PRINT OR TYPE

# Lobbying Firm Activity Authorization

SEE INSTRUCTIONS ON REVERSE

**Type or Print in Ink**

CALIFORNIA FORM **602**
FAIR POLITICAL PRACTICES COMM.



NAME OF FILER:

## Nature and Interests of Lobbyist Employer

Check *one* box only:

☐ INDIVIDUAL (Complete only Parts A and E)

☐ BUSINESS ENTITY (Complete only Parts B and E)

☐ INDUSTRY, TRADE OR PROFESSIONAL ASSN. (Complete only Parts C and E)

☐ OTHER (e.g., lobbying coalition) (Complete only Parts D and E)

## A. Individual

1. Name and address of employer (or principal place of business if self-employed):

2. Description of business activity in which you or your employer are engaged:

## B. Business Entity

Description of business activity in which engaged:

## C. Industry, Trade or Professional Association

1. Description of industry, trade or profession represented:

2. Specific description of any portion or faction of the industry, trade, or profession which the association exclusively or primarily represents:

3. Number of members in association *(check appropriate box)*

☐ 50 OR LESS (provide names of all members on ~~an attachment~~ a continuation sheet at the end of the form.)

☐ MORE THAN 50

## D. Other

1. Statement of nature and purposes:

2. Description of any trade, profession, or other group with a common economic interest which is principally represented or from which membership or financial support is principally derived:

## E. Industry Group Classification

Check one box which most accurately describes the industry group which you represent. See instructions on reverse.

| | | | |
|---|---|---|---|
| ☐ AGRICULTURE | ☐ LEGAL | ☐ ENTERTAINMENT/RECREATION | ☐ OIL AND GAS |
| ☐ EDUCATION | ☐ PUBLIC EMPLOYEES | ☐ FINANCE/INSURANCE | ☐ PROFESSIONAL/TRADE |
| ☐ GOVERNMENT | ☐ POLITICAL ORGANIZATIONS | ☐ LODGING/RESTAURANTS | ☐ REAL ESTATE |
| ☐ HEALTH | ☐ UTILITIES | ☐ MANUFACTURING/INDUSTRIAL | ☐ TRANSPORTATION |
| ☐ LABOR UNIONS | ☐ OTHER: ________ (Describe in detail) | ☐ MERCHANDISE/RETAIL | ☐ OTHER: ________ (Specific Description) |

# Instructions for Nature and Interests of Lobbyist Employer

CALIFORNIA FORM **602**
FAIR POLITICAL PRACTICES COMM.

**Nature and Interests of Lobbyist Employer:**
Check the box that indicates whether you are an individual, a business entity, an industry, trade or professional association, or some other type of entity, such as a lobbying coalition, a religious organization, a political or public interest organization, or a recreational club. Complete Part A, B, C, or D, whichever is applicable, and then complete Part E.

**Industry Group Classification**

All filers must complete Section E. Check one box that most accurately describes the industry group you represent. Industry, trade, or professional associations should check the box that most accurately describes the industry group of its members (e.g., an association of hospitals would be classified as "Health," and an association of mortgage banking entities would be classified as "Business-Finance/Insurance"). Following are some additional examples:

- *Agriculture:* Includes growers, ranches, vineyards, flower growers, fertilizer manufacturers, etc.
- *Education:* Includes educators, private and public schools, and education unions.
- *Government:* Includes cities, counties, and all other publicly funded agencies.
- *Health:* Includes physicians, dentists, optometrists, chiropractors, nurses, etc., as well as ambulance companies, convalescent homes, pharmacists, pharmaceutical manufacturers, therapists, hospitals, etc.
- *Labor Unions:* Does not include public employee and education unions.
- *Legal:* Includes attorneys and attorney associations, except those representing public employee attorneys.
- *Political Organizations:* Includes political committees and clubs.
- *Public Employees:* Includes all public employee associations, organizations, and unions (except education unions), including district attorneys, public defenders, firefighters, judges, police, sheriffs, etc.
- *Utilities:* Includes telephone, power, and water companies.
- *Other:* Describe. (After reviewing your description, the Secretary of State may place you in one of the classifications described above or assign you to the miscellaneous category in the Directory of Lobbyists, Lobbying Firms and Lobbyist Employers.)

The category "Business" has been divided into several subcategories, including:

**Entertainment/Recreation:** Includes baseball, football teams and country clubs, casinos, horse breeders, race tracks, music companies, and theaters. Does not include hobby or recreational clubs which are not business-related.

**Finance/Insurance:** Includes health insurance companies, collection agencies, credit services, mortgage bankers, title companies, etc.

**Lodging/Restaurants:** Includes bars, hotels, night clubs, resorts, etc.

**Manufacturing/Industrial:** Includes beverage manufacturers, canneries, cement companies, chemical laboratories, timber companies, wineries, etc.

**Merchandise/Retail:** Includes beverage distributors, coin dealers, florists, home furnishing stores, pharmacies, etc.

**Oil and Gas:** Includes drilling contractors, exploration companies, gas and oil companies, etc.

**Professional/Trade:** Includes individuals or business entities, or organizations representing accountants, architects, auctioneers, bail agents, building trades, construction interests, court reporters, engineers, photographers, travel agents, stock brokers, plumbers, veterinarians, etc. NOTE: A trade association representing ranchers would be classified as "Agriculture," not as "Professional/Trade."

**Real Estate:** Includes developers, rental companies, real estate companies, property management, etc.
Transportation: Includes airlines, moving and storage, railroads, shipping, trucking, etc.

**Other:** Describe your business interest if it does not fall into any of the other business categories (e.g. apartment owners, funeral homes, mobile home parks, publishers, refuse companies, retirement homes, waste management, etc.). NOTE: This subsection is different from the "Other" category identified in the Industry Group Classification which is for use by filers whose activities are not business-related.

# Lobbying Firm Activity Authorization

**CALIFORNIA FORM 602**
**FAIR POLITICAL PRACTICES COMM.**

**Type or Print in Ink**

NAME OF FILER:

**Page ________ of ________**

## Section C, Continued: Members of the Industry, Trade, or Professional Association

*(Total: _______ )*

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☐ If more space is needed, check box and use additional continuation sheets.

## CONTINUATION SHEET
## FOR SUBCONTRACTED CLIENTS



## LOBBYING FIRM ACTIVITY AUTHORIZATION
## (FORM 602)

NAME OF FILER: ______________________________ PERIOD COVERED: ____________________

**If you are authorizing another lobbying firm to lobby on behalf of your firm's client(s), provide the name(s) of the client(s) below. (It is not necessary to complete the Nature and Interests section.)**

| | |
|---|---|
| NAME OF SUBCONTRACTED CLIENT: | NAME OF SUBCONTRACTED CLIENT: |
| NAME OF SUBCONTRACTED CLIENT: | NAME OF SUBCONTRACTED CLIENT: |
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☐ If more space is needed, check box and use additional continuation sheets.

# Lobbyist Employer or Lobbying Coalition Registration Statement

**CALIFORNIA FORM 603**
FAIR POLITICAL PRACTICES COMM.

The "Lobbyist Employer/Lobbying Coalition Registration Statement" is used for:

- Initial registration of a person or entity (including a "lobbying coalition" as defined in FPPC Regulation 18616.4) that employs one or more in-house lobbyists.
- Renewal of registration.

**Filing Requirements:**

Any person (including a lobbying coalition), other than a lobbying firm, who employs one or more lobbyists for economic consideration, other than reimbursement for reasonable travel expenses, for the purpose of influencing legislative or administrative action must file the Form 603.

Persons or entities that employ **only a lobbying firm** (including an individual contract lobbyist) are not required to complete this form and register with the Secretary of State. However, they must complete a Form 602 (Lobbying Firm Activity Authorization) and file quarterly reports of lobbying payments Form 635 (Report of Lobbyist Employer/Lobbying Coalition).

**Deadline for Filing**

Initial Registration:
-- A lobbyist employer or lobbying coalition must register with the Secretary of State within 10 days of qualifying as a lobbyist employer or lobbying coalition.

Renewal of Registration:
-- Lobbyist employers and lobbying coalitions required to file this statement must renew their registration between November 1 and December 31 of each even-numbered year.

**Requirements of Registration:**
In addition to the "Lobbyist Employer/Lobbying Coalition Registration Statement," submit the following:

- A Form 604 (Lobbyist Certification Statement) completed by each in-house employee lobbyist;
- **Renewing a Registration:** Submit a $100 registration fee ($50 per year) or
- **New Registration:** The registration fee is $50 per year and when registering in the first year of the two-year session a payment of $100 is required; and
- A recent photograph (head and shoulders only) of each lobbyist.

**To Amend the Lobbyist Employer/Lobbying Coalition Registration Statement:**

If any change occurs in any of the information contained on the Form 603 such as adding a new lobbyist, a change in address, addition or deletion of a state agency to be lobbied, etc., a Form 605 (Amendment to Registration) must be filed within 20 days of the change.

**Verification:**

The Form 603 must be verified and signed by the filer. In the case of a business entity or organization, the verification must be signed by a responsible officer, or by an attorney or a certified public accountant who acts as an agent for the entity or organization.

Section 86100 requires a registration statement to be filed online or electronically and the original and one copy in paper format with:

Secretary of State
Political Reform Division
1500 11th Street
P.O. Box 1467
Sacramento, CA 95812-1467

**Additional Information**

Refer to the *Lobbying Disclosure Information Manual* for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

Check the applicable box:

☐ **Lobbyist Employer Registration Statement**
☐ **Lobbying Coalition Registration Statement**
(Government Code Section 86105)

**Type or Print in Ink**

| **Legislative Session** | **CALIFORNIA FORM 603** FAIR POLITICAL PRACTICES COMM. |
|---|---|
| ______ (Insert Years) | For Official Use Only |
| **Page** ______ **of** ______ | |

NAME OF LOBBYIST EMPLOYER OR LOBBYING COALITION:

If this is an initial registration, enter the DATE QUALIFIED:

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

TELEPHONE NUMBER:
( )

FAX NUMBER: (Optional)
( )

MAILING ADDRESS: (If different than above)

E-MAIL:

## I Lobbyists and Lobbying Firms Employed

- List the full name of each in-house lobbyist employed and each lobbying firm with which you contract.

| In-House Employee Lobbyists: | Lobbying Firms: |
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☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

## II List Below the State Agencies Whose Actions you Will Attempt to Influence

- Will you attempt to influence the State Legislature? ☐ Yes ☐ No

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☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

## III Description of Lobbying Interests

- For assistance, see the instructions on the back of this form or the "Information Manual on Lobbying Disclosure Provisions of the Political Reform Act." ______

☐ If more space is needed, check box and use continuation sheet at the end of the form.

## VERIFICATION

**I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Executed On ______ By ______
DATE SIGNATURE OF RESPONSIBLE OFFICER

Name of Responsible Officer ______ Title ______
TYPE OR PRINT

### Reporting Agencies to be Lobbied

Each lobbyist identified in Part I will be registered to lobby all agencies listed on the Lobbyist Employer Registration Statement and all subsequent amendments unless a lobbyist identifies specific agencies on his/her Lobbyist Certification Statement (Form 604).

### Reporting Lobbying Interests

Following are some examples of how to report lobbying interests on the registration statement:

***Example 1:***

ABC Corporation develops, manufactures and distributes pharmaceuticals. On its Form 603 (Lobbyist Employer Registration Statement), it would not be sufficient to describe the corporation's lobbying interests as "Legislation relating to business," or "Legislation relating to manufacturing." The description should say "Legislation relating to the development, manufacturing and distribution of pharmaceuticals."

***Example 2:***

A group of real estate companies decides to share the cost of hiring a lobbying firm to influence a specific regulation being considered by the Department of Fair Employment and Housing. Because there are 10 or more companies pooling funds to hire a lobbyist, the group qualifies as a "lobbying coalition." The Form 603 should specifically describe the administrative action to be lobbied, such as "Regulations of the Department of Fair Employment and Housing relating to adults-only rental policies (Section 12-8, 12-9)."

***Example 3:***

The DEF Association is an organization which represents local government entities, such as cities and counties. One of DEF Association's employees is its lobbyist. The lobbyist's primary lobbying efforts during one reporting period are in connection with a bill to limit the liability of local governmental entities in personal injury lawsuits and a bill affecting the powers of redevelopment agencies. The lobbyist also monitors other bills relating to local government issues, but does not actively lobby those bills. On its Form 603, the association would describe its lobbying interests as "Legislation relating to cities, counties, and other local government entities."

**NOTE:** Lobbyist employers and lobbying coalitions are also required to file quarterly reports disclosing, among other things, the specific legislative or administrative actions lobbied during the period covered by the report. See the Form 635 (Report of Lobbyist Employer/Report of Lobbying Coalition) or the *Lobbying Disclosure Information Manual* for detailed information.

# Lobbyist Employer/Lobbying Coalition Registration Statement

SEE INSTRUCTIONS ON REVERSE

**Type or Print in Ink**

**CALIFORNIA FORM 603**
FAIR POLITICAL PRACTICES COMM.

NAME OF LOBBYIST EMPLOYER OR LOBBYING COALITION:

**Page** ________ **of** ________

## Nature and Interests of Filer

**Check *one* box only:**

☐ INDIVIDUAL (Complete only Parts A and E)

☐ BUSINESS ENTITY (Complete only Parts B and E)

☐ INDUSTRY, TRADE OR PROFESSIONAL ASSN. (Complete only Parts C and E)

☐ OTHER (e.g., lobbying coalition) (Complete only Parts D and E)

## A. Individual

1. Name and address of employer (or principal place of business if self-employed):

2. Description of business activity in which you or your employer are engaged:

## B. Business Entity

Description of business activity in which engaged:

## C. Industry, Trade or Professional Association

1. Description of industry, trade or profession represented:

2. Specific description of any portion or faction of the industry, trade, or profession which the association exclusively or primarily represents:

3. Number of members in association *(check appropriate box)*

☐ 50 OR LESS (provide names of all members on ~~an attachment~~ a continuation sheet at the end of the form.)

