



COMMITTEE ON THE BUDGET

Majority Caucus
U.S. House of Representatives
Jim Nussle, *Chairman*

309 Cannon House Office Building
Washington, DC 20515 • (202) 226-9844
Jim Bates, *Chief of Staff* • www.budget.house.gov

Guidelines for the Submission of Prepared Testimony of Witnesses

Committee requirements:

- 1) 150 printed copies.
- 2) Electronic copy, via e-mail attachment or floppy disk. Electronic copy of testimony may be in Microsoft Word or WordPerfect, compatible with Windows 2000. Additionally, the Committee will accept testimony in PDF if it is in "unprotected format." The unprotected format is necessary for posting to our website in accordance with Section 508 of the Americans with Disabilities Act.

Delivery:

Electronic copy should be sent via e-mail to the Committee Staff Contact, 24 hours before the hearing. Physical media (printed copies/floppy disks) should be delivered to 309 Cannon House Office Building, 24 hours before the hearing.

Heading:

Name of Witness (as he/she wants to be listed)
Title of witness (if applicable)
Organization/Agency/Affiliation
Before the Committee on the Budget
United States House of Representatives
Title of Hearing
Date of Hearing

Format:

Single spacing
Normal capitalization of titles, sections, headings
Soft returns in formatting unless at the end of a paragraph
No indentation at the beginning of paragraphs

Floppy Disk Format:

If you are submitting your testimony on a floppy disk, please use a 3-1/2" formatted (HD/DS) MS-DOS disk. Label the disk with the witness' name, date of hearing, and brief title of hearing. Do not send zip disks, jaz disks, tapes, or Macintosh formatted disks.

Things to avoid:

Underlining (in web formatting, that denotes a hyperlink).
Footnotes
Capitalization of blocks of text or entire sentences

Additional requirements for non-Government witness:

House rules require the attachment of a witness disclosure statement – "Truth in Testimony" to the printed copies of testimony.

Committee on the Budget
 Witness Disclosure Requirement – “Truth in Testimony”
 Required by House Rule XI, Clause 2(g)

Your Name:		
1. Will you be representing a federal, State, or local government entity? (If the answer is yes please contact the committee).	Yes	No
2. Please list any federal grants or contracts (including subgrants or subcontracts) which <u>you</u> have received since October 1, 2003: 		
3. Will you be representing an entity other than a government entity?	Yes	No
4. Other than yourself, please list what entity or entities you will be representing: 		
5. Please list any offices or elected positions held and/or briefly describe your representational capacity with each of the entities you listed in response to question 4: 		
6. Please list any federal grants or contracts (including subgrants or subcontracts) received by the entities you listed in response to question 4 since October 1, 2003, including the source and amount of each grant or contract: 		
7. Are there parent organizations, subsidiaries, or partnerships to the entities you disclosed in response to question number 4 that you will not be representing? If so, please list:	Yes	No

Signature: _____ Date: _____

Please attach this sheet to your written testimony.