

Instructions for Form LD-2, Lobbying Report

The Lobbying Disclosure Act of 1995, as amended (2 U.S.C. § 1601 et. seq.), requires lobbying firms and organizations to register and file reports of their lobbying activities with the Secretary of the Senate and the Clerk of the House of Representatives.

Form LD-2 is used for complying with the semiannual reporting requirements of Section 5 of the Act (2 U.S.C. § 1604). Form LD-1 is used for initial registration under Section 4 of the Act (2 U.S.C. § 1603).

WHO MUST REPORT. A registrant must file a report for the semiannual period for which it initially registered and for each semiannual period thereafter, including the reporting period during which it terminates. LOBBYING FIRMS, i.e., entities with one or more lobbyists, including self-employed individuals who act as lobbyists for outside clients, are required to file a separate report for each client covered by a registration. ORGANIZATIONS employing in-house lobbyists file a single report for each semiannual period.

WHEN TO FILE. The semiannual report is required no later than 45 days after the end of a semiannual period beginning on the first day of January and the first day of July of every year in which a registrant is registered.

WHERE TO FILE. Prepare two originals of Form LD-2 and file one with each office listed below:

Secretary of the Senate
Office of Public Records
232 Hart Senate Office Building
Washington, DC 20510

AND

Clerk of the House of Representatives
Legislative Resource Center
B-106 Cannon House Office Building
Washington, DC 20515

PUBLIC AVAILABILITY. The Act requires the Secretary of the Senate and the Clerk of the House of Representatives to make all registrations and reports available to the public as soon as practicable after they are received.

TERMINATION REPORT. A registrant terminates by submitting a completed LD-2 report, indicating termination, no later than 45 days after the end of the reporting period in which it terminates.

REVIEW AND COMPLIANCE. The Secretary of the Senate (Office of Public Records) and the Clerk of the House (Legislative Resource Center) must review, verify, and request corrections in writing to ensure the accuracy, completeness, and timeliness of registrations filed under the Act.

ADDENDUM. If the space on Form LD-2 is insufficient for any required information, attach additional pages as needed, clearly stating the name of the registrant and client and identifying the line number(s) to which the information pertains.

AMENDMENTS. A registrant must **immediately** file an amended Form LD-2: (1) if notified of a defect in the original filing by the Secretary of the Senate or the Clerk of the House of Representatives; or (2) if erroneously reported information is discovered by the registrant. Once registered, updated information (name and address changes, new lobbyists, new issue area codes, etc.) must be disclosed in the registrant's **semiannual report**.

PENALTIES. Whoever knowingly fails: (1) to correct a defective filing within 60 days after notice of such a defect by the Secretary of the Senate or the Clerk of the House; or (2) to comply with any other provision of the Act, may be subject to a civil fine of not more than \$50,000.

FOR FURTHER INFORMATION. Contact the Senate Office of Public Records, 232 Hart Senate Office Building, Washington, DC 20510, (202) 224-0758, or the House Legislative Resource Center, B-106 Cannon House Office Building, Washington, DC 20515, (202) 226-5200.

LINE-BY-LINE INSTRUCTIONS

ALL FILERS ARE REQUIRED TO COMPLETE THE FIRST PAGE.

LINE 1. REGISTRANT NAME. Indicate the registrant's full legal name and any trade name(s). The name must be either the name of the lobbying firm or the name of the organization employing in-house lobbyists. Individual lobbyists do not register unless they are self-employed, in which case they register as firms and indicate their own names and any trade or business names.

LINE 2. REGISTRANT ADDRESS. Enter the mailing address for correspondence. Mark the box if the address is different than previously reported.

LINE 3. PRINCIPAL PLACE OF BUSINESS. Indicate the city and state or country (if outside the United States) of the registrant's principal place of business, if different from the address on line 2.

LINE 4. TELEPHONE NUMBER AND CONTACT NAME. Indicate the telephone number and the name of the person to contact for any questions concerning the registration. Enter optional e-mail address if you wish to receive electronic correspondence.

LINE 5. SENATE IDENTIFICATION NUMBER. This number, assigned by the Public Records Office, is unique to each registrant-client relationship. Enter the number and use it in all correspondence pertaining to this relationship.

LINE 6. HOUSE IDENTIFICATION NUMBER. This number, assigned by the Legislative Resource Center, is unique to each registrant-client relationship. Enter the number and use it in all correspondence pertaining to this relationship.

LINE 7. CLIENT NAME. Enter the name of the client. An organization lobbying on its own behalf marks the box labeled "Self."

LINE 8. YEAR. Enter the year and mark the appropriate box to indicate which semiannual reporting period is being covered by this report. **Check only one: a separate report is required for each filing period.**

LINE 9. AMENDED REPORT. If amending a previously filed version of this report, place a mark in the box. Otherwise, leave blank.

