

Does your organization need to register as a lobbying principal?

Wisconsin law requires your organization to register with the Wisconsin Ethics Board if your organization employs an individual:

- for compensation
- to communicate with state officials
- to attempt to influence state legislation or administrative rule-making on its behalf, and
- that individual communicates with state officials on 5 or more days during either the first or last six months of the year.

See Ethics Board Guideline 511, *When must an individual obtain a license to lobby?*

How to Register

Complete **Registration of Organization Employing a Lobbyist and Authorization of Lobbyists**.^{*} Enclose the organization's \$375 registration fee and a \$125 authorization fee for each individual whom your organization will employ as a lobbyist. If the individual does not already have a lobbying license, he or she should complete a **Lobbying License Application**. The lobby license fee is \$250 to lobby on behalf of one organization, \$400 to lobby on behalf of multiple organizations. If you wish, your organization may write one check for the registration, authorization, and license, payable to "Wisconsin Ethics Board."

Registrations and authorizations become effective when the Ethics Board receives the completed form and correct fees, and expire December 31 of even-numbered years.

The Ethics Board recommends that you register your organization and authorize your lobbyists before they begin their lobbying activities.

^{*} If your organization's total expenses for lobbying during a calendar year will not exceed \$500, your organization should request **Registration of Organization Employing a Lobbyist Spending Not More Than \$500 Annually**. The registration fee for such organizations is \$20.