INSTRUCTIONS FOR FORM L1-G

ANNUAL REPORT OF COMMUNICATION WITH THE GENERAL PUBLIC

It is strongly recommended that you review "The Filing Process" and the information presented under "Forms and Instructions." There is a short video and Step-by-step instructions to enable the "Trust This Document" security feature for accepting the Registration Number and PIN to display your name on the signature line.

- To download, enter information, save and ELECTRONICALLY file the Form L1-G, you must have the latest version of Adobe Reader. The latest version is FREE at www.adobe.com.
- Once at the Adobe site, close all other Internet connections. Click on "Get Adobe Reader," and follow the instructions. After installing or upgrading to Adobe's latest version return to the Commission's website at www.elec.state.nj.us to download, complete, save and electronically file the Form L1-G.
- A registration number and personal identification number (PIN) is also required to file electronically.
- Use of the TAB key to move between fields is recommended but the mouse can also be used to navigate the fields.
- The Form is **expandable** and will **automatically** calculate any amount(s) put on a schedule. Therefore, do not add dollar signs ($) or commas (,) to the amount(s).

Form L1-G is to be filed by an individual, partnership, committee, association, corporation, and any other organization or group of persons that receives contributions or makes expenditures in excess of $2,500 in a calendar year for the purpose of communication with the general public (also known as "grassroots lobbying"). The entity filing the report is referred to as the "Reporting Entity." If communicating with the general public was the only lobbying activity engaged in by the Reporting Entity, Form L1-G is filed. If the Reporting Entity engaged in lobbying related to legislation, regulations, or governmental processes, and communication with the general public, Form L1-L, L1-A, or L-2 is to be filed. Only those entities having **no registered Governmental Affairs Agent should use this Form**.

Enter the calendar year of the activity covered in the report. This will be the year **prior** to the filing year of this Annual Report. The field for the year can be edited. The year entered will automatically be entered on the certification page.

Check the amendment box if this is an amended report.

Definition of "Communication with the General Public"

"Communication with the general public" means any communication that is:

1) Disseminated to the general public through direct mail or in the form of a paid advertisement in a newspaper, magazine, or other printed publication of general circulation or aired on radio, television, or other broadcast medium, including the Internet; and

2) Which explicitly supports or opposes a particular item or items of legislation or regulations, or the content of which can reasonably be understood, irrespective of whether the communication is

addressed to the general public or to persons in public office or employment, as intended to influence legislation or to influence regulations.

3) A communication with the general public **does not include**:

   a) A communication by a partnership, committee, association, corporation, labor union, or charitable organization made only to its members, partners, individuals, and stockholders; or
   b) A communication in a newspaper, magazine, or other printed publication of general circulation, or aired on radio, television, or other broadcast medium, including the Internet, which communication is required to be made by law.

GENERAL INFORMATION

Enter the name, full business address, and telephone number of the Reporting Entity on whose behalf this report is filed. Do not report the telephone number if the number is unlisted. "Reporting Entity" can be an individual, a partnership, a committee, an association, a corporation, and any other organization or group of persons that engage(s) in communication with the general public.

If the business address of the Reporting Entity is not in New Jersey, File Form L-3, "Consent to Service of Process." The Form L-3 must be filed electronically when submitted as an annual report.

SUMMARY OF LOBBYING EXPENDITURES

There are four categories of lobbying expenditures. The **TOTAL** amount from each of the four schedules will automatically be transferred to the **SUMMARY**. The amounts from the four categories will automatically be calculated to arrive at the **TOTAL EXPENDITURES**.

Note: Schedules A and B are not part of Form L1-G. Form L1-G begins with Schedule C.

SCHEDULE C - SUPPORT PERSONNEL

Review the activities of those persons who supported the activities of the Reporting Entity in communicating with the general public. Determine which persons **individually** spent 450 or more hours in support activities. Such persons qualify as "support personnel" and may be either clerical (secretaries, clerks, etc.) or professional (executive directors, administrators, attorneys, engineers, chemists, etc.).

Report the pro rata share of the costs of support personnel attributable to supporting the activities of the Reporting Entity in communicating with the general public.

SCHEDULE C TOTAL: Enter the total of all the pro rated support personnel costs. Do not add dollar signs ($) or commas (,). Example: enter $5000.50 as 5000.50.

SCHEDULES D-1 AND D-2 –ASSESSMENTS, MEMBERSHIP FEES, OR DUES

SCHEDULE D-1 - SPECIFIC INTENT

Assessments, membership fees, or dues are reportable in full on Schedule D-1 when they are **paid by the Reporting Entity** with the specific intent to influence legislation, regulations, governmental processes, or to communicate with the general public.

Part I

When the assessment, membership fee, or dues payment exceeds $100 for the calendar year, report the date (use the calendar provided in the date field to select the date), the payee, the description (A= assessment, M= membership fee, D= dues payment, use the drop down menu to select the description), and the full amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Click on the X to delete entries and click on 'Add Item' to add entries.

Part II

When the assessment, membership fee, or dues payment is $100 or less there is no need to provide detailed information; simply report the total amount.

The Total Amount of Part I and Part II will automatically be calculated to arrive at the **Schedule D-1 TOTAL**.

SCHEDULE D-2 - MAJOR PURPOSE

Assessments, membership fees, or dues (not reported on Schedule D-1, "Specific Intent") are reportable on Schedule D-2 when they are made to an organization whose "major purpose" is to engage in lobbying (influencing legislation, regulations, governmental processes, or communicating with the general public). An organization engages in lobbying as its major purpose when more than 50 percent of its total expenditures in a calendar year are for lobbying purposes. Only when the **receiving organization** meets the "major purpose" test are amounts reportable. Furthermore, the assessments, membership fees, or dues payments are reportable in the same proportion as the activities of the receiving organization.