LINE 10. TERMINATION REPORT. If lobbying for the client has ended and the registrant wishes to terminate this registration, mark the box and enter the date that lobbying activities ceased.

LINE 11. NO ACTIVITY BOX. If there was no reportable **lobbying** activity, mark the box. Otherwise, file a complete report detailing the lobbying activity.

INCOME OR EXPENSE SUMMARY (ANSWER LINE 12 OR LINE 13 AS INSTRUCTED).

LINE 12. LOBBYING FIRMS (INCOME). Indicate whether income relating to lobbying activities on behalf of the client identified on line 7 was less than \$10,000, or was \$10,000 or more, during this reporting period by placing a mark in the appropriate box. If income was \$10,000 or more, provide a good faith estimate of all lobbying related income from the client (include all payments to the registrant by any other entity for lobbying activities on behalf of the client). Round estimates to the **nearest \$20,000**.

LINE 13. ORGANIZATIONS (EXPENSES). Indicate whether expenses related to lobbying activities were less than \$10,000, or were \$10,000 or more, during the reporting period by placing a mark in the appropriate box. If expenses were \$10,000 or more, provide a good faith estimate of all lobbying expenses (include all payments to third parties for lobbying activities) and round estimates to the **nearest \$20,000**.

LINE 14. REPORTING METHODS. Mark the appropriate box to indicate the expense accounting method used to determine expenses:

Method A. Reporting amounts using LDA definitions only. This method is available to all organizations.

Method B. Reporting amounts using Internal Revenue Code definitions as defined under Section 4911(d) of the IRC. This method is only available to a NON-PROFIT registrant that is **required to report and does report** under Section 6033(b)(8) of the IRC. The amount disclosed must pertain to the semiannual period covered by this report.

Method C. Reporting amounts using Internal Revenue Code definitions of lobbying activities, of which the cost is not deductible pursuant to Section 162(e) of the IRC. This method is available to any registrant that is subject to Section 162(e) of the IRC. The amount disclosed must pertain to the semiannual period covered by this report. Grass-roots and state lobbying expenses **may not be subtracted** from this amount.

FIRST PAGE SIGNATURE. If this is a report containing no lobbying activity, sign and date this page of the report and type or print the signer's name and title. Otherwise, sign only the last page of the report. Form LD-2 must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the report.

LINE 15. GENERAL LOBBYING ISSUE AREA. Select the applicable code(s) from the list below which accurately reflect all general areas in which the registrant engaged in lobbying during the reporting period, whether or not the issue area was previously disclosed. **Use a separate page for each code selected.** Attach additional photocopied pages as necessary to report all codes selected. Do not leave line blank.

ACC	Accounting	HCR	Health Issues
ADV	Advertising	HOU	Housing
AER	Aerospace	IMM	Immigration
AGR	Agriculture	IND	Indian/Native American Affairs
ALC	Alcohol & Drug Abuse	INS	Insurance
ANI	Animals	LBR	Labor Issues/Antitrust/ Workplace
APP	Apparel/Clothing Industry/Textiles	LAW	Law Enforcement/Crime/ Criminal Justice

ART	Arts/Entertainment	MAN	Manufacturing
AUT	Automotive Industry	MAR	Marine/Maritime/ Boating/Fisheries
AVI	Aviation/Aircraft/ Airlines	MIA	Media (Information/ Publishing)
BAN	Banking	MED	Medical/Disease Research/ Clinical Labs
BNK	Bankruptcy	MMM	Medicare/Medicaid
BEV	Beverage Industry	MON	Minting/Money/ Gold Standard
BUD	Budget/Appropriations	NAT	Natural Resources
CHM	Chemicals/Chemical Industry	PHA	Pharmacy
CIV	Civil Rights/Civil Liberties	POS	Postal
CAW	Clean Air & Water (Quality)	RRR	Railroads
CDT	Commodities (Big Ticket)	RES	Real Estate/Land Use/Conservation
COM	Communications/ Broadcasting/ Radio/TV	REL	Religion
CPI	Computer Industry	RET	Retirement
CSP	Consumer Issues/Safety/ Protection	ROD	Roads/Highway
CON	Constitution	SCI	Science/Technology
CPT	Copyright/Patent/ Trademark	SMB	Small Business
DEF	Defense	SPO	Sports/Athletics
DOC	District of Columbia	TAX	Taxation/Internal Revenue Code
DIS	Disaster Planning/Emergencies	TEC	Telecommunications
ECN	Economics/Economic Development	TOB	Tobacco
EDU	Education	TOR	Torts
ENG	Energy/Nuclear	TRD	Trade (Domestic & Foreign)
ENV	Environmental/Superfund	TRA	Transportation
FAM	Family Issues/Abortion/ Adoption	TOU	Travel/Tourism
FIR	Firearms/Guns/ Ammunition	TRU	Trucking/Shipping
FIN	Financial Institutions/Investments/ Securities	URB	Urban Development/ Municipalities
FOO	Food Industry (Safety, Labeling, etc.)	UNM	Unemployment
FOR	Foreign Relations	UTI	Utilities
FUE	Fuel/Gas/Oil	VET	Veterans
GAM	Gaming/Gambling/ Casino	WAS	Waste (hazardous/ solid/ interstate/ nuclear)
GOV	Government Issues	WEL	Welfare

