

INSTRUCTIONS FOR FILING REGISTERED LOBBYIST'S EXPENDITURES
AND CONTRIBUTIONS REPORT (FORM LOB)

Part I. Total Expenditures

In this section, you must report expenditures made for the purpose of lobbying other than those expenditures that are reimbursed or paid for by the organization for which you lobby (see below).

IMPORTANT: Filers should keep in mind that state employees, officials, and legislators are governed by a code of ethics that may restrict their acceptance of gifts or other benefits. For more information, see State Ethics Commission publication, "Gifts and the State Ethics Code."

Organizations' Names

List the names of all of the organizations for which you provided lobbying services. If you represent more than 6 organizations, use additional forms.

Categories of Expenditures

Report expenditures made for the purpose of lobbying on behalf of each organization for which you lobby. Do not report those expenditures for the purpose of lobbying for which you are reimbursed by the organization for which you are lobbying. Also, do not report those expenditures which are paid for by the organization. Expenditures that are reimbursed or paid for by the organization must be reported by the organization on its Expenditures and Contributions Report (FORM ORG). For example, if, on behalf of an organization, you spend \$1000 on media advertising and are then reimbursed by the organization for that expenditure, then you should not report that expenditure on this form. Instead, the organization that reimbursed you must report the expenditure on the Organization's Form (FORM ORG).

1. Preparation and distribution of lobbying materials. Report items such as printing expenses, copying expenses, and expenses to produce video and audio tapes. You need not report expenses for preparing written testimony or exhibits for a hearing before the legislature or an administrative agency.
2. Media advertising. Report expenditures for newspaper advertisements or television and radio commercials, etc. If you hire a public relations firm for media advertising, then report the amount paid to the firm that is attributable to media advertising. Fees charged by the firm for professional services should be reported under the category "Fees and Allowances."
3. Telegraph, telephone and other forms of telecommunication. Report expenditures for the use of telephone, telegraph, and facsimile, etc.
4. Postage. Report postage expenses.
5. Fees paid by lobbyist. Report here such items as fees paid to consultants or to other lobbyists. Do not report the fees or compensation you receive for lobbying. Those fees must be reported on the Organization's Form (FORM ORG) by the organization that hired you.
6. Entertainment. Report entertainment expenses for the purpose of lobbying.
7. Food and beverages. Report food and beverage expenses for the purpose of lobbying.
8. Gifts. Report the value of gifts given for the purpose of lobbying, including gifts given to foster good will for the purpose of lobbying.
9. Loans. Report the value of all loans and forgiveness of loans made for a lobbying purpose.
10. Other disbursements. Report other distributions, disbursements, and expenses incurred for the purpose of lobbying.

Expenses of \$25 or More Per Person Per Day

In this section, report the name and address of each person with respect to whom expenditures for the purpose of lobbying in the total sum of \$25 or more per day were made and the amount or value of such expenditures. Also indicate the organization on behalf of which the expenditures were made. Remember that if you are reimbursed by an organization for any lobbying expenditure made on behalf of the organization, then you need not report the expenditure on this form. Instead, the organization must report the expenditure on the Organization's Form (FORM ORG).

Aggregate Expenditures of \$150 or More Per Person

In this section, report the name and address of each person with respect to whom expenditures for the purpose of lobbying in the aggregate of \$150 or more were made during the statement period and the amount or value of such expenditures. You must also indicate the organization on behalf of which the expenditures were made. For example, if on behalf of a corporation, you paid consultant fees in excess of \$150 during the statement period, then you would report the name and address of the consultant, the fees paid to the consultant, and the identity of the corporation. Remember that if you are reimbursed by an organization for any lobbying expenditure made on behalf of the organization, then you should not report the expenditure on this form. Instead, the organization must report the expenditure on the Organization's Form (FORM ORG).

Part II. Contributions Received By Lobbyist

In this section, report the name and address of each person making contributions to the lobbyist for the purpose of lobbying in the sum of \$25 or more during the statement period and the amount or value of such contributions. For example, if an individual gave you \$100 for a lobbying effort, you must report the contribution in this section. If you receive a contribution from a donor for the benefit of the organization on whose behalf you are lobbying, then you should not report that contribution on this form. Instead the organization should report the contribution on the Organization's Form (FORM ORG).

Part III. Subject Areas of Lobbying

Check off the subject area(s) in which you lobbied during the statement period.

Certification

You must sign and date this form. The form must be filed with the Hawaii State Ethics Commission with an original signature in place.