

## GUIDE TO LOBBYING FORMS (ELECTRONIC FILING)

FORM	FOR USE BY	PURPOSE	FILING DATE
<b>Form REG</b> (Registration)	Governmental Affairs Agent	To register as an Agent.	Prior to lobbying or within 30 days of being retained as an Agent, whichever is earlier.
<b>Form NR</b> (Notice of Representation)	Governmental Affairs Agent and Represented Entities	To add Represented Entities.	Prior to lobbying or within 30 days of being retained as an Agent, whichever is earlier.
<b>Form L-3</b> (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. Filed in conjunction with Form REG.
<b>Form Q-4</b> (Quarterly Report)	Governmental Affairs Agent	To report quarterly lobbying activity.	April 10 July 10 October 10 January 10
<b>Form NT</b> (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.
<b>ANNUAL REPORTS</b>			
<b>Form L1-L</b>	Represented Entities whose receipts or expenditures exceed \$2,500 during a calendar year.	To report financial activity.	February 15
<b>Form L1-A</b>	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
<b>Form L1-G</b>	Person whose <b>only</b> 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
<b>Form L-2</b>	Represented Entities	To designate a Governmental Affairs Agent or Governmental Affairs Agent Firm to file an annual report on its behalf.	February 15
<b>Form L-3</b> (Consent to Service of Process)	Out-of-State Represented Entities	To consent to service of process within the state of New Jersey.	February 15