☐ MORE THAN 50

## D. Other

1. Statement of nature and purposes:

2. Description of any trade, profession, or other group with a common economic interest which is principally represented or from which membership or financial support is principally derived:

## E. Industry Group Classification

Check one box which most accurately describes the industry group which you represent. See instructions on reverse.

☐ *AGRICULTURE*

☐ *EDUCATION*

☐ *GOVERNMENT*

☐ *HEALTH*

☐ *LABOR UNIONS*

☐ *LEGAL*

☐ *PUBLIC EMPLOYEES*

☐ *POLITICAL ORGANIZATIONS*

☐ *UTILITIES*

☐ *OTHER:* ____________________ (Describe)

*BUSINESS (Check one of the following sub-categories.)*

☐ ENTERTAINMENT/RECREATION

☐ FINANCE/INSURANCE

☐ LODGING/RESTAURANTS

☐ MANUFACTURING/INDUSTRIAL

☐ MERCHANDISE/RETAIL

☐ OIL AND GAS

☐ PROFESSIONAL/TRADE

☐ REAL ESTATE

☐ TRANSPORTATION

☐ OTHER: ____________________ (Describe)

# Instructions for Nature and Interests of Lobbyist Employer/Lobbying Coalition Registration Statement

**CALIFORNIA FORM 603**
FAIR POLITICAL PRACTICES COMM.

## Nature and Interests of Lobbyist Employer:

Check the box that indicates whether you are an individual, a business entity, an industry, trade or professional association, or some other type of entity, such as a lobbying coalition, a religious organization, a political or public interest organization, or a recreational club. Complete Part A, B, C, or D, whichever is applicable, and then complete Part E.

## Industry Group Classification

All filers must complete Section E. Check one box that most accurately describes the industry group you represent. Industry, trade, or professional associations should check the box that most accurately describes the industry group of its members, (e.g., an association of hospitals would be classified as "Health," and an association of mortgage banking entities would be classified as "Business-Finance/ Insurance"). Following are some additional examples:

- ***Agriculture:*** Includes growers, ranches, vineyards, flower growers, fertilizer manufacturers, etc.
- ***Education:*** Includes educators, private and public schools, and education unions.
- ***Government:*** Includes cities, counties, and all other publicly-funded agencies.
- ***Health:*** Includes physicians, dentists, optometrists, chiropractors, nurses, etc., as well as ambulance companies, convalescent homes, pharmacists, pharmaceutical manufacturers, therapists, hospitals, etc.
- ***Labor Unions:*** Does not include public employee and education unions.
- ***Legal:*** Includes attorneys and attorney associations, except those representing public employee attorneys.
- ***Political Organizations:*** Includes political committees and clubs.
- ***Public Employees:*** Includes all public employee associations, organizations, and unions (except education unions), including district attorneys, public defenders, firefighters, judges, police, sheriffs, etc.
- ***Utilities:*** Includes telephone, power, and water companies.
- ***Other:*** Describe. (After reviewing your description, the Secretary of State may place you in one of the classifications described above or assign you to the miscellaneous category in the Directory of Lobbyists, Lobbying Firms and Lobbyist Employers.)

The category "Business" has been divided into several sub-categories, including:

**Entertainment/Recreation:** Includes baseball, football teams and country clubs, casinos, horse breeders, race tracks, music companies, and theaters. Does not include hobby or recreational clubs which are not business-related.

**Finance/Insurance:** Includes health insurance companies, collection agencies, credit services, mortgage bankers, title companies, etc.

**Lodging/Restaurants:** Includes bars, hotels, night clubs, resorts, etc.

**Manufacturing/Industrial:** Includes beverage manufacturers, canneries, cement companies, chemical laboratories, timber companies, wineries, etc.

**Merchandise/Retail:** Includes beverage distributors, coin dealers, florists, home furnishing stores, pharmacies, etc.

**Oil and Gas:** Includes drilling contractors, exploration companies, gas and oil companies, etc.

**Professional/Trade:** Includes individuals or business entities, or organizations representing accountants, architects, auctioneers, bail agents, building trades, construction interests, court reporters, engineers, photographers, travel agents, stock brokers, plumbers, veterinarians, etc. NOTE: A trade association representing ranchers would be classified as "Agriculture," not as "Professional/Trade."

**Real Estate:** Includes developers, rental companies, real estate companies, property management, etc.

**Transportation:** Includes airlines, moving and storage, railroads, shipping, trucking, etc.

**Other:** Describe your business interest if it does not fall into any of the other business categories (e.g. apartment owners, funeral homes, mobile home parks, publishers, refuse companies, retirement homes, waste management, etc.). NOTE: This subsection is different from the "Other" category identified in the Industry Group Classification which is for use by filers whose activities are not business-related.

## Lobbyist Employer/Lobbying Coalition Registration Statement



**Type or Print in Ink**

NAME OF FILER:



**Section C, Continued: Members of the Industry, Trade, or Professional Association**

*(Total: _______ )*

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☐ If more space is needed, check box and use additional continuation sheets.

# CONTINUATION SHEET FOR PARTS I, II, III



## LOBBYIST EMPLOYER/LOBBYING COALITION REGISTRATION STATEMENT (FORM 603)

NAME OF LOBBYING FIRM: ______________________________ PERIOD COVERED: ______________________

| **PART I In-House Lobbyists Employed** (Continued) | |
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| **PART I Lobbying Firms Employed** (Continued) | |
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| **PART II State Agencies** (Continued) | |
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| **PART III Description of Lobbying Activities** (Continued) |
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☐ If more space is needed, check box and use addtional continuation sheets.

# Lobbyist Certification Statement

CALIFORNIA FORM **604**
FAIR POLITICAL PRACTICES COMM.

**The "Lobbyist Certification Statement" is used for:**

- Initial certification of an individual who qualifies as a lobbyist, including an individual contract lobbyist. (Commission Regulation 2 Cal. Code of Regs. Section 18239.)
- Renewal of lobbyist certification.

**Certification Requirements:**

- Lobbyists are required to complete Form 604 (Lobbyist Certification Statement) and provide a recent photograph (head and shoulders only).
- The Form 604 must be filed with the Secretary of State as an attachment to one of the following:
  -- your lobbying firm's registration, Form 601, or

  -- your lobbyist employer/coalition registration, Form 603, or

  -- your firm's or employer's Amendment to Registration, Form 605.

**Renewing a Registration:**

- Submit a $100 registration fee ($50 per year).

**New Registration:**

- The registration fee is $50 per year and when registering in the first year of the two-year session a payment of $100 is required.
- Lobbyists are required to attend an ethics orientation course conducted by the Legislature. The Legislature will notify lobbyists of course dates, and will provide a certificate of completion of the course. If the course has not been completed within the previous 12 months:

  -- New lobbyists must take the course within 12 months after qualifying as a lobbyist.

  -- Lobbyists renewing their certifications must take the course by June 30 of the following year.

  The lobbyist certification is conditional until the course is taken. Failure to take the course at the times specified will void a conditional certification. Once voided, an individual is prohibited from acting as a lobbyist until he/she has completed the course and filed an amended lobbyist certification statement indicating the date the course was taken.

  -- Lobbyists who have filed a conditional certification statement must file an amended Form 604 within 20 days following completion of the course. Indicate the date you completed the course and file with the Secretary of State.

Section 86100 requires a registration statement to be filed online or electronically and the original and one copy in paper format with:

Secretary of State
Political Reform Division
1500 11th Street
P.O. Box 1467
Sacramento, CA 95812-1467

-- Do not attach your certificate of course completion. Maintain this certificate in your records.

- A lobbyist ***may*** list the agencies he/she lobbies on Form 604. (If more space is needed, include an attachment.) If none are listed, the lobbyist will be registered to lobby all agencies identified on the Lobbyist Employer or Lobbying Firm Registration Statement and all subsequent amendments.
- Lobbyists are subject to certain restrictions outlined on the reverse of Form 604.

**Filing Deadlines:**

New Lobbyists:

Within 10 days of qualifying as a lobbyist.

Lobbyists Renewing Certification:

Between November 1 and December 31 of each even-numbered year.

**Amendment to Certification:**

Within 20 days of any change to the information contained on the Form 604 (e.g., change of employer or firm) an amended Form 604 must be filed with the Secretary of State as an attachment to your employer's or firm's completed Form 605 (Amendment to Registration).

# Lobbyist Certification Statement

(Government Code Section 86103)

| Legislative Session | CALIFORNIA FORM 604 |
|---|---|
| ______ (Insert Years) | FAIR POLITICAL PRACTICES COMM. |
| Page ____ of ____ | For Official Use Only |

**Type or Print in Ink**

☐ Check Box if an Amendment

| | | | | |
|---|---|---|---|---|
| NAME OF LOBBYIST: (Last) | (First) | (M.I.) | | If this is an Initial Certification, enter the DATE QUALIFIED as a Lobbyist: |
| BUSINESS ADDRESS: (Number and Street) | (City) | (State) | (Zip Code) | TELEPHONE NUMBER: ( ) |
| MAILING ADDRESS: (If different than above) | | | | FAX NUMBER: (Optional) ( ) |
| NAME OF LOBBYIST EMPLOYER OR LOBBYING FIRM: | | | | E-MAIL: |

## I. LOBBYIST ETHICS ORIENTATION COURSE

**Check one box:**

☐ I have not taken the course within the previous 12 months. I will attend the course *(check one)*:

○ New Certification – Within the next 12 months

○ Renewal – By June 30 of the next calendar year

☐ I completed the course on ______/______/______.

(Mo./Day/Year)

## II. AGENCIES LOBBIED

**Check one box:**

☐ I will lobby the agencies identified on the Lobbyist Employer or Lobbying Firm Registration Statement (Form 601/603) and subsequent amendments.

☐ I will *only* lobby the agencies identified below:

Will you lobby the State Legislature?

○ Yes ○ No

State Agencies: ______________________

☐ If more space is needed, check box and use continuation sheet at the end of the form.

## III. LOBBYIST RESTRICTIONS

By signing the verification below, I certify that I have read and understand that I am subject to the prohibitions contained in Government Code Sections 86203 and 86205. (Provided on reverse.)

## VERIFICATION

**I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Executed on ______________________ By ______________________

DATE SIGNATURE OF LOBBYIST

# Lobbyist Certification Statement

CALIFORNIA FORM 604
FAIR POLITICAL PRACTICES COMM.

**Additional Information**

Refer to the *Lobbying Disclosure Information Manual* for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

Government Code sections which restrict a lobbyist's ability to make gifts to certain public officials are provided below.

**Government Code Section 86203:**
It shall be unlawful for a lobbyist, or a lobbying firm, to make gifts to one person aggregating more than ten dollars ($10) in a calendar month, or to act as an agent or intermediary in the making of any gift, or to arrange for the making of any gift by any other person.

"Gift" as used in Section 86203 means a gift made directly or indirectly to any state candidate, elected state officer, or legislative official, or to an agency official of any agency required to be listed on the registration statement of the lobbying firm or the lobbyist employer of the lobbyist.

**Government Code Section 86205:**
No lobbyist or lobbying firm shall:

(a) Do anything with the purpose of placing any elected state officer, legislative official, agency official, or state candidate under personal obligation to the lobbyist, the lobbying firm, or the lobbyist's or the firm's employer.

(b) Deceive or attempt to deceive any elected state officer, legislative official, agency official, or state candidate with regard to any material fact pertinent to any pending or proposed legislative or administrative action.

(c) Cause or influence the introduction of any bill or amendment thereto for the purpose of thereafter being employed to secure its passage or defeat.

(d) Attempt to create a fictitious appearance of public favor or disfavor of any proposed legislative or administrative action or to cause any communication to be sent to any elected state officer, legislative official, agency official, or state candidate in the name of any fictitious person or in the name of any real person, except with the consent of such real person.

(e) Represent falsely, either directly or indirectly, that the lobbyist or the lobbying firm can control the official action of any elected state officer, legislative official, or agency official.

(f) Accept or agree to accept any payment in any way contingent upon the defeat, enactment, or outcome of any proposed legislative or administrative action.

# CONTINUATION SHEET FOR PART II

PAGE ______ OF ______

# LOBBYIST CERTIFICATION STATEMENT (FORM 604)

NAME OF LOBBYIST: ________________________ PERIOD COVERED: ______________

**PART II State Agencies to be Lobbied** (Continued)

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☐ If more space is needed, check box and use additional continuation sheets.

# Amendment to Registration
# Lobbying Firm, Lobbyist Employer, Lobbying Coalition

**CALIFORNIA FORM 605**
**FAIR POLITICAL PRACTICES COMM.**

An "Amendment to Registration" is used for reporting changes to information contained in:

-- Form 601 (Lobbying Firm Registration Statement)
-- Form 603 (Lobbyist Employer/Lobbying Coalition Registration Statement)
-- Form 604 (Lobbyist Certification Statement)

**Deadline for Filing:**

- A lobbying firm adding a new client must file Form 605 prior to attempting to influence legislative or administrative action on behalf of that client.

- Within 20 days of the effective date of any other change.

Section 86100 requires a registration statement to be filed online or electronically and the original and one copy in paper format with:

Secretary of State
Political Reform Division
1500 11th Street
P.O. Box 1467
Sacramento, CA 95812-1467

Explanations of how to report common registration amendments are provided below:

**Adding a Lobbyist:**
Attach a completed Form 604 (Lobbyist Certification Statement) and a recent photograph (head and shoulders only) of the lobbyist. A photograph is not necessary if one is already on file for the current legislative session.

**Renewing a Registration:** Submit a $100 registration fee ($50 per year).

**New Registration:** The registration fee is $50 per year and when registering in the first year of the two-year session a payment of $100 is required.

**Deleting a Lobbyist:**
If a lobbyist is ceasing activities as a lobbyist, attach a Form 606 (Statement of Termination) signed by the lobbyist. If a lobbyist will no longer be employed by you, but is continuing activities as a lobbyist on behalf of others, no attachments are necessary. However, it is recommended that you attach a Form 606 for any lobbyist who will not be reregistered with another lobbying firm or lobbyist employer within 20 days.

