

Lobbyist Frequently Asked Questions & Forms Utah Code 36-11

FAQs

How do I register as a lobbyist or renew my lobbyist license?

Complete this Signature Authorization Form, email it to lobbyists@utah.gov, and follow all steps on the form.

How do I update my principal / client list?

Log on to lobbyist.utah.gov, click "Manage Folder" and then click Statement of Organization.

How do I cancel my lobbyist license?

Complete this cancellation form and email it to lobbyists@utah.gov.

How do I file a report?

Log on to lobbyist.utah.gov, click Financial Ledger, and enter any necessary expenditures. Click "File Report" located at the far right of your ledger.

How do I know if my activity is allowed / if I'm allowed to invite public officials / if I need to report the expenditures?

Review this decision tree.

Where do I find study materials for the Ethics Training Course?

You can <u>review the questions</u> that appear on the Ethics Training Course or review this <u>decision tree</u> on inviting public officials to activities. The <u>definitions</u> and <u>expenditure prohibitions</u> sections of lobbyist law are also quite handy.

If I don't have expenditures to report, which reports am I required to file?

Short answer: the Quarter 4 (Year End) Report is due for all lobbyists, no matter what. Here's a brief explanation: A lobbyist is not required to file a quarterly financial report (Q1, Q2, Q3) if he or she has not made an expenditure during that reporting period. All lobbyists are still required to file the Quarter 4 (Year End) Report by January 10 of each year.

Forms

<u>Signature Authorization Form</u> (register or renew) <u>Cancellation Form</u> <u>Create Entity</u> (Statement of Organization registration form)

This guide is not a substitute for Utah State Code, and it is not intended to be comprehensive or an authoritative statement of law. For further legal information, please consult Utah State Code or other appropriate legal resources. The contents of this guide are subject to change by legislative or judicial action.

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