

## INSTRUCTIONS FOR FILING FORM Q-4

### Page One

#### NAME OF GOVERNMENTAL AFFAIRS AGENT

Enter the name of the Governmental Affairs Agent who is reporting. EACH AGENT SHALL FILE AN INDIVIDUAL REPORT; PLEASE DO NOT REPORT AS A GROUP.

#### BUSINESS NAME AND BUSINESS ADDRESS

Enter the business name of the Governmental Affairs Agent and the business address.

#### TELEPHONE NUMBER

Leave this field blank if the telephone number of the Governmental Affairs Agent is unlisted.

#### REGISTRATION NUMBER

Please enter the registration number which has been assigned to the Governmental Affairs Agent by the Commission.

#### QUARTERLY REPORT DATE

Please place a check (√) next to the quarter covered by the report. Enter the calendar year of the quarter. A separate Form Q-4 is required for each quarter; do not check more than one quarter. The filing dates are as follows:

April 10	1 <sup>st</sup> Quarter	January 1 to March 31
July 10	2 <sup>nd</sup> Quarter	April 1 to June 30
October 10	3 <sup>rd</sup> Quarter	July 1 to September 30
January 10	4 <sup>th</sup> Quarter	October 1 to December 31

Note: Postmarks are not used by the Commission for determining a timely filing. Form Q-4 must be physically received at the Commission's office on or before each date listed above. If any of these dates falls on a weekend or holiday, the next business day becomes the due date.

#### AMENDMENT

If the report is an amendment, check the date of the report and enter the calendar year of the amendment. Also be sure to check the amendment box. Please provide a short description of the purpose of the amendment. When filing an amendment always include the front page of the Form Q-4 along with an original signature, the date of the amendment, and any amended pages.

#### REPORTING ACTIVITY

Simply place a check (√) in the space on the Form Q-4 to indicate that you engaged in lobbying activity during that quarter and Schedules A and B are attached, or place a check (√) in the space on the Form Q-4 to indicate that you engaged in no activity during that quarter.

#### UPDATING THE NOTICE OF REPRESENTATION

Form Q-4 provides space on page one for the purpose of updating the Notice of Representation. Please review your Notice of Representation to assure that it is still accurate. Do not add a new represented entity or terminate a represented entity on the Form Q-4; a separate Notice of Representation is required to add a represented entity and a Notice of Termination is required to terminate a represented entity.

#### SIGNATURE/DATE

After completing Form Q-4, the governmental affairs agent named on the report must sign and date the bottom. See the last page of these instructions for mailing information.

**Page Two-SCHEDULE A-LEGISLATION AND REGULATIONS**

When completing Schedule A, please follow these guidelines.

**GENERAL CATEGORY OF LEGISLATION OR REGULATION**

**LEGISLATION**

Please use the subject headings provided on the Commission’s website, “Listing of Subject Headings.” Report the subject heading which best represents the subject area of lobbying. The committee assignment may prove useful as a guideline in selecting a heading. Please list the subject headings alphabetically. Next provide Senate bills, Assembly bills, and regulations within that category.

**REGULATIONS**

Please use the categories listed in the New Jersey Register. For your convenience, the Register categories are provided on the Commission’s website, “Listing of Subject Headings.”

**BILL NUMBER OR PROPOSED RULE NUMBER**

Please provide the Senate or Assembly bill number or the proposed rule number. If none exists, state “none”. Such a situation will occur if you are lobbying on a matter that has not yet been introduced as a bill or proposed as a regulation.

Indicate next to the bill number or proposed rule number if the legislation or regulation was promoted or opposed. If, after indicating “Promoted” or “Opposed” you wish to report your position in more detail, you may add supplementary information.

**SPONSOR OR AGENCY**

Please provide the bill’s primary sponsor or the rule’s agency. “Agency” includes a State agency, or any authority, board, commission, or other agency or instrumentality in or of a principal department of the Executive Branch of State Government.

**DESCRIPTION OF BILL OR NEW JERSEY REGISTER TITLE OF RULE**

Describe the bill in general. Regarding the appropriation bill or any supplemental appropriation bill, report the particular items within the appropriation bill lobbied on during the quarter. For a regulation, provide the New Jersey Register title of the rule.

**REPRESENTED ENTITY**

Provide the name of the represented entity or client.

*Note: The form is expandable. Click “Add Another Copy of This Page” to add additional Legislation and Regulation items. If you add a page in error, you can use the “Delete This Page” button to remove it. Please file both Schedule A and Schedule B if there is any activity to report. If there is no activity to report on Schedule B, please mark N/A on Schedule B.*

**Page Three-SCHEDULE B-GOVERNMENTAL PROCESSES**

When completing Schedule B, please follow these guidelines.

**GENERAL CATEGORY OF GOVERNMENTAL PROCESS**

Enter the type of governmental process:

- Executive Order
- Rate Setting
- Public Contract
- Permit/ License/Waiver
- Bidding Procedure
- Fine/ Penalty

- Purchasing Procedure
- Administrative Determination
- Financial Assistance/Grant/Loan
- Other (Please specify)

Note that a “public contract” means a contract that is paid with State funds or the funds of an independent authority created by the State or by the Legislature.

**GOVERNMENTAL PROCESS IDENTIFIER/ACTION TAKEN**

Provide, if applicable, the identifier of the governmental process. For example, if the governmental process pertains to an executive order, enter the number of the executive order as the identifier. Similarly, if there is a contract number, purchase order, docket number, or similar identifier, enter it in this column. If there is none, enter “none.”

Indicate next to the governmental process identifier if the governmental process was “Promoted” or “Opposed” and provide other descriptive words necessary to adequately disclose the action taken by the governmental affairs agent.

**AGENCY**

Enter the name of the agency associated with the governmental process. “Agency” includes a State agency, or any authority, board, commission, or other agency or instrumentality in or of a principal department of the Executive Branch of State Government.

**DESCRIPTION OF GOVERNMENTAL PROCESS**

Adequately describe the governmental process by using more than one sentence, if necessary. A governmental affairs agent is not required to report the specific details of a trade secret in this field; it is sufficient to simply report that activity concerning a “trade secret” occurred during the quarter.

**REPRESENTED ENTITY**

Provide the full name of the represented entity or client.

***Note:** The form is expandable. Click “Add Another Copy of This Page” to add additional Governmental Process items. If you add a page in error, you can use the “Delete This Page” button to remove it. Please file both Schedule A and Schedule B if there is any activity to report. If there is no activity to report on Schedule A, please mark N/A on Schedule A.*

**MAILING ADDRESS**

Faxing of Form Q-4 is not permitted.

To file Form Q-4, please use the addresses below:

U.S. Postal Service, regular mail

New Jersey Election Law Enforcement Commission  
P.O. Box 185  
Trenton, NJ 08625-0185

Commercial Couriers (FedEx, UPS, DHL, etc.)

New Jersey Election Law Enforcement Commission  
28 West State Street  
13<sup>th</sup> Floor  
Trenton, NJ 08608

(609) 292-8700