**Lobbying Firm Adding a New Client or Employer:**
Attach Form 602 (Authorization Statement) signed by an appropriate representative of the client. A lobbying firm that is adding a client through a subcontract with another lobbying firm must attach a Form 602 signed by a representative of the subcontracting lobbying firm. Note the filing deadline.

**Lobbying Firm Deleting a Client or Employer:**
No attachment is necessary.

**Lobbyist Employer Deleting a Lobbying Firm:**
When a registered lobbyist employer terminates a contract with a lobbying firm, a Form 605 must be filed by the registered lobbyist employer and the lobbying firm.

When a lobbyist employer that is not registered (i.e., has no in-house lobbyist) terminates a contract with a lobbying firm, a Form 605 is only required to be filed by the lobbying firm. The lobbyist employer is not required to file a Form 605.

**A Change in a Lobbying Firm's Designated Responsible Officer:**
Attach Part III of Form 601 (Lobbying Firm Registration Statement) containing the required information for the new responsible officer and his/her signature.

**Other (Miscellaneous):**
- Change of address
- Change of name (company merge)
- Lobby another agency

# Amendment to Registration Statement

(Government Code Section 86107)

**Check the applicable box:**

☐ LOBBYING FIRM REGISTRATION
☐ LOBBYIST EMPLOYER REGISTRATION
☐ LOBBYING COALITION REGISTRATION

**Type or Print in Ink**

**Legislative Session**

(Insert Years)

**Page** ______ **of** ______

**CALIFORNIA FORM 605**
**FAIR POLITICAL PRACTICES COMM.**

For Official Use Only

NAME OF FILER:

ADDRESS (Number and Street) (City) (State) (Zip)

TELEPHONE NUMBER:
( )

## I Description of Changes (See instructions on cover sheet and examples on the back of this page.)

Check appropriate box(es)

☐ Adding Lobbyist

Name of Lobbyist ______ Effective Date / /

Attach Form 604

☐ Lobbying Firm Adding Lobbyist Employer (Including Subcontract Clients)

Name of Lobbyist Employer ______ Effective Date / /

Complete Part II and Attach Form 602

☐ Registered Lobbyist Employer Adding Lobbying Firm

Name of Lobbying Firm ______ Effective Date / /

No attachment required

☐ Other - Describe in detail and provide attachments as required.

Effective Date / /

☐ If more space is needed, check box and use continuation sheet at the end of the form.

☐ Lobbying Firm Deleting Lobbyist Employer

Name of Employer ______ Effective Date / /

No attachment required

☐ Registered Lobbyist Employer Deleting Lobbying Firm

Name of Firm ______ Effective Date / /

No attachment required

☐ Deleting Lobbyist

Name of Lobbyist ______ Effective Date / /

Check one

○ Form 606 is attached as the lobbyist is ceasing activities as a lobbyist.

○ Form 606 is NOT attached as the lobbyist is no longer employed by the filer but will lobby on behalf of others. (Gov. Code Section 86107 requires the lobbyist and the new employer to file the appropriate forms within 20 days.)

## VERIFICATION

**I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Executed On ______________________ By ______________________________
DATE SIGNATURE OF RESPONSIBLE OFFICER

Name of Responsible Officer ______________________ Title ______________________
TYPE OR PRINT

# Instructions to Amendment to Registration Statement

CALIFORNIA FORM **605**
FAIR POLITICAL PRACTICES COMM.

## Additional Information

Refer to the *Lobbying Disclosure Information Manual* for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

## I Description of Changes

Indicate whether you are adding, deleting or changing information contained on your registration statement. (See examples below.)

***Adding/Deleting a Lobbyist:***

Jane Smith is the lobbyist for ABC Company. Ms. Smith is ceasing her activities as a lobbyist and moving to another state. ABC Company has employed a new lobbyist, Joe Jones. ABC Company must complete the Form 605, Amendment to Registration, and must attach a Form 606, Statement of Termination, completed by Jane Smith and a Form 604, Lobbyist Certification Statement, completed by Joe Jones. ABC Company must also submit a $50 annual registration fee ($100 if registering for the two-year session) for Jones, and Jones must provide a recent photograph of himself, which is also attached.

***Adding a Client:***

XYZ Lobbying Firm has been retained by a new client, Smith Manufacturing Company. Prior to attempting to influence legislative or administrative action on behalf of Smith, the firm must amend its registration by filing the Form 605, Amendment to Registration, and attach a Form 602, Lobbying Firm Activity Authorization, signed by a responsible officer of Smith Manufacturing Company.

***Subcontracting:***

Smith and Smith Lobbying Firm decides to subcontract one of its clients to the Jones and Jones Lobbying Firm. Jones and Jones Lobbying Firm must complete a Form 605, Amendment to Registration. In Part I check the box indicating addition of a new lobbyist employer. Complete Part II, Section B. Attach a Form 602, Lobbying Firm Activity Authorization, completed and signed by a responsible officer of Smith and Smith Lobbying Firm.

# Amendment to Registration Statement

(Government Code Section 86107)

**CALIFORNIA FORM 605**
**FAIR POLITICAL PRACTICES COMM.**

**Type or Print in Ink**



NAME OF FILER:

## II Adding A Lobbyist Employer

- Complete *Section A* when adding a lobbyist employer that is a direct client of the lobbying firm.
- Complete *Section B* if the client is subcontracted by another lobbying firm.
- Attach a completed Form 602.

### *SECTION A*

Name of Lobbyist Employer

Business Address: (Number and Street) (City) (State) (Zip)

Agencies to be Lobbied | Description of Lobbying Interests | Period of Contract

Name of Lobbyist Employer

Business Address: (Number and Street) (City) (State) (Zip)

Agencies to be Lobbied | Description of Lobbying Interests | Period of Contract

☐ If more space is needed, check box and use continuation sheet at the end of the form.

### *SECTION B*

Name of Subcontracting Lobbying Firm

Business Address: (Number and Street) (City) (State) (Zip)

Name of Client on Whose Behalf Lobbying Will Occur:

Address and Telephone Number of Client on Whose Behalf Lobbying Will Occur:

Agencies to be Lobbied

Description of Client's Lobbying Interests | Period of Contract

☐ If more space is needed, check box and use continuation sheet at the end of the form.

# CONTINUATION SHEET FOR PART I

PAGE ______ OF ______

# AMENDMENT TO REGISTRATION STATEMENT
# (FORM 605)

NAME OF FILER: ______________________ PERIOD COVERED: ______________

| **Adding a Lobbyist** (Continued) | |
|---|---|
| Name of Lobbyist: | Effective Date: |
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| **Lobbying Firm Adding Lobbyist Employer (Including Subcontracted Clients)** (Continued) | |
| | |
| Name of Lobbyist Employer: | Effective Date: |
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| **Registered Lobbyist Employer Adding Lobbying Firm** (Continued) | |
| Name of Lobbying Firm: | Effective Date: |
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| **Lobbying Firm Deleting Lobbyist Employer** (Continued) | |
| Name of Lobbying Firm: | |
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| | |
| **Registered Lobbyist Employer Deleting Lobbying Firm** (Continued) | |
| Name of Lobbying Employer: | Effective Date: |
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| **Deleting Lobbyist** (Continued) | |
| Name of Lobbyist: | |
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☐ If more space is needed, check box and use additional continuation sheets.

# CONTINUATION SHEET FOR PART II

PAGE ______ OF ______

# AMENDMENT TO REGISTRATION STATEMENT (FORM 605)

NAME OF FILER: ______________________________ PERIOD COVERED: ____________________

***SECTION A***

Name of Lobbyist Employer

Business Address: (Number and Street)

Agencies to be Lobbied

Name of Lobbyist Employer

Business Address: (Number and Street)

Agencies to be Lobbied

***SECTION B***

Name of Subcontracting Lobbying Firm

Business Address: (Number and Street)

Name of Client on Whose Behalf Lobbying Will Occur:

Address and Telephone Number of Client on Whose Behalf Lobbying Will Occur:

Agencies to be Lobbied

Description of Client's Lobbying Interests

☐ If more space is needed, check box and use additional continuation sheets.

## Notice of Withdrawal

**CALIFORNIA FORM 607**
FAIR POLITICAL PRACTICES COMM.

The "Notice of Withdrawal" is for use by:

- A person who has filed a "Lobbyist Certification Statement" (Form 604) but in fact has never met the definition of a "lobbyist" under Government Code Section 82039 and the qualifying tests set out in FPPC Regulation 2 Cal. Adm. Code Section 18239; or
- A person or entity which has filed a "Lobbying Firm Registration Statement" (Form 601) but in fact has never met the definition of a "lobbying firm" under Government Code Section 82038.5 and the qualifying tests set out in FPPC Regulation 2 Cal. Adm. Code Section 18238.5.

This form may not be used to terminate the certification, registration or renewal of registration of a person who has qualified as a lobbyist or a lobbying firm and who is ceasing all lobbying activities. Instead, a "Notice of Termination" (Form 606) must be used.

After filing a valid "Notice of Withdrawal," the filer is not subject to the gift prohibition contained in Government Code Section 86203.

The "Notice of Withdrawal" must be signed by the lobbyist or, in the case of a lobbying firm, by the person designated on the firm's registration statement as the responsible officer of the firm.

File an original and one copy of this form with:

Secretary of State
Political Reform Division
1500 11th Street
P.O. Box 1467
Sacramento, CA 95812-1467

# Notice of Withdrawal

(Government Code Section 86100,
2 Cal. Code of Regs. Section 18601)

**Type or Print in Ink**

**Effective Date of Withdrawal** ____________
(Month/Day/Year)

**Legislative Session**

____________
(Insert Years)

**Page** ______ **of** ______

**CALIFORNIA FORM 607**
**FAIR POLITICAL PRACTICES COMM.**

For Official Use Only

NAME OF FILER:

NAME OF EMPLOYER OR FIRM: (If this Notice is being filed by a lobbyist)

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

FOR USE BY: Lobbyists and lobbying firms which are not and have not been, since filing a "Lobbyist Certification Statement" (Form 604) or "Lobbying Registration Statement" (Form 601), a "lobbyist" within the meaning of Government Code Section 82039, or a "lobbying firm" within the meaning of Government Code Section 82038.5.

I have not met the qualification requirements to register as a:
*Check applicable box(es)*

☐ Lobbyist within the meaning of Government Code Section 82039 and Regulation 18239.

☐ Lobbying Firm within the meaning of Government Code Section 82038.5 and Regulation 18238.5.

## VERIFICATION

**I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Executed on ____________ By ____________
DATE SIGNATURE OF LOBBYIST OR LOBBYING FIRM RESPONSIBLE OFFICER

Name of Lobbyist or Lobbying Firm Responsible Officer ____________ Title ____________
TYPE OR PRINT

FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977, SEE INFORMATION MANUAL ON LOBBYING DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT.

**2019**

# FORM 615
# LOBBYIST REPORT

Every lobbyist must complete the "Lobbyist Report" (Form 615) for each calendar quarter, regardless of the level of activity of the lobbyist, and whether or not the lobbyist has made any payments during the quarter. Note: An individual contract lobbyist also must file reports as a lobbying firm.

If you are registered as a lobbying firm, or are a partner, owner, or employee of a lobbying firm, your completed Form 615 must be attached to the firm's quarterly report (Form 625). If you are an inhouse employee lobbyist who is not registered as a lobbying firm, your completed Form 615 must be attached to your employer's quarterly report (Form 635).

The periods covered and the filing deadlines for the "Lobbyist Report" are as follows:

| PERIOD COVERED | FILING DEADLINE |
|---|---|
| January, February, and March | April 30 |
| April, May, and June | July 31 |
| July, August, and September | October 31 |
| October, November, and December | January 31 |

If a report is sent by first class mail, it is considered received on the date of postmark. Filing deadlines which fall on a Saturday, Sunday, or official state holiday are extended to the next regular business day.

**IMPORTANT:** Except as noted above, there are no provisions in the Political Reform Act for extensions of the filing deadlines. A person who files after the deadline is liable for a fine of $10 per day until the report is filed.

Instructions for completing the report are on the back of page 1.

File an original and one copy of this form with:

Secretary of State
Political Reform Division
1500 11th Street
P. O. Box 1467
Sacramento, CA 95812-1467

*REFER TO THE INFORMATION MANUAL ON LOBBYING DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT FOR FURTHER INFORMATION. FOR ASSISTANCE, CALL 916/322-5660.*

# LOBBYIST REPORT
**(Government Code Section 86116)**

PAGE ______ OF ______

**FORM 615**
**20159**

**TYPE OR PRINT IN INK**

REPORT COVERS PERIOD FROM ____________ THROUGH ____________

☐ **Amendment (Explain here.)**

______________________________________________

______________________________________________

**FOR OFFICIAL USE ONLY**

**A**

**B**

**IMPORTANT: This report is to be completed by the lobbyist and attached to the Report of Lobbying Firm (Form 625) or Report of Lobbyist Employer/Report of Lobbying Coalition (Form 635), whichever is applicable.**

*For information required to be provided to you pursuant to the Information Practices Act of 1977, see Information Manual on Lobbying Disclosure Provisions of the Political Reform Act.*

NAME: (Last) (First) (M.I.)

NAME OF FIRM, EMPLOYER, OR COALITION:

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

TELEPHONE NUMBER:
( )

MAILING ADDRESS: (If different than above.)

**PART I - ACTIVITY EXPENSES PAID, INCURRED, ARRANGED OR PROVIDED BY THE LOBBYIST** (See definitions and instructions on reverse.)

☐ I have reviewed the form and instructions for reporting Activity Expenses and I have nothing to report.

| Date | Name and Address of Payee | Name and Official Position of Reportable Persons and Amount Benefiting Each | | Description of Consideration | Total Amount of Activity |
|---|---|---|---|---|---|
| | | | $ | | $ |
| | | | | | |

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

***PART II - CAMPAIGN CONTRIBUTIONS MADE OR DELIVERED*** (See instructions on reverse.)
I have reviewed the form and instructions for reporting Campaign Contributions Made or Delivered and:

☐ Part II has been completed and is attached. ☐ I have nothing to report.