Example:

> Widget Corporation (Reporting Entity filing the report) pays $1,000 in a calendar year in dues **to ABC Trade Association**. ABC Trade Association is the **receiving organization**. ABC Trade Association expends 75 percent of its total expenditures on lobbying.
>
> Widget Corporation reports $750 (75 percent of $1,000) on Schedule D-2.

Date	**Payee**	**Description**	**Amount**
1/1/XX	**ABC Trade Association**	**D**	**$750**

Part I

For transactions exceeding $100, report the date (use the calendar provided in the date field to select the date), the payee, the description (A = assessment, M= membership fee, D= dues payment, use the drop down menu to select the description) and the amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Part II

For transactions of $100 or less, enter the amount. Do not add dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

The Total Amount of Part I and Part II will automatically be calculated to arrive at the **Schedule D-2 TOTAL.**

The Total Amount of Schedules D-1 and D-2 will automatically be calculated to arrive at a grand **TOTAL.**

SCHEDULE E - COMMUNICATION EXPENSES

Costs of preparation and distribution of materials for the purpose of conducting communications with the general public are to be reported on Schedule E. Included in this category are the costs of printed materials (i.e., correspondence, flyers, and publications), postage, films, slides, video, audio, and distribution via TV (network or cable), radio, other broadcast medium, the Internet, telephone, and facsimile. When entering an amount, do not use dollar sign(s) or commas (,). Example: enter $5,000.50 as 5000.50.

Other - If there is a communication expense which does not fit any of the categories listed, report the expense in the "Other" category, with a brief description.

Click on the X to delete entries and click on ‘Add Item’ to add entries.

All communication expenses entered will automatically be calculated to arrive at the **Schedule E TOTAL.**

SCHEDULE F - TRAVEL AND LODGING

Report the costs of travel and lodging for those persons associated with the Reporting Entity related to communicating with the general public.

Enter the name and the amount of travel and lodging costs. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Click the X to delete entries and click on ‘Add Item’ to add entries.

The travel amounts listed will be automatically calculated and shown in the **Schedule F TOTAL.**

REPORTING OF RECEIPTS

Receipts Tables 1 and 2 are designed to assist a Reporting Entity which is a trade association, or other reporting entity formed to represent a special interest, report its receipts. "Receipts" include:

– contributions,
– loans (except loans made in the ordinary course of business on substantially the same terms as those prevailing for comparable transactions with other persons),
– membership fees,
– dues payments, or
– assessments.

Receipts of a Reporting Entity are reportable if:

1. The receipts are provided to the Reporting Entity with the specific intent to communicate with the general public, or
2. The Reporting Entity communicates with the general public as its major purpose.

RECEIPTS TABLE 1 - SPECIFIC INTENT

Part I

If contributions, loans, membership fees, dues, or assessments are provided to the Reporting Entity with the specific intent that they be used to communicate with the general public, they are reportable.

Part I requires that you provide the date (use the calendar provided in the date field to select the date), name and address of the source, and amount of those receipts which are in excess of $100. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Click on the X to delete entries and click on 'Add Item' to add entries.

Part II

Part II requires that you provide one lump sum figure for those receipts of $100 or less. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

Part I and Part II will automatically be calculated to arrive at the **Receipts Table 1 TOTAL.**

RECEIPTS TABLE 2 - MAJOR PURPOSE

A Reporting Entity is deemed to be engaged in communicating with the general public as its "major purpose" for any calendar year in which expenditures related to such activity constitute more than 50 percent of its total expenditures for all purposes.

To determine whether the Reporting Entity meets the "major purpose" test, determine what percentage of its total expenditures for all purposes constitutes communication with the general public. If the percentage is 0 to 50 percent, no reporting of receipts is required. If the percentage equals more than 50 percent:

- Report the percentage of activities which constitute communication with the general public (this figure should be more than 50%).
- For each receipt, multiply the percentage indicated times the amount of the receipt to arrive at a **net receipt amount**. Add together all net receipt amounts to arrive at the aggregate figure. This aggregate figure will be the **Receipts Table 2 TOTAL**.

Review each individual net receipt amount. Any net receipt amount in excess of $100 must be reported in detail. Provide the date of receipt (use the calendar provided in the date field to select the date), name and address of the source, and amount. Do not use dollar signs ($) or commas (,). Example: enter $5,000.50 as 5000.50.

The total amount of receipts from each Table (1 and 2) will automatically be calculated to arrive at the **RECEIPTS TOTAL**.

Note: If a receipt was already reported on Receipts Table 1, it is not reported again on Receipts Table 2.

CERTIFICATION

After all Schedules of the report are completed, the CERTIFICATION must be electronically signed and dated by a responsible representative of the Reporting Entity filing this report. The individual signing the report must have sufficient knowledge of, and access to, all information which formed the basis of the reported items and which concerns the Reporting Entity's activity.

To sign electronically, you must be connected to the Internet. Enter the registration number and PIN of the person signing the form. The registration number and PIN will take the place of the signer's signature. If the registration number and PIN are entered correctly, the signer's name will be retrieved from the Internet and appear on the signature line. ***It is strongly recommended that you review "The Filing Process" and the information presented under "Forms and Instructions." There is a short video and Step-by-step instructions to enable the "Trust This Document" security feature for accepting the Registration Number and PIN to display your name on the signature line.***

If you need further assistance to electronically file this report, please contact the Commission at (609) 292-8700 or toll free within NJ at 1-888-313-3532 and ask for the electronic filing help desk.