

# **INSTRUCTIONS FOR FILING THE GOVERNMENTAL AFFAIRS AGENT NOTICE OF TERMINATION (FORM NT)**

## **NAME OF GOVERNMENTAL AFFAIRS AGENT**

Enter the name of the Governmental Affairs Agent who is submitting the form.

## **BADGE NUMBER**

Enter the badge number assigned to the Governmental Affairs Agent as it appears on the ID badge provided to them by the Commission.

## **TELEPHONE NUMBER**

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

## **BUSINESS NAME AND BUSINESS ADDRESS**

Enter the Governmental Affairs Agent's business name and address.

## **CHECK BOXES**

*Check the box in the top section* if the activities of the Governmental Affairs Agent on behalf of a Represented Entity have ceased. Enter the name and business address of the Represented Entity. Enter the effective date of the termination. Check the first indented box if the Represented Entity should be terminated for all GAAs employed by the Business. Or, check the second indented box if the termination applies to specific GAAs. If the second box is checked, the Agent will be required to list the names of the GAAs for which the Represented Entity should be terminated.

*Check the box in the bottom section* if a Governmental Affairs Agent is terminating with his/her current employer. For example, if an Agent works for the ABC Public Affairs Group, and is terminating employment with ABC Public Affairs Group, but is commencing employment with DEF Public Affairs Group as a Governmental Affairs Agent, the first indented box in the bottom section must be checked and the current ID badge returned. The Governmental Affairs Agent would then receive a new badge after filing the Governmental Affairs Agent Registration (Form REG) naming the new employer (DEF Public Affairs Group).

*Also check the box in the bottom section* if a Governmental Affairs Agent is terminating his/her status as an Agent completely. This means that the Governmental Affairs Agent is ceasing all activities influencing legislation, regulations, or governmental processes. Check off the second indented box in the bottom section, enter the effective date of the termination, and return the Agent's badge to the Commission if all of their activities are being terminated.

## **SIGNATURE/DATE**

In order to electronically sign the Form NT, the Governmental Affairs Agent must enter his/her Registration Number and PIN. When successfully entered, the Governmental Affairs Agent's name will appear on the signature line. Enter the date the form was completed in the mm/dd/yy format.

## **SUBMIT**

Once all the required fields are completed and the Governmental Affairs Agent has reviewed and e-signed the form, click the "Submit" button to submit the form to ELEC.

A confirmation page is generated. Print a copy of the confirmation page for your records. You can also print a copy of the submitted Form NT by clicking the link provided on the confirmation page.

## **FILING DATE INFORMATION**

The Notice of Termination (Form NT) shall be filed by a Governmental Affairs Agent within 30 days after lobbying activities cease.