**C**

**D**

**E**

**F**

## VERIFICATION

**I have used all reasonable diligence in preparing this Report. I have reviewed the Report and to the best of my knowledge the information contained herein and in the attached schedules is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

| EXECUTED ON (DATE) | AT (CITY AND STATE) | BY (SIGNATURE OF LOBBYIST) |
|---|---|---|
| | | |

# LOBBYIST REPORT (FORM 615)
## INSTRUCTIONS FOR COMPLETING PAGE 1

**NAME OF FIRM, EMPLOYER OR COALITION:** If you are registered as a lobbying firm, or you are a partner, owner, or employee of a lobbying firm, provide the name of the firm as contained on the firm's registration statement (Form 601). If you are an in-house employee lobbyist, enter the name of your employer as contained on the employer's registration statement (Form 603).

**PERIOD COVERED BY REPORT:** The period covered is the calendar quarter. (See the cover sheet of this form for period covered.)

**PART I -- ACTIVITY EXPENSES:** An "activity expense" is any expense incurred or payment made which benefits in whole or in part any elective state official, legislative official, agency official, state candidate, or a member of the immediate family of one of these individuals. Activity expenses include gifts, honoraria, consulting fees, salaries, and any other form of compensation but do not include campaign contributions.

An "agency official" is any official of a state agency whose administrative actions you have attempted or are attempting to influence.

You must itemize all "activity expenses" arranged, incurred or paid by you, and you must report activity expenses during the period in which they occurred regardless of whether they were actually paid during the period. IMPORTANT: See the Information Manual on Lobbying Disclosure Provisions of the Political Reform Act for discussion and examples of "arranging" a gift.

- If you have not paid, incurred, or arranged any activity expenses during the period, check the box to indicate that you have nothing to report.
- If you have paid, incurred, or arranged any activity expenses:

  *Date:* Enter the date the expense was incurred or the event occurred.
  Name and Address of Payee: List the name and address of the vendor or other person to whom payment was made or incurred. If charged on a credit card, you must list the name of the credit card company and also the name of the vendor which received the payment.

  *Name and Official Position of Reportable Persons and Amount Benefiting Each:* List the name and official position, if any, of each reportable person who benefited from the payment. Also list the portion of the total activity expense which is attributable to each reportable person. Note: You are not required to list in this section yourself or any other person who benefited who is not a reportable person. You must, however, maintain in your records the total number of persons who benefited.

  *Description of Consideration:* Describe the goods or services received by the reportable person(s), e.g., lunch, drinks, flowers, etc.

  *Total Amount of Activity:* Enter the total amount paid, arranged, or incurred for the activity, not just the amount which benefited reportable persons. Regardless of the number of beneficiaries listed for a single payment, enter the payment in the "Total Amount of Activity" column only once.

**PART II -- CAMPAIGN CONTRIBUTIONS MADE OR DELIVERED:** Check the applicable box and, if you have made any campaign contributions of $100 or more to state candidates, elected state officers, their controlled committees, or committees primarily formed to support such an officer or candidate, or personally delivered any contributions of $100 or more to state candidates or elected state officers, complete and attach Part II.

*REFER TO THE INFORMATION MANUAL ON LOBBYING DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT FOR FURTHER INFORMATION. FOR ASSISTANCE, CALL 916/322-5660.*

# CONTINUATION SHEET FOR PAGE 1 PART I
# ACTIVITY EXPENSES



## LOBBYIST REPORT (FORM 615)

NAME OF LOBBYIST: ______________________ PERIOD COVERED: ______________________

**PART I - ACTIVITY EXPENSES** (Continued)

| Date | Name and Address of Payee | Name and Official Position of Reportable Persons and Amount Benefiting Each | | Description of Consideration | Total Amount of Activity |
|---|---|---|---|---|---|
| | | | $ | | $ |
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☐ If more space is needed, check box and attach continuation sheets.

NAME OF LOBBYIST: ______________________________ PERIOD COVERED: ____________________

**PART II - CAMPAIGN CONTRIBUTIONS MADE OR DELIVERED**

Disclose all monetary and non-monetary campaign contributions of $100 or more made from your personal funds during the quarter, or from a separate account under your control, to state candidates, elected state officers, their controlled committees, or committees primarily formed to support such officers or candidates, or delivered in person by you to state candidates or elected state officers.

| Date | Name of Contributor (If other than Lobbyist) | Name of Separate Account (If applicable) | Name of Recipient (If Committee, also enter I.D. Number) | Amount |
|---|---|---|---|---|
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NOTE: Disclosure in this report does not relieve a filer of any obligation to file campaign disclosure statements required by Gov. Code Section 84200, et seq.

☐ If more space is needed, check box and use continuation sheet at the end of the form.

# CONTINUATION SHEET FOR PART I
# ACTIVITY EXPENSES



## LOBBYIST REPORT (FORM 615)

NAME OF LOBBYIST: ________________________________________ PERIOD COVERED: ______________________

**PART I - ACTIVITY EXPENSES** (Continued)

| Date | Name and Address of Payee | Name and Official Position of Reportable Persons and Amount Benefiting Each | | Description of Consideration | Total Amount of Activity |
|---|---|---|---|---|---|
| | | | $ | | $ |
| | | | | | |
| | | | | | |
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☐ If more space is needed, check box and use additional continuation sheets.

# CONTINUATION SHEET FOR PART II
# CAMPAIGN CONTRIBUTIONS MADE OR DELEIVERED



## LOBBYIST REPORT (FORM 615)

NAME OF LOBBYIST: ________________________________ PERIOD COVERED: ______________________

**PART II - CAMPAIGN CONTRIBUTIONS** (Continued)

| Date | Name of Contributor (If other than Lobbyist) | Name of Separate Account (If applicable) | Name of Recipient (If Committee, also enter I.D. Number) | Amount |
|---|---|---|---|---|
| | | | | $ |
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☐ If more space is needed, check box and use additional continuation sheets.

**20159**

# FORM 625

# REPORT OF LOBBYING FIRM

The "Report of Lobbying Firm" (Form 625) must be completed by registered lobbying firms for each calendar quarter, regardless of the level of activity of the firm, and whether or not the firm has received or made any payments during the quarter. REMINDER: An individual contract lobbyist is a lobbying firm.

The firm must attach to the Form 625 a "Lobbyist Report" (Form 615) completed by each partner, owner, officer, or employee of the firm who qualifies as a lobbyist unless that individual is separately registered as a lobbying firm.
If the firm makes payments to a lobbying coalition (see the 1990 "Information Manual on Lobbying

Disclosure Provisions" for definition), the firm also must attach a completed Form 630 (Payments Made to Lobbying Coalitions) to the quarterly report (Form 625).

An original and one copy of the Form 625 must be filed with the Secretary of State.

Secretary of State
Political Reform Division
1500 11th Street
P. O. Box 1467
Sacramento, CA 95812-1467

The periods covered and the filing deadlines for the "Lobbyist Report" are as follows:

| PERIOD COVERED | FILING DEADLINE |
|---|---|
| January, February, and March | April 30 |
| April, May, and June | July 31 |
| July, August, and September | October 31 |
| October, November, and December | January 31 |

If a report is sent by first class mail, it is considered received on the date of postmark. Filing deadlines which fall on a Saturday, Sunday, or official state holiday are extended to the next regular business day.

**IMPORTANT:** Except as noted above, there are no provisions in the Political Reform Act for extension of the filing deadlines. A person who files after a deadline is liable for a fine of $10 per day until the report is filed.

INSTRUCTIONS FOR COMPLETING THE REPORT ARE ON THE BACK OF EACH PAGE.

*<u>REFER TO THE INFORMATION MANUAL ON LOBBYING DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT</u> FOR FURTHER INFORMATION. FOR ASSISTANCE, CALL 916/322-5660.*

# REPORT OF LOBBYING FIRM

**(Government Code Section 86114)**

**FORM 625**
**2019**

**TYPE OR PRINT IN INK**

REPORT COVERS PERIOD FROM ______________ THROUGH ______________

CUMULATIVE PERIOD BEGINNING ______________________

☐ **Amendment (Explain here.)**

______________________________________________

______________________________________________

**FOR OFFICIAL USE ONLY**

**A**

**B**

*For information required to be provided to you pursuant to the Information Practices Act of 1977, see Information Manual on Lobbying Disclosure Provisions of the Political Reform Act.*

NAME OF LOBBYING FIRM:

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

TELEPHONE NUMBER:
( )

MAILING ADDRESS: (If different than above)

**PART I -** (Read the instructions on the ~~reverse~~ next page before completing this section. Then, check one of the boxes below and complete Part I.)

☐ PARTNERS, OWNERS, OFFICERS, OR EMPLOYEES WHOSE "LOBBYIST REPORTS" (FORM 615) ARE ATTACHED TO THIS REPORT OR

☐ PARTNERS, OWNERS, OFFICERS, OR EMPLOYEES WHO ENGAGED IN DIRECT COMMUNICATION ON AT LEAST FIVE SEPARATE OCCASIONS DURING THE PERIOD

| | |
|---|---|
| | |
| | |
| | |

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

## SUMMARY OF PAYMENTS THIS PERIOD

A. GRAND TOTAL PAYMENTS RECEIVED: $ ______
(From Subtotals in Part II)

B. TOTAL ACTIVITY EXPENSES: $ ______
(From Part III, Section A, 3)

C. TOTAL PAYMENTS TO OTHER LOBBYING FIRMS: $ ______
(From Part III, Section B)

D. GRAND TOTAL PAYMENT MADE: $ ______
(B + C, above)

E. CAMPAIGN CONTRIBUTIONS MADE:

☐ None This Period ☐ Part IV Completed and Attached

F. IS THE FIRM A MEMBER OF A LOBBYING COALITION?

☐ No ☐ Yes (complete and attach Form 630)

## VERIFICATION

**I have used all reasonable diligence in preparing this Report. I have reviewed the Report and to the best of my knowledge the information contained herein and in the attached schedules is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

| Executed on (Date) | At (City and State) | By (Signature of Responsible Officer) |
|---|---|---|
| Name of Responsible Officer (Type or Print) | | Title |

## FORM 625
### INSTRUCTIONS FOR COMPLETING PAGE 1

**PERIOD COVERED BY REPORT:** The period covered is the calendar quarter. (See the cover sheet of this form for period covered.)

**CUMULATIVE PERIOD BEGINNING:** The "cumulative period" begins with January 1 of the biennial legislative session; except for the first report a filer is required to file, in which case the cumulative period begins with the first day of the calendar quarter in which the filer qualified.

**PART I -- PARTNERS, OWNERS, OFFICERS, AND EMPLOYEES WHOSE "LOBBYIST REPORTS" (FORM 615) ARE ATTACHED TO THIS REPORT, OR WHO ENGAGED IN DIRECT
COMMUNICATION DURING THE PERIOD:**

- If an owner, partner, or employee of the lobbying firm qualifies as a "lobbyist," you must attach a "Lobbyist Report" (Form 615) completed by that individual, and you must list that individual's name in Part I of the report. NOTE: This does not include lobbyists who are registered separately as lobbying firms or who are employed by lobbying firms with which you subcontract. If you have paid, incurred, or arranged any activity expenses:

- If no owner, partner, or employee of the lobbying firm qualifies as a "lobbyist," you must provide the name and title of each partner, owner, officer, or employee of the lobbying firm who, on at least five separate occasions during the reporting period, engaged in direct communication with any elective state official, legislative official, or agency official for the purpose of influencing legislative or administrative action. This does not include employees whose actions were purely clerical. "Direct communication" means appearing as a witness before, talking to (either by telephone or in person), corresponding with, or answering questions or inquiries from a qualifying official either personally or through an agent who acts under one's direct supervision, control, or direction.

**SUMMARY OF PAYMENTS:** Enter the total amounts received and paid this period from each section of the report.

**CAMPAIGN CONTRIBUTIONS:** Check the box to indicate whether the firm or a committee sponsored by the firm has made reportable campaign contributions.

**MEMBERS OF LOBBYING COALITIONS:** Check the box to indicate whether the firm is a member of a lobbying coalition. (See the Information Manual on Lobbying Disclosure Provisions of the Political Reform Act for definitions.) If the firm is a member of a lobbying coalition, complete and attach Form 630.

**VERIFICATION:** The report must be verified and signed by the person who is designated on the firm's registration statement as the responsible officer of the firm.

*REFER TO THE INFORMATION MANUAL ON LOBBYING DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT FOR FURTHER INFORMATION. FOR ASSISTANCE, CALL 916/322-5660.*

NAME OF LOBBYING FIRM: ____________________ PERIOD COVERED: ____________________

**PART II - PAYMENTS RECEIVED IN CONNECTION WITH LOBBYING ACTIVITY** (Amounts may be rounded off to whole dollars. See instructions on reverse.)

| Fees and Retainers | Reimbursements of Expenses | Advances or Other Payments (attach explanation) | Total This Period | Cumulative Total to Date |
|---|---|---|---|---|
| Employer's Name, Address and Telephone Number<br>Legislative or State Agency Administrative Actions "Actively" Lobbied During the Period. (See instructions on reverse.) | | | | |
| Fees and Retainers | Reimbursements of Expenses | Advances or Other Payments (attach explanation) | Total This Period | Cumulative Total to Date |
| $ | $ | $ | $ | $ |
| Employer's Name, Address and Telephone Number<br>Legislative or State Agency Administrative Actions "Actively" Lobbied During the Period. (See instructions on reverse.) | | | | |
| Fees and Retainers | Reimbursements of Expenses | Advances or Other Payments (attach explanation) | Total This Period | Cumulative Total to Date |
| $ | $ | $ | $ | $ |
| Employer's Name, Address and Telephone Number<br>Legislative or State Agency Administrative Actions "Actively" Lobbied During the Period. (See instructions on reverse.) | | | | |
| Fees and Retainers | Reimbursements of Expenses | Advances or Other Payments (attach explanation) | Total This Period | Cumulative Total to Date |
| $ | $ | $ | $ | $ |
| | | **SUBTOTAL** | **$** | |

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

# FORM 625

## INSTRUCTIONS FOR COMPLETING PAGE 2

**PART II -- PAYMENTS RECEIVED IN CONNECTION WITH LOBBYING ACTIVITY:** You must provide the name, address and telephone number of each person with whom the firm contracts, whether or not the firm received any payments from the person during the calendar quarter. If the firm received payments from another lobbying firm, list the other lobbying firm first, and then list the firm's clients on whose behalf you lobby. In addition, for each client you must report:

- The legislative bills and state agency administrative actions which the firm "actively" lobbied on behalf of that client. "Actively" lobbied means that a partner, owner, officer, or employee of the lobbying firm either engaged in direct communication, or was directed by that client to engage in direct communication, with a qualifying official for the purpose of influencing legislative or administrative action during the reporting period. (See the instructions on the back of page 1 for the definition of "direct communication.") Do not list bills or administrative actions which have died prior to the reporting period, or those which are only being watched or monitored, or those which the firm has not attempted to influence during the reporting period. You may either list the legislative bill numbers and administrative regulation numbers or provide a brief description of each legislative or administrative action actively lobbied during the quarter. When listing state administrative actions, provide the name of the state agency or department.

