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.

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☐ **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.

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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.

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.

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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

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

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
☐ If more space is needed, check box and attach 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.			$	

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.

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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
			$		$

☐ If more space is needed, check box and attach 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. $

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.

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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
			$

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

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.