



State of New Jersey

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Respond to:  
P.O. Box 185  
Trenton, New Jersey 08625-0185

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Website: <http://www.elec.state.nj.us/>

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Executive Director

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Deputy Director

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Legal Director

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Compliance Director

### MEMORANDUM

TO: ALL REGISTERED GOVERNMENTAL AFFAIRS AGENTS

FROM: CHRISTOPHER VIGALE  
ASSISTANT COMPLIANCE OFFICER

DATE: AUGUST 2011

RE: ANNUAL REGISTRATION FEE

Each year, registered Governmental Affairs Agents are required to submit an annual registration fee or the Form ST-5. The annual registration fee for the 2012 calendar year is \$425 and is due no later than **November 15, 2011**. Please remit the fee by check or money order, payable to the "State of New Jersey, Election Law Enforcement Commission."

If a Represented Entity or Governmental Affairs Agent firm has more than one registered Agent, the organization or firm may submit one check paying the fee for all Governmental Affairs Agents.

Pursuant to N.J.A.C. 19:25-20.6, the Commission will issue name tags (badges) only to those Governmental Affairs Agents who have done the following:

- 1) Paid the annual fee; and,
- 2) Filed all required Notices of Representation and Quarterly Reports for the prior 12-month period.

**All Agents must submit two identical 2" x 2" passport-sized photos for the 2012 badge.** Please place the Agent's name and registration number on the back of both photos. One photo will be laminated onto the badge and the other will be kept on file with the Commission. Note that in prior years, ELEC has sent the new badge with a navy blue lanyard attached. New lanyards will continue to be routinely mailed with the badge unless you opt not to receive one. Please let us know if you do not wish to receive a new lanyard by writing "Do Not Send Lanyard" on your return form.

Any Agent who has proof of having New Jersey State **tax-exempt status** must provide this information to the Commission annually with his or her request for a badge. The Division of Taxation has exempt organization certificates (Form ST-5) pursuant to N.J.S.A. 54:32B-9(b). The telephone number for the Division of Taxation is (609) 292-6400. Agents with tax-exempt status are not required to pay the annual fee, but they must comply with the other requirements for receiving a badge.

Any Agent who is a **voluntary filer** must check the designated box on this page and sign where indicated. Voluntary filers are not required to pay the annual fee, but they must comply with the other requirements for receiving a badge.

Please attach a check or Form ST-5 to the back of this notice. Write the full name and registration number below of each Governmental Affairs Agent whose annual fee is enclosed. Please check one of the following:

The Agent(s) listed below has included two 2" x 2" photos and is (please check one):

- Paying the annual fee with the attached check.
- Tax-exempt and submitting the attached Form ST-5.
- A voluntary filer.      Signature of voluntary filer \_\_\_\_\_

| Name  | Badge # |
|-------|---------|
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| _____ | _____   |
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Please send all materials to:

**Regular, U.S. Mail:**

ELEC  
P.O. Box 185  
Trenton, NJ 08625-0185

**Commercial Carrier (FedEx, UPS, DHL):**

ELEC  
28 West State Street – 13<sup>th</sup> Floor  
Trenton, NJ 08608

Thank you for your attention to this matter.