- The total amount of fees and retainers received during the period.

- Any payments received during the period which were reimbursements for the firm's expenses.

- Any advances or other payments received in connection with lobbying activities, such as an advance for expenses. An example of other payments received is the receipt of goods, services or facilities from a client. You must attach an explanation of any payment or other receipt reported in this section.

- The total amount received during the period. Also enter the total of all payments received during the period in the "Summary of Payments" section on Page 1, Line A.

- The cumulative amount received from each client or employer since January 1 of the biennial legislative session.

  **IMPORTANT:** You must list each person on whose behalf you are registered to lobby. If you have not received a payment during the reporting period from a person on whose behalf you are registered to lobby, enter the person's name, address, telephone number and the legislative bills and administrative actions which the firm actively lobbied on behalf of that person, and enter zeros in the columns. However, if you have received any payments from that person during the calendar year, you must enter the "cumulative total to date."

*REFER TO THE <u>INFORMATION MANUAL ON LOBBYING DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT</u> FOR FURTHER INFORMATION. FOR ASSISTANCE, CALL 916/322-5660.*

NAME OF LOBBYING FIRM: ______________________ PERIOD COVERED: ______________________

**PART III - PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES**

SECTION A: ACTIVITY EXPENSES (See instructions on reverse.)

1. ACTIVITY EXPENSES ARRANGED, INCURRED, OR PAID BY THE LOBBYING FIRM (OTHER THAN THOSE PAID OR INCURRED BY A LOBBYIST)

| Date | Name and Address of Payee | Name and Official Position of Reportable Persons and Amount Benefiting Each | | Description of Consideration | Total Amount of Activity |
|---|---|---|---|---|---|
| | | | $ | | $ |
| | | | | | |
| | | | | | |
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| | | | | | |

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

TOTAL SECTION A.1. (Include all subtotals from Continuation Sheets) $

2. TOTAL ACTIVITY EXPENSES PAID, INCURRED, OR ARRANGED BY ALL LOBBYISTS EMPLOYED BY THE LOBBYING FIRM WHICH HAVE BEEN OR WILL BE REIMBURSED OR PAID BY THE FIRM. $

3. TOTAL ACTIVITY EXPENSES (Section A, Parts 1 + 2) $

# FORM 625
## INSTRUCTIONS FOR COMPLETING PAGE 3

**PART III -- PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES:**

**SECTION A: ACTIVITY EXPENSES:** An “activity expense” is any payment which benefits, in whole or in part, an elected state official, a legislative official, an agency official, a state candidate, or a member of the immediate family of such an official or candidate. Activity expenses include gifts, honoraria, consulting fees, salaries, and any other form of compensation, but do not include campaign contributions.

You must itemize all “activity expenses” arranged, incurred, or paid by the lobbying firm except those activity expenses which were paid or incurred by a lobbyist employed by the firm and which were merely reimbursed by or charged to an account paid by the firm, and you must report activity expenses during the period in which they occurred, regardless of whether they were actually paid during the period.

**IMPORTANT:** Lobbying firms are prohibited from making gifts of more than $10 in a calendar month to public officials, or from acting as an intermediary in the making of any gift, or from arranging for the making of any gift by any other person. See the Information Manual on Lobbying Disclosure Provisions of the Political Reform Act for discussion and examples of “arranging” a gift.

**SECTION A-1: ACTIVITY EXPENSES PAID OR INCURRED BY THE LOBBYING FIRM (OTHER THAN THOSE PAID OR INCURRED BY A LOBBYIST):** In this section, itemize all activity expenses which were paid, incurred, or arranged by the firm including those which have been or will be reimbursed by a person who contracts with the firm. (Do not include activity expenses which were paid or incurred by a lobbyist employed by the firm which were merely reimbursed by or charged to an account paid by the firm.)

*Date:* Enter the date the expense was incurred or the event occurred.

*Name and Address of Payee:* List the name and address of the vendor or other person to whom payment was made or incurred. If charged on a credit card, you must list the name of the credit card company and also the name of the vendor which received the payment.

*Name and Official Position of Reportable Persons and Amount Benefiting Each:* List the name and official position, if any, of each reportable person who benefited from the payment. Also list the amount of benefit which was received by each reportable person. Note: You are not required to list in this section yourself or any other person who benefited who is not a reportable person. You must, however, maintain in your records the total number of persons who benefited.

*Description of Consideration:* Describe the goods or services received by the reportable person(s), e.g., lunch, drinks, flowers, etc.

*Total Amount of Activity:* Enter the total amount paid, arranged, or incurred for the activity, not just the amount which benefited reportable persons. Regardless of the number of beneficiaries listed for a single payment, enter the payment in the “Total Amount of Activity” column only once.

**SECTION A-2: TOTAL ACTIVITY EXPENSES PAID, INCURRED, OR ARRANGED BY ALL LOBBYISTS EMPLOYED BY THE LOBBYING FIRM WHICH HAVE BEEN OR WILL BE REIMBURSED OR PAID BY THE FIRM:** Enter the lump sum amount of all activity expenses which were paid, incurred, or arranged during the period by all lobbyists who are partners, owners, officers, or employees of the lobbying firm which have been or will be reimbursed or paid by the lobbying firm. These activity expenses are itemized on the Lobbyist Report (Form 615). Do not include any activity expenses which have not been or will not be paid by the firm or which were reimbursed to another lobbying firm, and do not include any activity expense which has also been itemized in Section A-1 of the lobbying firm’s report.

**SECTION A-3: TOTAL ACTIVITY EXPENSES:** Enter the total of Section A, Parts 1 and 2. Also enter the total of Section A-3 in the "Summary of Payments" section on Page 1, Line B.

*REFER TO THE INFORMATION MANUAL ON LOBBYING DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT FOR FURTHER INFORMATION. FOR ASSISTANCE, CALL 916/322-5660.*

NAME OF LOBBYING FIRM: ______________________ PERIOD COVERED: ______________________

**PART III - PAYMENTS MADE** (Continued)

SECTION B: PAYMENTS MADE TO OTHER LOBBYING FIRMS

| Name, Address and Telephone Number of Firm Contracted With | Name of Employer or Client for Whom Subcontractor was Retained to Lobby | Amount This Period | Cumulative Total to Date |
|---|---|---|---|
| | | $ | $ |
| | | | |
| | | | |
| | | | |
| ☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form. | TOTAL PAYMENTS (Include all subtotals from continuation sheets) | $ | |

**PART IV - CAMPAIGN CONTRIBUTIONS MADE** (Monetary and non-monetary campaign contributions of $100 or more made to or on behalf of state candidates, elected state officers and any of their controlled committees, or committees supporting such candidates or officers must be reported in A or B below.)

A. If the contributions made by you during the period covered by this report, or by a committee you sponsor, are contained in a campaign disclosure statement which is on file with the Secretary of State, report the name of the committee and its identification number, if any, below.

Name of Major Donor or Recipient Committee Which Has Filed A Campaign Disclosure Statement: ______________________

Identification Number if Recipient Committee: ______________________

B. Contributions of $100 or more which have not been reported on a campaign disclosure statement, including contributions made by an organization's sponsored committee, must be itemized below.

| Date | Name of Recipient | I.D. Number if Committee | Amount |
|---|---|---|---|
| | | | $ |
| | | | |
| | | | |

NOTE: Disclosure in this report does not relieve a filer of any obligation to file the campaign disclosure statements required by Gov. Code Section 84200, et seq.

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

# FORM 625
## INSTRUCTIONS FOR COMPLETING PAGE 4

**PART III -- PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES:**

**SECTION B: PAYMENTS TO OTHER LOBBYING FIRMS:** If the lobbying firm subcontracts with another lobbying firm, you must report:

- The full name, address and telephone number of the subcontractor.
- The name of the employer or client for whom the subcontractor was retained to lobby.
- The total amount paid to the subcontractor during the period, including any amounts which were reimbursements of expenses incurred by the subcontractor.
- The cumulative amount paid to the subcontractor since January 1 of the biennial legislative session for which the report is being filed.

Enter the total payments made during the period to all other lobbying firms. Also enter the total of Section B in the "Summary of Payments" section on Page 1, Line C.

**PART IV -- CAMPAIGN CONTRIBUTIONS MADE**

You must disclose all monetary and non-monetary campaign contributions of $100 or more made by the firm during the period covered by the report to or on behalf of an elected state officer, a state candidate, a committee controlled by an elected state officer or state candidate, or a committee primarily formed to support such an officer or candidate. For each contribution, you must report:

- The date of the contribution.
- The name of the recipient of the contribution.
- The identification number of the recipient of the contribution if the recipient is a committee.
- The amount of the contribution.

If the contributions made by a firm during the period covered by the report, or made by a committee sponsored by the firm, are reported by the firm in a campaign disclosure statement filed pursuant to Government Code Section 84200, et seq., which is on file with the Secretary of State, you may report only the name of the committee and the committee's identification number, if any, in Section A of Part IV. (See the Information Manual on Campaign Disclosure Provisions of the Political Reform Act for further information regarding campaign disclosure requirements.)

*REFER TO THE INFORMATION MANUAL ON LOBBYING DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT FOR FURTHER INFORMATION. FOR ASSISTANCE, CALL 916/322-5660.*

NAME OF LOBBYING FIRM: ______________________ PERIOD COVERED: ______________________

**PART III - PAYMENTS MADE** (Continued)

SECTION B: PAYMENTS MADE TO OTHER LOBBYING FIRMS (Continued)

| Name, Address and Telephone Number of Firm Contracted With | Name of Employer or Client for Whom Subcontractor was Retained to Lobby | Amount This Period | Cumulative Total to Date |
|---|---|---|---|
| | | $ | $ |
| | | | |
| | | | |
| | | | |
| ☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form. | SUBTOTAL | $ | |

**PART IV - CONTRIBUTIONS MADE** (Continued)

| Date | Name of Recipient | I.D. Number if Committee | Amount |
|---|---|---|---|
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☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

# CONTINUATION SHEET FOR PART I

# LOBBYIST REPORT (FORM 625)

PAGE ______ OF ______

NAME OF LOBBYING FIRM: ______________________ PERIOD COVERED: ______________

**PART I** (Continued)

☐ PARTNERS, OWNERS, OFFICERS, OR EMPLOYEES WHOSE "LOBBYIST REPORTS" (FORM 615) ARE ATTACHED TO THIS REPORT OR

☐ PARTNERS, OWNERS, OFFICERS, OR EMPLOYEES WHO ENGAGED IN DIRECT COMMUNICATION ON AT LEAST FIVE SEPARATE OCCASIONS DURING THE PERIOD

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☐ If more space is needed, check box and use additional continuation sheets.

# 2019

# ATTACHMENT FORM 630

# PAYMENTS MADE TO LOBBYING COALITIONS

Form 630 is for use by lobbying firms and lobbyist employers to disclose payments to a lobbying coalition. Form 630 is to be used as an attachment to the quarterly disclosure reports filed by the firm or employer.

FPPC Regulation 18616.4 defines "lobbying coalition" as:

> A group of 10 or more persons formed primarily to influence legislative or administrative action, whose members make payments to the coalition for the purpose of sharing the expenses of employing a lobbyist or contracting for the services of a lobbying firm.

An individual or entity which only makes payments to a lobbying coalition is not required to file quarterly reports as a lobbyist employer or a lobbying firm.* However, an individual or entity which qualifies as a lobbyist employer or lobbying firm because of other activities in connection with influencing legislative or administrative action, and which also is a member of a lobbying coalition, must disclose payments made to a coalition on Form 630. The completed Form 630 must be attached to the quarterly Report of Lobbyist Employer/Lobbying Coalition (Form 635) or Report of Lobbying Firm (Form 625), whichever is applicable.

***Note:** An individual or entity which is not a lobbyist employer or a lobbying firm but which makes other payments to influence legislative or administrative action (including payments to a lobbying coalition) totaling $5,000 or more in a calendar quarter must file reports as a "Person Who Spends $5,000 or More To Influence Legislative or Administrative Action" (Form 645). See the Information Manual on Lobbying Disclosure Provisions of the Political Reform Act for further information.

# ATTACHMENT FORM 630
# PAYMENTS MADE TO LOBBYING COALITIONS

(Attachment to Form 625 or 635)



**FORM 630**
**2019**

Period Covered ______________________ Through ________________

Cumulative Period Beginning ________________________________________

Name of Lobbying Firm or Lobbyist Employer Making Payments:

| Name and Business Address of Lobbying Coalition Receiving Payments | Amount Received This Period | Cumulative Amount Paid Since January 1 of Biennial Legislative Session |
|---|---|---|
| | $ | $ |
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INSTRUCTIONS FOR COMPLETING FORM 630

# PAYMENTS MADE TO LOBBYING COALITIONS

**PERIOD COVERED:** The period covered is the calendar quarter.

**CUMULATIVE PERIOD BEGINNING:** The "cumulative period" begins with January 1 of the biennial legislative session. However, on the first report required to be filed by a lobbyist employer or lobbying firm, the cumulative period begins on the first day of the calendar quarter in which the filer qualified as a lobbyist employer or lobbying firm.

