

## **FAQs - Filling Out the Lobbyist Annual Report Form**

### **Parts I and II**

#### **What do I put under Part I, *Lobbyist*, and Part II, *Organization*?**

Part I concerns you, the Lobbyist, and your Lobbyist firm or employer. Part II concerns the organization for which you lobby.

**Your contact information may not match your firm's contact information under Part I, *Lobbyist Firm/Employer*.**

### **Parts III and IV**

#### **What do I put under Part III, *Expenditures, by Type*, and Part IV, *Fees, Compensation, Contributions and Membership Fees You Received for the Purpose of Lobbying*?**

Part III concerns expenditures you made to lobby. Detail the type of expenditures made. If there were none, please write "None" or "-0-."

Part IV concerns the money you received to lobby. Detail money, compensation, contributions and membership fees received. If there were none, please check the "n/a" box.

#### **What if I need more space for my information?**

Check the "additional sheets attached" box and attach your information.

#### **I provided my information on another website. Can I provide a link to that website?**

No. Fill out Parts III and IV. A link to another website will not be accepted and your form will be returned to you for correction.

### **Parts V and VI**

#### **How do I fill out Part V, *Description of Subjects on Which You Lobbied*?**

Check the box for subjects on which you lobbied. Fill in specific legislation or rule, as applicable, and attach additional sheets, if needed.

#### **How do I fill out Part VI, *Policy Making Process Decisions You Sought to Influence and Outcome*?**

List each policy making process decision you sought to influence. Include the outcome of the matter and attach additional sheets, as needed. For example:

1.Bill 001(18)	Outcome: Enacted, Ord. 18-17 (2018)	4.	Outcome:
2.Rule 19-10 (DPR, Camping)	Outcome: Adopted (2018)	5.	Outcome:

Include only City and County of Honolulu matters. If you include matters from other jurisdictions, your form will be returned to you for correction.

**I lobbied on a bill introduced three calendar years ago. Can I put it on the form?**

Yes. You must include legislations introduced in prior years that you lobbied for the reporting year. For example, if Bill XY was introduced in 2015, and you lobbied for it during 2018, you must declare it to your 2018 Annual Report Form.