

GUIDE TO LOBBYING FORMS

FORM	FOR USE BY	PURPOSE	FILING DATE
Form NR (Notice of Representation)	Governmental Affairs Agent and Represented Entities	Initially, to register as an Agent. Thereafter, to add Represented Entities.	Prior to lobbying or within 30 days of being retained as an Agent, whichever is earlier.
Form L-3 (Consent to Service of Process)	Out-of-State Governmental Affairs Agent	To consent to service of process within the state of New Jersey.	Prior to lobbying as an Agent.
Form Q-4 (Quarterly Report)	Governmental Affairs Agent	To report quarterly lobbying activity.	April 10 July 10 October 10 January 10
Form NT (Notice of Termination)	Governmental Affairs Agent	To terminate a Represented Entity and/or Governmental Affairs Agent.	Within 30 days of when lobbying activity as an Agent or Represented Entity ceases.
ANNUAL REPORTS			
Form L1-L	Represented Entities whose receipts or expenditures exceed \$2,500 during a calendar year.	To report financial activity.	February 15
Form L1-A	Governmental Affairs Agent or Governmental Affairs Agent Firms whose receipts or expenditures exceed \$2,500 during a calendar year.	To report financial activity.	February 15
Form L1-G	Person whose only lobbying activity is communication(s) with the general public (“grassroots lobbying”) whose receipts or expenditures exceed \$2,500 during a calendar year. “Person” includes an individual, partnership, committee, association, corporation, and any other organization or group of persons.	To report financial activity.	February 15
Form L-2	Represented Entities	To designate a Governmental Affairs Agent or Governmental Affairs Agent Firm to file an annual report on its behalf.	February 15
Form L-3 (Consent to Service of Process)	Out-of-State Represented Entities	To consent to service of process within the state of New Jersey.	February 15