LINE 16. SPECIFIC LOBBYING ISSUES. For each general lobbying area, list the specific issues which were actually lobbied during the semiannual period. Include, for example, specific bills before Congress or specific executive branch actions. BE SPECIFIC. **Bill numbers alone do not satisfy the requirements for reporting on this line and restatement of the general issue code is insufficient.** Use the following format to describe legislation: BILL NO., BILL TITLE, AND DESCRIPTION OF THE SPECIFIC SECTION(S) OF INTEREST.

i.e., "H.R. 3610, Department of Defense Appropriations Act of 1996, Title 2, all provisions relating to environmental restoration."

For specific issues other than legislation, provide detailed descriptions of lobbying efforts. Do not leave line blank.

LINE 17. CONTACTS. Identify the Houses of Congress and Federal agencies contacted by the registrant in connection with the general issue area during the reporting period. Disclose only the houses or agencies, such as "Senate," "House of Representatives," "Department of Agriculture," or "Executive Office of the President," rather than the individual office. **If there were no contacts during the period, mark the box labeled "none." Do not leave line blank.**

LINE 18. LOBBYISTS. List the name of each **lobbyist** who had **any activity** in this general issue area. If there are lobbyists not previously disclosed, enter the names of the new lobbyist(s) under each pertinent issue code. If any person listed in this section has served as a "covered executive branch official" or "covered legislative branch official" within two years of first acting as a lobbyist for the client, identify that person as a "covered official," state the executive and/or legislative position in which the person served, and mark the box labeled "New." **NOTE: The 20% threshold does not apply to this line and is only used for determining who may be considered a "lobbyist" for registration/updating purposes.**

LINE 19. FOREIGN INTEREST. Describe the interest of each foreign entity in the specific issues listed on line 16. **If there are no foreign entity interests in this issue, check the box marked "none." Do not leave blank.**

SIGNATURE. If this is the last page of the report, sign and date this page and type or print the signer's name and title. Only the last page of the report need be signed. Form LD-2 must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the report.

INFORMATION UPDATE PAGE

COMPLETE ONLY WHERE REGISTRATION INFORMATION HAS CHANGED.

LINE 20. CLIENT NEW ADDRESS. Enter complete address of the client if different than previously reported.

LINE 21. CLIENT NEW PRINCIPAL PLACE OF BUSINESS. Indicate the client's new principal place of business (city and state, or country, if outside the United States), if different from line 20.

LINE 22. NEW DESCRIPTION OF CLIENT'S BUSINESS OR ACTIVITIES. Provide a general description of the new business or activities of the client.

LINE 23. LOBBYIST DELETE. Enter the name of each individual who **no longer** acts as a lobbyist for the client identified on line 7. If there are no names to remove, skip to line 24.

LINE 24. GENERAL ISSUE AREA DELETE. Select the codes from the list on page 2 of the instructions of all previously reported issue areas that **no longer** apply and enter them on line 24. If there are no codes to be deleted, skip to line 25.

LINE 25. AFFILIATED ENTITY ADD. Identify the name, address, and principal place of business of any entity other than the client that contributes in excess of \$10,000 toward the registrant's lobbying activities in a six-month period, **and** in whole or in major part plans, supervises, or controls such lobbying activities.

LINE 26. AFFILIATED ENTITY DELETE. List the names of all previously reported organizations that **no longer** meet the disclosure requirement. If there are no organizations to remove, skip to line 27.

LINE 27. FOREIGN ENTITY ADD. Identify the name, address, principal place of business, amount of any contribution in excess of \$10,000, and the approximate percentage of equitable ownership in the client of any foreign entity that:

- a) holds at least 20% equitable ownership in the client or any organization identified on line 15; **or**
- b) directly or indirectly, in whole or in major part, plans, supervises, controls directs, finances or subsidizes activities of the client or any organization identified on line 15; **or**
- c) is an affiliate of the client or any organization identified on line 15 and has direct interest in the outcome the lobbying activity.

LINE 28. FOREIGN ENTITY DELETE. List the names of all previously reported foreign entities that **no longer** meet the disclosure requirement. Leave this line blank if there are no deletions.

SIGNATURE. If this is the last page of the report, sign and date this page and type or print the signer's name and title. Only the last page of the report need be signed. Form LD-2 must be signed and dated by the officer or employee of the registrant who is responsible for the accuracy of the information contained in the report.