**NAME AND BUSINESS ADDRESS OF LOBBYING COALITION:** You must disclose the full name and business address of each lobbying coalition of which you are a member, whether or not you made payments to the coalition during the quarter.

**AMOUNT THIS PERIOD:** You must disclose the total amount of payments made during the quarter to each lobbying coalition of which you are a member.

**CUMULATIVE AMOUNT:** You must disclose the total amount of payments made since January 1 of the biennial legislative session covered by the report to each lobbying coalition of which you are a member.

**IMPORTANT:** You must list on Form 630 each lobbying coalition of which you are a member. If no payments were made to the coalition during the period covered by the report, enter the coalition's name and business address, enter zero in the Amount Paid This Period column, and provide the cumulative amount of payments made to the coalition since January 1 of the biennial legislative session.

# Form 635
Report of Lobbyist Employer and
Report of Lobbying Coalition

CALIFORNIA FORM **635**

**Lobbyist Employers:** A person, other than a lobbying firm, who employs a lobbyist or contracts with a lobbying firm for economic consideration for the purpose of influencing legislative or administrative action is a "Lobbyist Employer." The Form 635 must be filed by lobbyist employers for each calendar quarter, regardless of whether the employer has made or incurred any payments during the quarter. In addition, a lobbyist employer must **attach to the Form 635 the following: 1) A Form 615 (Lobbyist Report)** completed by each in-house employee who is a lobbyist; **and 2) An Attachment Form 640 (Other Payments to Influence Legislative or Administrative Action Report).**

**Lobbying Coalitions:** A group of 10 or more individuals or entities which pool their funds for the purpose of sharing the expenses of employing a lobbyist or contracting for the services of a lobbying firm is a "Lobbying Coalition." The Form 635 must be filed by lobbying coalitions for each calendar quarter, regardless of whether the coalition has made or incurred any payments during the quarter. Lobbying coalitions must **attach to the Form 635 the following: 1) A Form 635-C (Payments Received By Lobbying Coalitions)** disclosing payments received from members of the coalition; 2) **A Form 615 (Lobbyist Report)** completed by each in-house employee who is a lobbyist; and 3) **An Attachment Form 640 (Other Payments to Influence Legislative or Administrative Action Report).**

An individual or entity that only makes payments to a lobbying coalition is not required to file this form, but may be required to file a Form 645 (Report of Person Spending $5,000 or More to Influence Legislative or Administrative Action).

## Where to File

**Electronic Filing:** The Form 635 must be filed electronically with the Secretary of State if the total amount of any category of reportable payments, expenses, gifts, or other items is $2,500 or more in a calendar quarter. All subsequent quarterly reports must also be filed electronically. No paper copies are required.

**Paper Filing:** If the Form 635 is not required to be electronically, an original and one copy of the Form 635 must be filed with:

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

## When to File

| Deadline | Period Covered |
|---|---|
| April 30 | January 1 – March 31 |
| July 31 | April 1 – June 30 |
| October 31 | July 1 – September 30 |
| January 31 | October 1 – December 31 |

If a report is sent by first class mail, it is considered received on the date of postmark. Filing deadlines which fall on a Saturday, Sunday or official state holiday are extended to the next regular business day.

**IMPORTANT:** Except as noted above, there are no provisions in the Political Reform Act for extension of the filing deadlines. A person who files after a deadline is liable for a fine of $10 per day until the report is filed.

For additional information about the Form 635 and other lobbying reports and requirements, see the Lobbying Disclosure Manual.

**CALIFORNIA FORM 635**

☐ **REPORT OF LOBBYIST EMPLOYER**
(Government Code Section 86116)
**or**
☐ **REPORT OF LOBBYING COALITION**
(2 Cal. Code of Regs. Section 18616.4)

**IMPORTANT:** Lobbying Coalitions must attach a completed Form 635-C to this Report.

☐ **Amendment (Explain here.)**

______________________________
______________________________
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______________________________

PAGE ______ OF ______

**FOR OFFICIAL USE ONLY**

**A**

**B**

REPORT COVERS PERIOD FROM ______________ THROUGH ______________

CUMULATIVE PERIOD BEGINNING ______________________________

**TYPE OR PRINT IN INK**

NAME OF FILER:

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

TELEPHONE NUMBER:
( )

**PART I - LEGISLATIVE OR STATE AGENCY ADMINISTRATIVE ACTIONS ACTIVELY LOBBIED DURING THE PERIOD**
(See instructions on reverse.)

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

**SUMMARY OF PAYMENTS THIS PERIOD**

A. Total Payments to In-House Employee Lobbyists (Part III, Section A, Column 1) .......................................... $ ______________

B. Total Payments to Lobbying Firms (Part III, Section B, Column 4) ................................................................ $ ______________

C. Total Activity Expenses (Part III, Section C) ....................................................................................................... $ ______________

D. Total Other Payments to Influence (Part III, Section D) .................................................................................. $ ______________

GRAND TOTAL (A + B + C + D above) ....................................................................................... $ ______________

E. Total Payments in Connection with PUC Activities (Part III, Section E) .......................................................... $ ______________

F. Campaign Contributions: ☐ Part IV completed and attached ☐ No campaign contributions made this period

**VERIFICATION**

**I have used all reasonable diligence in preparing this Report. I have reviewed the Report and to the best of my knowledge the information contained herein and in the attached schedules is true and complete.**
**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

| Executed on (Date) | At (City and State) | By (Signature of Employer or Responsible Officer) |
|---|---|---|
| | | |

| Name of Employer or Responsible Officer (Type or Print) | Title |
|---|---|
| | |

## INSTRUCTIONS FOR COMPLETING PAGE 1

Check the box to indicate whether you are filing a report as a "Lobbyist Employer" or a "Lobbying Coalition." NOTE: Lobbying Coalitions must also complete and attach Form 635-C.

**PERIOD COVERED BY REPORT:** The period covered is the calendar quarter. (See the cover sheet of this form for periods covered.)

**CUMULATIVE PERIOD BEGINNING:** The "cumulative period" begins with January 1 of the current legislative session; except for the first report a filer is required to file, in which case the cumulative period begins with the first day of the calendar quarter in which the filer qualified.

**PART I - LEGISLATIVE OR STATE AGENCY ADMINISTRATIVE ACTIONS ACTIVELY LOBBIED DURING THE PERIOD:** You must report the legislative bills and state agency administrative actions which you "actively" influenced or attempted to influence, or your lobbyist or any lobbying firm with which you contract "actively" influenced or attempted to influence on your behalf during the calendar quarter. "Actively" lobbied means that a partner, owner, officer, or employee, or a lobbying firm with which you have contracted, either has engaged in direct communication, or has been directed by you to engage in direct communication, with a qualifying official for the purpose of influencing legislative or administrative action during the reporting period. (See the Lobbying Disclosure Manual for the definition of "direct communication.") Do not list bills or administrative actions which have died prior to the reporting period, or those which are only being watched or monitored, or those which you have not attempted to influence during the reporting period. You may either list the legislative bill numbers and administrative regulation numbers or provide a brief description of each legislative or administrative action actively lobbied during the quarter. When listing state administrative actions, provide the name of the state agency or department.

**SUMMARY OF PAYMENTS:** Enter the total amounts paid this period from each section of the report. With respect to campaign contributions, check the box which applies to your activities during the calendar quarter.

**VERIFICATION:** The report must be verified and signed by the filer. In the case of an organization, a responsible officer of the organization, or an attorney or a certified public accountant must sign on behalf of the organization.

CALIFORNIA FORM **635**

PAGE ______ OF ______

NAME OF FILER: ________________________ PERIOD COVERED: ______________

**PART II - PARTNERS, OWNERS, AND EMPLOYEES WHOSE "LOBBYIST REPORTS" (FORM 615) ARE ATTACHED TO THIS REPORT** (See instructions on reverse.)

| Name and Title | Name and Title |
|---|---|
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☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

**PART III - PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES**

| ***A. PAYMENTS TO IN-HOUSE EMPLOYEE LOBBYISTS*** (See instructions on reverse. Also enter the Amount This Period (Column 1) on Line A of the Summary of Payments section on page 1.) | (1) Amount This Period | (2) Cumulative Total To Date |
|---|---|---|
| | $ | $ |

***B. PAYMENTS TO LOBBYING FIRMS*** (Including Individual Contract Lobbyists)

| Name and Address of Lobbying Firm/Independent Contractor | (1) Fees & Retainers | (2) Reimbursements of Expenses | (3) Advances or Other Payments (attach explanation) | (4) Total This Period | (5) Cumulative Total to Date |
|---|---|---|---|---|---|
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| ☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form. | TOTAL THIS PERIOD (Column 4) Also enter the total of Column 4 on Line B of the Summary of Payments section on page 1. | | | $ | |

## INSTRUCTIONS FOR COMPLETING PAGE 2

**PART II - PARTNERS, OWNERS, OFFICERS, AND EMPLOYEES WHOSE "LOBBYIST REPORTS" (FORM 615) ARE ATTACHED TO THIS REPORT:** You must attach a "Lobbyist Report" (Form 615 completed by each owner, partner, officer, or employee who qualifies as a "lobbyist," and you must list that individual's name in Part II of the Report. NOTE: This does not include lobbyists who are registered separately as lobbying firms or lobbyists who are employed by lobbying firms with which you contract.

**PART III - PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES**

**SECTION A.** Payments to In-House Employee Lobbyists: You must enter the total of all payments made in connection with lobbying activities during the quarter to the lobbyists listed in Part II of the Report. You must also report the cumulative amount of payments to in-house lobbyists since January 1 of the biennial legislative session for which the report is being filed. "Payments" include salary, reimbursement of expenses, an advance for expenses or a salary advance or any other payments made in connection with lobbying activities. (Salary includes gross wages paid, plus any fringe benefits which are in lieu of wages such as the granting of stock options or purchase of annuities. Salary does not include routine fringe benefits such as the employer's contributions to a health plan, retirement plan, or payroll taxes.) Also enter the total of Section A in the "Summary of Payments" section on Page 1, Line A. **NOTE:** An individual contract lobbyist is a "lobbying firm." Do not include in Section A any payments to lobbying firms.

**SECTION B.** Payments to Lobbying Firms (Including Individual Contract Lobbyists): A "lobbying firm" is any business entity, including an individual contract lobbyist, which contracts for economic consideration for the purpose of influencing legislative or administrative action on behalf of another person. You must disclose all payments to a lobbying firm, including fees and retainers, reimbursement of expenses, advances, or other payments. You must also report the cumulative amount of payments to the lobbying firm since January 1 of the biennial legislative session for which the report is being filed. Also enter the total of Column 4 in the "Summary of Payments" section on Page 1, Line B.

> **IMPORTANT:** You must list each lobbying firm which has been authorized to lobby on your behalf, even if you have not made any payments to the firm during the period covered by this report. If no payments have been made during the quarter, enter the name of the lobbying firm in the proper section, and enter zeros in the columns. If you have made any payments to the lobbying firm since January 1 of the biennial legislative session, you must enter the "cumulative total to date" in Column 5.

CALIFORNIA FORM **635**

PAGE ______ OF ______

NAME OF FILER: ____________________ PERIOD COVERED: ____________

**C. *ACTIVITY EXPENSES*** (See instructions on reverse.)

| Date | Name and Address of Payee | Name and Official Position of Reportable Persons and Amount Benefiting Each | | Description of Consideration | Total Amount of Activity |
|---|---|---|---|---|---|
| | | | $ | | $ |
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☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

TOTAL SECTION C (Activity Expenses) Also enter the total of Section C on Line C of the Summary of Payments section on page 1. $

**D. *OTHER PAYMENTS TO INFLUENCE LEGISLATIVE OR ADMINISTRATIVE ACTION***

1. PAYMENTS TO LOBBYING COALITIONS (NOTE: You must attach a completed Form 630 to this Report.) $ ________
2. OTHER PAYMENTS (NOTE: You must attach a completed Form 640 to this Report.) $ ________

TOTAL SECTION D (1 + 2) Also enter the total of Section D on Line D of the Summary of Payments section on page 1. $

**E. *PAYMENTS IN CONNECTION WITH ADMINISTRATIVE TESTIMONY IN RATEMAKING PROCEEDINGS BEFORE THE CALIFORNIA PUBLIC UTILITIES COMMISSION*** Also, enter the total of Section E on Line E of the Summary of Payments section on page 1. (See instructions on reverse.) $

## INSTRUCTIONS FOR COMPLETING PAGE 3

**SECTION C.** Activity Expenses: An "activity expense" is any expense which benefits, in whole or in part, an elected state officer, a legislative official, an agency official, a state candidate, or a member of the immediate family of such officials or candidates. Activity expenses include gifts, honoraria, consulting fees, salaries, and any other form of compensation, but do not include campaign contributions.

You must itemize all activity expenses incurred by you, and you must report them during the period in which they occurred, regardless of whether or not they were actually paid during the period, and the information outlined below. This does not include activity expenses which were paid or incurred by a lobbyist and which were merely reimbursed by you or charged to an account paid by you. However, if a lobbyist "arranges" any payment incurred by a lobbyist employer which benefits a reportable person, both the employer and the lobbyist must itemize the expense.

*Date:* Enter the date the expense was incurred or the event occurred.

*Name and Address of Payee:* List the name and address of the vendor or other person to whom payment was made or incurred. If charged on a credit card, you must list the name of the credit card company and also the name of the vendor which received the payment.

*Name and Official Position of Reportable Persons and Amount Benefiting Each:* List the name and official position if any, of each reportable person who benefited from the payment. Also list the portion of the total activity expense which is attributable to each reportable person. **Note:** You are not required to list in this section yourself or any other person who benefited who is not a reportable person. You must, however, maintain in your records the total number of persons who benefited.

*Description of Consideration:* Describe the goods or services received by the reportable person(s), e.g., lunch, drinks, flowers, etc.

*Total Amount of Activity:* Enter the total amount paid, arranged, or incurred for the activity, not just the amount which benefited reportable persons. Regardless of the number of beneficiaries listed for a single payment, enter the payment in the "Total Amount of Activity" column only once.

**SECTION D.** Other Payments to Influence Legislative or Administrative Action:

Report as a lump sum all other payments you made in connection with your attempts to influence legislative or administrative action. (See instructions on the Form 640.) **NOTE: Form 640 must also be completed in addition to this section.** Also enter the total of Section D in the "Summary of Payments" section on Page 1, Line D. **NOTE: If you make payments to a lobbying coalition, you must also attach a completed Form 630 to this report.**

**SECTION E.** Payments in Connection with Administrative Testimony in Ratemaking Proceedings Before the California Public Utilities Commission: Filers who make payments in connection with administrative testimony in ratemaking proceedings before the PUC (other than payments to a lobbyist or a lobbying firm) must report the lump sum of these payments in Section E. Payments to be reported include compensation paid to all attorneys, other than a lobbyist or a lobbying firm, for time spent testifying in the proceedings and compensation paid to all witnesses, other than a lobbyist or a lobbying firm, for time spent testifying in the proceedings. Compensation includes gross wages paid plus any benefits which are in lieu of wages such as the granting of stock options or the purchase of annuities. It does not include routine fringe benefits such as the employer's contributions to a health plan, retirement plan, or payroll taxes. No other in-house expenses or overhead in connection with such proceedings are reportable. However, if you make payments to a lobbyist or a lobbying firm in connection with PUC ratemaking proceedings, you must report the payments in Part III, Section A or B, whichever is applicable. Also enter the total of Section E in the "Summary of Payments" section on Page 1, Line E.

CALIFORNIA FORM **635**

NAME OF FILER: ____________________ PERIOD COVERED: ____________________

**PART IV - CAMPAIGN CONTRIBUTIONS MADE** (Monetary and non-monetary campaign contributions of $100 or more made to or on behalf of state candidates, elected state officers and any of their controlled committees, or committees supporting such candidates or officers must be reported in A or B below.)

A. If the contributions made by you during the period covered by this report, or by a committee you sponsor, are contained in a campaign disclosure statement which is on file with the Secretary of State, report the name of the committee and its identification number, if any, below.

Name of Major Donor or Recipient Committee Which Has Filed A Campaign Disclosure Statement: ____________________

Identification Number if Recipient Committee: ____________________

B. Contributions of $100 or more which have not been reported on a campaign disclosure statement, including contributions made by an organization's sponsored committee, must be itemized below.

| Date | Name of Recipient | I.D. Number of Committee | Amount |
|---|---|---|---|
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☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

**NOTE: Disclosure in this report does not relieve a filer of any obligation to file the campaign disclosure statements required by Gov. Code Section 84200, et seq.**

# FORM 635

## REPORT OF LOBBYIST EMPLOYER
## AND
## REPORT OF LOBBYING COALITION

**LOBBYIST EMPLOYERS:** A person, other than a lobbying firm, who employs a lobbyist or contracts with a lobbying firm for economic consideration for the purpose of influencing legislative or administrative action is a "Lobbyist Employer." The Form 635 must be filed by lobbyist employers for each calendar quarter, regardless of whether the employer has made or incurred any payments during the quarter. In addition, a lobbyist employer must attach to its quarterly report a "Lobbyist Report" (Form 615) completed by each inhouse employee who is a lobbyist. **NOTE: Lobbyist employers must also complete Attachment Form 640.**

**LOBBYING COALITIONS:** A group of 10 or more individuals or entities which pool their funds for the purpose of sharing the expenses of employing a lobbyist or contracting for the services of a lobbying firm is a "Lobbying Coalition." The Form 635 must be filed by lobbying coalitions for each calendar quarter, regardless of whether the coalition has made or incurred any payments during the quarter. Lobbying coalitions also must attach to the Form 635 the following: 1) A Form 635-C (Payments Received By Lobbying Coalitions) disclosing payments received from members of the coalition; and 2) A Form 615 (Lobbyist Report) completed by each in-house employee who is a lobbyist. **NOTE: Lobbying coalitions must also complete Attachment Form 640.**

An individual or entity which only makes payments to a lobbying coalition is not required to file this Form. However, an individual or entity which makes payments to a lobbying coalition may be required to file reports as a "Person Who Spends $5,000 or More to Influence Legislative or Administrative Action" (Form 645).

An original and one copy of the Form 635 must be filed with the Secretary of State.

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

The periods covered and the filing deadlines for reports are as follows:

| PERIOD COVERED | FILING DEADLINE |
|---|---|
| January, February, and March | April 30 |
| April, May, and June | July 31 |
| July, August, and September | October 31 |
| October, November, and December | January 31 |

If a report is sent by first class mail, it is considered received on the date of postmark. Filing deadlines which fall on a Saturday, Sunday or official state holiday are extended to the next regular business day.

**IMPORTANT:** Except as noted above, there are no provisions in the Political Reform Act for extension of the filing deadlines. A person who files after a deadline is liable for a fine of $10 per day until the report is filed.

INSTRUCTIONS FOR COMPLETING THE REPORT ARE ON THE BACK OF EACH PAGE. *REFER TO THE LOBBYING DISCLOSURE MANUAL FOR FURTHER INFORMATION.*

## CONTINUATION SHEET FOR PART I

PAGE ______ OF ______

## REPORT OF LOBBYIST EMPLOYER/LOBBYING COALITION (FORM 635)

NAME OF FILER: ______________________ PERIOD COVERED: ______________

| PART I- LEGISLATIVE OR STATE AGENCY ADMINISTRATIVE ACTIONS ACTIVELY LOBBIED DURING THE PERIOD |
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☐ If more space is needed, check box and use additional continuation sheets.

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# CONTINUATION SHEET FOR PARTS II & III, B

PAGE ______ OF ______

# REPORT OF LOBBYIST EMPLOYER/LOBBYING COALITION (FORM 635)

NAME OF FILER: ______________________ PERIOD COVERED: ______________

**PART II - PARTNERS, OWNERS, AND EMPLOYEES** (Continued)

| Name and Title | Name and Title |
|---|---|
| | |
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**PART III - PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES**

***B. PAYMENTS TO LOBBYING FIRMS*** (Continued)

| Name and Address of Lobbying Firm/Independent Contractor | (1) Fees & Retainers | (2) Reimbursements of Expenses | (3) Advances or Other Payments (attach explanation) | (4) Total This Period | (5) Cumulative Total to Date |
|---|---|---|---|---|---|
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| ☐ If more space is needed, check box and use additional continuation sheets. | TOTAL THIS PERIOD (Column 4) Also enter the total of Column 4 on Line B of the Summary of Payments section on page 1. | | | $ | |

# CONTINUATION SHEET FOR PART III, C

PAGE ______ OF ______

# REPORT OF LOBBYIST EMPLOYER/LOBBYING COALITION (FORM 635)

NAME OF FILER: ______________________ PERIOD COVERED: ______________________

**C. *ACTIVITY EXPENSES*** (Continued)

| Date | Name and Address of Payee | Name and Official Position of Reportable Persons and Amount Benefiting Each | | Description of Consideration | Total Amount of Activity |
|---|---|---|---|---|---|
| | | | $ | | $ |
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☐ If more space is needed, check box and use additional continuation sheets.

TOTAL SECTION C (Activity Expenses) Also enter the total of Section C on Line C of the Summary of Payments section on page 1. $

## CONTINUATION SHEET FOR PART IV

PAGE ______ OF ______

## REPORT OF LOBBYIST EMPLOYER/LOBBYING COALITION (FORM 635)

NAME OF FILER: ______________________ PERIOD COVERED: ______________

**PART IV - CAMPAIGN CONTRIBUTIONS MADE** (Continued)

| Date | Name of Recipient | I.D. Number if Committee | Amount |
|---|---|---|---|
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☐ If more space is needed, check box and use additional continuation sheets.

**20159**

# ATTACHMENT FORM 635-C

# PAYMENTS RECEIVED BY LOBBYING COALITIONS

Form 635-C is for use by lobbying coalitions as an attachment to the Form 635 (Report of Lobbyist Employer/Lobbying Coalition) to disclose payments received from members of the coalition.

A “lobbying coalition” is defined in FPPC Regulation 18616.4 as:

A group of 10 or more persons formed primarily to influence legislative or administrative action, whose members make payments to the coalition for the purpose of sharing the expenses of employing a lobbyist or contracting for the services of a lobbying firm.

A lobbying coalition must file quarterly lobbying coalition reports (Form 635) disclosing payments made in connection with influencing legislative or administrative action. Attachment Form 635-C must be filed at the same time disclosing payments received by the coalition from its members.

An individual or entity which only makes payments to a lobbying coalition is not required to file quarterly reports as a lobbyist employer.* However, an individual or entity which qualifies as a lobbyist employer because of other activities in connection with influencing legislative or administrative action, and which also is a member of a lobbying coalition, must disclose payments made to a lobbying coalition when filing the regular quarterly disclosure reports. Attachment Form 630 (Payments Made to Lobbying Coalitions) must be completed each quarter by lobbyist employers which are members of a lobbying coalition and attached to the Form 635 (Report of Lobbyist Employer/Lobbying Coalition).

***Note:** An individual or entity which is not a lobbyist employer but which makes other payments to influence legislative or administrative action (including payments to a lobbying coalition) totaling $5,000 or more in a calendar quarter must file reports as a "Person Who Spends $5,000 or More To Influence Legislative or Administrative Action" (Form 645). See the Information Manual on Lobbying Disclosure Provisions of the Political Reform Act for further information.

# ATTACHMENT FORM 635-C
# PAYMENTS RECEIVED BY LOBBYING COALITIONS

(Attachment to Form 635)

PAGE ______ OF ______

**FORM 635-C**
**20159**

Period Covered ____________________ Through ______________

Cumulative Period Beginning ________________________________

Name of Lobbying Coalition:

| Name and Business Address of Coalition Members | Amount Received This Period | Cumulative Amount Received Since January 1 of Biennial Legislative Session |
|---|---|---|
| | $ | $ |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

INSTRUCTIONS FOR COMPLETING FORM 635-C

**PAYMENTS RECEIVED BY LOBBYING COALITIONS**

**PERIOD COVERED:** The period covered is the calendar quarter.

**CUMULATIVE PERIOD BEGINNING:** The "cumulative period" begins with January 1 of the biennial legislative session covered by the report; except for the first report the coalition is required to file, in which case the cumulative period begins with the first day of the calendar quarter in which the filer qualified.

**NAME AND BUSINESS ADDRESS OF COALITION MEMBERS:** You must provide the full name and business address of each member of the coalition, whether or not the member made payments during the quarter.

**AMOUNT RECEIVED THIS PERIOD:** You must disclose the total amount of payments received from each member during the period covered by the report.

**CUMULATIVE AMOUNT SINCE JANUARY 1:** You must disclose the cumulative amount of payments received from each member since January 1 of the biennial legislative session covered by the report.

**IMPORTANT:** If the coalition has not received a payment during the reporting period from a member of the coalition, enter the member's name and business address, enter zero in the Amount Received This Period Column, and provide the cumulative amount received from the member since January 1.

**Persons Spending $5,000:** Persons who do not employ a lobbyist or contract with a lobbying firm but who make payments to influence legislative or administrative action (including payments to a lobbying coalition) aggregating $5,000 or more in a calendar quarter must file Form 645. A Form 645 must be filed for each calendar quarter in which the person spends $5,000 and is not required to be filed for any quarter in which the person does not spend at least $5,000. (If the only payments made during a calendar quarter were “activity expenses” - payments which directly or indirectly benefit an elected state officer, legislative official, agency official, state candidate or member of the immediate family of such officer or candidate - no report is required for that quarter.) **NOTE: A completed Attachment Form 640 must be filed with this report.**

## Where to File

The Form 645 must be filed **electronically** with the Secretary of State. No paper copies are required.

## When to File

| Deadline | Period Covered |
|---|---|
| April 30 | January 1 – March 31 |
| July 31 | April 1 – June 30 |
| October 31 | July 1 – September 30 |
| January 31 | October 1 – December 31 |

Filing deadlines which fall on a Saturday, Sunday or official state holiday are extended to the next regular business day.

**IMPORTANT:** Except as noted above, there are no provisions in the Political Reform Act for extension of the filing deadlines. A person who files after a deadline is liable for a fine of $10 per day until the report is filed.

For additional information about the Form 645 and other lobbying reports and requirements, see the Lobbying Disclosure Manual.

# REPORT OF PERSON SPENDING $5,000 OR MORE TO INFLUENCE LEGISLATIVE OR ADMINISTRATIVE ACTION

**645**

(Government Code Section 86116)

PAGE ______ OF ______

**TYPE OR PRINT IN INK**

REPORT COVERS PERIOD FROM ____________ THROUGH ____________

CUMULATIVE PERIOD BEGINNING ____________

☐ **Amendment (Explain here.)**

______________________________________________

______________________________________________

**FOR OFFICIAL USE ONLY**

**A**

**B**

NAME OF FILER:

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

TELEPHONE NUMBER:

( )

**PART I - LEGISLATIVE OR STATE AGENCY ADMINISTRATIVE ACTIONS ACTIVELY LOBBIED DURING THE PERIOD**
(See instructions on reverse.)

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

## SUMMARY OF PAYMENTS THIS PERIOD

| | | |
|---|---|---|
| A. | Total Activity Expenses (Part II, Section A) | $ ____________ |
| B. | Total Other Payments to Influence (Part II, Section B) | $ ____________ |
| | Total (A + B above) | $ ____________ |
| C. | Total Payments in Connection with PUC Activities (Part II, Section C) | $ ____________ |

CAMPAIGN CONTRIBUTIONS: ☐ Part III completed and attached ☐ No campaign contributions made this period

## VERIFICATION

**I have used all reasonable diligence in preparing this Report. I have reviewed the Report and to the best of my knowledge the information contained herein and in the attached schedules is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

| | | |
|---|---|---|
| Executed on (Date) | At (City and State) | By (Signature of Filer or Responsible Officer) |
| Name of Filer or Responsible Officer (Type or Print) | | Title |

## INSTRUCTIONS FOR COMPLETING PAGE 1

**PERIOD COVERED BY REPORT:** The period covered is the calendar quarter. (See the cover sheet of this form for periods covered.)

**CUMULATIVE PERIOD BEGINNING:** The "cumulative period" begins with January 1 of the biennial legislative session; except for the first report a filer is required to file, in which case the cumulative period begins with the first day of the calendar quarter in which the filer qualified.

**PART I -- LEGISLATIVE OR STATE AGENCY ADMINISTRATIVE ACTIONS ACTIVELY LOBBIED DURING THE PERIOD:** You must report the legislative bills and state agency administrative actions which you "actively" influenced or attempted to influence. "Actively" lobbied means that you or your agent have engaged in direct communication with a qualifying official for the purpose of influencing legislative or administrative action during the reporting period. (See the "Lobbying Disclosure Manual" for the definition of "direct communication.") Do not list bills or administrative actions which have died prior to the reporting period, or those which are only being watched or monitored, or those which you have not attempted to influence during the reporting period. You may either list the legislative bill numbers and administrative regulation numbers or provide a brief description of each legislative or administrative action actively lobbied during the quarter. When listing state administrative actions, provide the name of the state agency or department.

**SUMMARY OF PAYMENTS:** Enter the total amounts paid this period from each section of the report. With respect to campaign contributions, check the box that applies to your activities during the calendar quarter.

**VERIFICATION:** The report must be verified and signed by the filer. In the case of an organization, a responsible officer of the organization, or an attorney or a certified public accountant must sign on behalf of the organization.

# 645

NAME OF FILER: ______________________________ PERIOD COVERED: ______________

## PART II - PAYMENTS MADE THIS PERIOD

### *A. ACTIVITY EXPENSES* (See instructions on reverse.)

| Date | Name and Address of Payee | Name and Official Position of Reportable Persons and Amount Benefiting Each | | Description of Consideration | Total Amount of Activity |
|---|---|---|---|---|---|
| | | | $ | | $ |
| | | | | | |
| | | | | | |
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| | | | | | |

☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

TOTAL SECTION A (Activity Expenses). Also enter the total of Section A on Line A of the Summary of Payments section on page 1. $

### *B. OTHER PAYMENTS TO INFLUENCE LEGISLATIVE OR ADMINISTRATIVE ACTION*

1. PAYMENTS TO LOBBYING COALITIONS (NOTE: Attach Form 630.) $ __________
2. OTHER PAYMENTS (NOTE: Attach Form 640.) $ __________

TOTAL SECTION B (1 + 2). Also enter the total of Section B on Line B of the Summary of Payments section on page 1. $

### *C. PAYMENTS IN CONNECTION WITH ADMINISTRATIVE TESTIMONY IN RATEMAKING PROCEEDINGS BEFORE THE CALIFORNIA PUBLIC UTILITIES COMMISSION*

(See instructions on reverse.) Also enter the total of Section C on Line C of the Summary of Payments section on page 1. $

## INSTRUCTIONS FOR COMPLETING PAGE 2

**SECTION A.** Activity Expenses: An “activity expense” is any expense which benefits, in whole or in part, an elected state officer, a legislative official, an agency official, a state candidate, or a member of the immediate family of such officials or candidates. Activity expenses include gifts, honoraria, consulting fees, salaries and any other form of compensation, but do not include campaign contributions.

You must itemize all activity expenses incurred by you, and you must report them during the period in which they occurred, regardless of whether or not they were actually paid during the period, and provide the information outlined below.

*Date:* Enter the date the expense was incurred or the event occurred.

*Name and Address of Payee:* List the name and address of the vendor or other person to whom payment was made or incurred. If charged on a credit card, you must list the name of the credit card company and also the name of the vendor which received the payment.

*Name and Official Position of Reportable Persons and Amount Benefiting Each:* List the name and official position if any, of each reportable person who benefited from the payment. Also list the portion of the total activity expense which is attributable to each reportable person. **Note:** You are not required to list in this section yourself or any other person who benefited who is not a reportable person. You must, however, maintain in your records the total number of persons who benefited.

*Description of Consideration:* Describe the goods or services received by the reportable person(s), e.g., lunch, drinks, flowers, etc.

*Total Amount of Activity:* Enter the total amount paid, arranged or incurred for the activity, not just the amount which benefited reportable persons. Regardless of the number of beneficiaries listed for a single payment, enter the payment in the “Total Amount of Activity” column only once. Also enter the total of Section A in the “Summary of Payments” section on Page 1, Line A.

**SECTION B.** Other Payments to Influence Legislative or Administrative Action:

Report as a lump sum all payments to lobbying coalitions and all other payments you made in connection with your attempts to influence legislative or administrative action. **NOTE: Form 640 must also be completed in addition to this section.** Also enter the total of Section B in the “Summary of Payments” section on Page 1, Line B. **NOTE: If you make payments to a lobbying coalition, you must also attach a completed Form 630 to this report. If you make payments to a lobbyist or a lobbying firm, or payments in support of a lobbyist, you must complete Form 635 (Report of Lobbyist Employer), not Form 645.**

**SECTION C.** Payments in Connection with Administrative Testimony in Ratemaking Proceedings Before the California Public Utilities Commission: Filers who make payments in connection with administrative testimony in ratemaking proceedings before the PUC (other than payments to a lobbyist or a lobbying firm) must report the lump sum of these payments in Section C. Payments to be reported include compensation paid to all attorneys, other than a lobbyist or a lobbying firm, for time spent testifying in the proceedings and compensation paid to all witnesses, other than a lobbyist or a lobbying firm, for time spent testifying in the proceedings. Compensation includes gross wages paid plus any benefits which are in lieu of wages such as the granting of stock options or the purchase of annuities. It does not include routine fringe benefits such as the employer’s contributions to a health plan, retirement plan or payroll taxes. No other in-house expenses or overhead in connection with such proceedings are reportable. However, if you make payments to a lobbyist or a lobbying firm in connection with PUC ratemaking proceedings, you must complete Form 635 (Report of Lobbyist Employer), not Form 645. Also enter the total of Section C in the “Summary of Payments” section on Page 1, Line C. **NOTE:** If you make payments to a lobbying coalition, you must also attach a completed Form 630 to this report.

**645**

NAME OF FILER: ________________________ PERIOD COVERED: ________________

**PART III - CAMPAIGN CONTRIBUTIONS MADE** (Monetary and non-monetary campaign contributions of $100 or more made to or on behalf of state candidates, elected state officers and any of their controlled committees, or committees supporting such candidates or officers must be reported in A or B below.)

A. If the contributions made by you during the period covered by this report, or by a committee you sponsor, are contained in a campaign disclosure statement which is on file with the Secretary of State, report the name of the committee and its identification number, if any, below.

Name of Major Donor or Recipient Committee Which Has Filed A Campaign Disclosure Statement: ________________________

Identification Number if Recipient Committee: ________________

B. Contributions of $100 or more which have not been reported on a campaign disclosure statement, including contributions made by an organization's sponsored committee, must be itemized below.

| Date | Name of Recipient | I.D. Number if Committee | Amount |
|---|---|---|---|
| | | | $ |
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☐ If more space is needed, check box and ~~attach continuation sheets~~ use continuation sheet at the end of the form.

**NOTE: Disclosure in this report does not relieve a filer of any obligation to file the campaign disclosure statements required by Gov. Code Section 84200, et seq.**

# FORM 645

## REPORT OF PERSON SPENDING $5,000 OR MORE TO INFLUENCE LEGISLATIVE OR ADMINISTRATIVE ACTION

**PERSONS SPENDING $5,000**: Persons who do not employ a lobbyist or contract with a lobbying firm but who make payments to influence legislative or administrative action (including payments to a lobbying coalition) aggregating $5,000 or more in a calendar quarter must file Form 645. A Form 645 must be filed for each calendar quarter in which the person spends $5,000 and is not required to be filed for any quarter in which the person does not spend $5,000. (If the only payments made during a calendar quarter were "activity expenses" - payments which directly or indirectly benefit an elected state officer, legislative official, agency official, state candidate or member of the immediate family of such officer or candidate - no report is required for that quarter.) **NOTE: A completed Attachment Form 640 must be filed with this report.**

An original and one copy of the Form 645 must be filed with the Secretary of State.

Secretary of State
Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

The periods covered and the filing deadlines for reports are as follows:

| PERIOD COVERED | FILING DEADLINE |
|---|---|
| January, February, and March | April 30 |
| April, May, and June | July 31 |
| July, August, and September | October 31 |
| October, November, and December | January 31 |

If a report is sent by first class mail, it is considered received on the date of postmark. Filing deadlines which fall on a Saturday, Sunday, or official state holiday are extended to the next regular business day.

**IMPORTANT:** Except as noted above, there are no provisions in the Political Reform Act for extension of the filing deadlines. A person who files after a deadline is liable for a fine of $10 per day until the report is filed.

INSTRUCTIONS FOR COMPLETING THE REPORT ARE ON THE BACK OF EACH PAGE. *REFER TO THE LOBBYING DISCLOSURE MANUAL FOR FURTHER INFORMATION.*

# CONTINUATION SHEET FOR PART I
# LEGISLATIVE OR STATE AGENCY ACTIVELY LOBBIED

PAGE ______ OF ______

## REPORT OF PERSON SPENDING $5,000 OR MORE TO INFLUENCE LEGISLATIVE OR ADMINISTRATIVE ACTION (FORM 645)

NAME OF FILER: ______________________ PERIOD COVERED: ______________________

**PART I - LEGISLATIVE OR STATE AGENCY ADMINISTRATIVE ACTION ACTIVELY LOBBIED DURING THE PERIOD** (Continued)

☐ If more space is needed, check box and use additional continuation sheets.

## CONTINUATION SHEET FOR PART II
## PAYMENTS MADE THIS PERIOD

PAGE ______ OF ______

# REPORT OF PERSON SPENDING $5,000 OR MORE TO INFLUENCE LEGISLATIVE OR ADMINISTRATIVE ACTION (FORM 645)

NAME OF FILER: ________________________________ PERIOD COVERED: ____________________

**PART II - PAYMENTS MADE THIS PERIOD**

B. Contributions of $100 or more (Continued)

| Date | Name of Recipient | I.D. Number if Committee | Amount |
|---|---|---|---|
| | | | $ |
| | | | |
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☐ If more space is needed, check box and use additional continuation sheets.

# CONTINUATION SHEET FOR PART III
# CAMPAIGN CONTRIBUTIONS MADE

PAGE ______ OF ______

## REPORT OF PERSON SPENDING $5,000 OR MORE TO INFLUENCE LEGISLATIVE OR ADMINISTRATIVE ACTION (FORM 645)

NAME OF FILER: ____________________ PERIOD COVERED: ____________________

**PART III - PAYMENTS MADE THIS PERIOD**
***A. ACTIVITY EXPENSES*** (Continued)

| Date | Name and Address of Payee | Name and Official Position of Reportable Persons and Amount Benefiting Each | | Description of Consideration | Total Amount of Activity |
|---|---|---|---|---|---|
| | | | $ | | $ |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | TOTAL SECTION A (Activity Expenses). Also enter the total of Section A on Line A of the Summary of Payments section on page 1. | $ |

☐ If more space is needed, check box and use additional continuation sheets.

**2015**

# FORM 690
# AMENDMENT TO LOBBYING DISCLOSURE REPORT

The "Amendment to Lobbying Disclosure Report" is used to amend information on the following lobbying disclosure reports:

- Form 615 -- Lobbyist Report
- Form 625 -- Report of Lobbying Firm
- Form 635 -- Report of Lobbyist Employer/Report of Lobbying Coalition
- Form 645 -- Report of Person Spending $5,000 or More to Influence Legislative or Administrative Action

Enter If the information being amended affects the lobbying disclosure reports filed by a lobbyist and his or her employer or firm, a separate Form 690 must be filed by each.

**VERIFICATION:** If the Form 690 is being filed to amend information contained on the Form 615, the Amendment must be verified and signed by the lobbyist. If the Form 690 is being filed to amend information contained on the Form 625, the Amendment must be verified and signed by the person designated on the lobbying firm's registration statement as the responsible officer of the firm. In the case of a lobbyist employer or lobbying coalition, the Amendment must be verified and signed by the employer or, in the case of an organization, by a responsible officer of the organization or an attorney or a certified public accountant.

> **NOTE:** The Form 690 should not be used to amend information contained on a Registration Statement, or the Lobbyist Certification Statement. Instead, a Form 605 (Amendment to Registration) must be filed.

File an original and one copy of this form with:

Secretary of State
Political Reform Division
1500 11th Street
P. O. Box 1467
Sacramento, CA 95812-1467

*<u>REFER TO THE INFORMATION MANUAL ON LOBBYING DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT</u> FOR FURTHER INFORMATION. FOR ASSISTANCE, CALL 916/322-5660.*

# AMENDMENT TO LOBBYING DISCLOSURE REPORT

FOR USE BY FILERS AMENDING REPORTS FILED PURSUANT
TO GOVERNMENT CODE SECTIONS 86100-86117

**FORM 690**
**2015**

| FOR OFFICIAL USE ONLY |
|---|
| A |
| B |

**TYPE OR PRINT IN INK**

*For information required to be provided to you pursuant to the Information Practices Act of 1977, see Information Manual on Lobbying Disclosure Provisions of the Political Reform Act.*

NAME OF FILER:

NAME OF EMPLOYER OR FIRM: (If this amendment is being filed by a lobbyist)

| BUSINESS ADDRESS OF FILER: (Number and Street) | (City) | (State) | (Zip Code) | TELEPHONE NUMBER: ( ) |
|---|---|---|---|---|

***(The information required must correspond to the information provided on the original report filed.)***

1. The following information amends the lobbying disclosure report Form No. ______ executed on ______________ (Mo. - Day - Year)

   for the period ______________ to ______________.

2. Amended information affects items on Part(s) _________ Section(s) ______________.

3. Describe changes below.

## VERIFICATION

**I have used all reasonable diligence in preparing this Amendment. I have reviewed the Amendment and to the best of my knowledge the information contained herein is true and complete.**

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

| Executed on (Date) | At (City and State) | By (Signature of Filer) |
|---|---|---|
| Name of Filer (Type or Print) | | Title |