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**Part 1. Entity Type**

- Disclosure of contributions made by:  Person doing business with the State;  
(Check one)  Person providing lobbyist compensation; or  
 Both.

**Part 2. Report Type**

- Semiannual Report  
 For contributions made between August 1, \_\_\_\_\_ through January 31, \_\_\_\_\_. *Due February 5<sup>th</sup>.*  
 For contributions made between February 1, \_\_\_\_\_ through July 31, \_\_\_\_\_. *Due August 5<sup>th</sup>.*
- Initial Report – Date of entering into business relationship with the Maryland government agency \_\_\_\_\_. The report must cover contributions made during the 24-month period preceding this date.

**Part 3. Filer Information**

1. Legibly print or type the complete name of the individual, firm, corporation, trust, unincorporated association, or other organization making this disclosure (hereinafter “Filer”): \_\_\_\_\_  
 \_\_\_\_\_
2. Legibly print or type the address and the telephone and FAX numbers of the Filer: \_\_\_\_\_  
 \_\_\_\_\_
3. If the Filer is a business entity, legibly print or type the name and title of the authorized individual signing for the business entity:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Part 4. Business with the State**

For a person (including subsidiaries) doing business with the State, or with any one or more counties, incorporated municipalities, or other political subdivisions of the State, or with any one or more agencies of the State or a political subdivision, involving aggregate consideration of \$100,000 or more, provide the following information.

Name of Business (include address if subsidiary is listed)	Name of Government Agency	Nature of Business	Amount of Consideration	Length of Contract

**Part 5. Lobbyists employed by Filer**

For a person (including subsidiaries) providing \$500 or more in compensation for one or more regulated lobbyists, provide the following information.

Name of employer (if different than the Filer)	Name of Regulated Lobbyist

# INSTRUCTIONS

(For page 1)

## Part 1. Entity Type

A person doing business with the State must file this report if the person:

1. Is an individual, or is a firm, corporation, trust, unincorporated association, or other organization, whether or not conducted for profit;
2. Is conducting business with one or more government agencies (including the State, any county, municipal corporation, or other political subdivision of the State, and any agencies of the State or its political subdivisions), involving consideration of \$100,000 or more as provided under § 14-101(b) of Article 33 of the Code; **and**
3. Has made a contribution during the reporting period (or caused a contribution to be made) to a candidate or incumbent officer holder in excess of \$500.

A person providing lobbyist compensation must file this report if the person:

1. Spent at least \$500 during the reporting period to provide compensation to one or more regulated lobbyists; **and**
2. Has made a contribution or cumulative contributions in excess of \$500 to a candidate or an official holding the office of Governor, Lt. Governor, Attorney General, Comptroller, or member of the General Assembly.

**Important:** 1. This report must include not only the activities of the Filer, but also the activities of the Filer's subsidiaries (entities of which the Filer owns or controls 30% or more of the equity).  
2. The report must include contributions made not only by the Filer, but also by the officers, directors, or partners of the Filer, and by the officers and directors of any subsidiary.

## Part 2. Type of Report.

The Filer must indicate which type of report is being filed.

- The **Semiannual Report** (due from both persons doing business with the State and persons providing lobbyist compensation) is due on either February 5 or August 5 and must include all contributions over \$500 made during the previous 6 months.  
*For example, if you are filing the report for February 5, 2001, you must report all contributions over \$500 that were made between August 1, 2000 and January 31, 2001.*
- The **Initial Report** (due only from persons doing business with the State) is due upon the establishment of a business transaction that causes the Filer to reach the \$100,000 threshold for the first time, or for the first time in two or more years. The initial report covers all contributions over \$500 made during the 2 years prior to the date that the Filer entered into the triggering transaction.  
*For example, on October 23, 2001 you entered into a contract with the Board of Public Works involving more than \$100,000 of consideration, and it is your first contract with a Maryland government agency, you must file an Initial Report disclosing all contributions over \$500 that were made between October 24, 1999 and October 23, 2001.*

**Important:** The Initial Report and each Semiannual Report must be filed on a separate form.

## Part 3. Filer Information.

Indicate the complete name of the individual, firm, corporation, trust, unincorporated association, or other organization filing this disclosure report. If the Filer is not an individual, indicate the name and title of the individual authorized to sign this disclosure report.

## Part 4. Business with State (applicable to persons doing business with the State)

Identify each government agency with which the Filer or a subsidiary of the Filer is doing business, the nature of the business, the amount of consideration, and the length of the contract.

## Part 5. Lobbyists Employed by Filer (applicable to persons providing lobbyist compensation)

Identify each Maryland regulated lobbyist employed by the Filer or a subsidiary of the Filer.



# INSTRUCTIONS

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## Part 6. Disclosure of Contributions.

In Column 1, the Filer must identify each contributor. Contributors include:

- The Filer;
- A subsidiary of the Filer (include the address of the subsidiary);
- An officer, director, or partner of the Filer (include the name of the person and his or her address and relationship to the Filer);
- An officer, director, or partner of a subsidiary of the Filer (include the name of the person and his or her address and relationship to the subsidiary);
- A Political Action Committee of the Filer or the Filer's subsidiary; or
- An employee or agent of the Filer or of a subsidiary of the Filer, if the employee or agent makes a contribution at the direction of the Filer or the subsidiary (include the name of the person and state that he or she is an employee or agent of the Filer or a subsidiary of the Filer).

### Not-for-Profit Organizations

A contribution made by an individual who serves as a *trustee* or *member of the board of directors* of a not-for-profit organization *is not* attributable to the organization and does not need to be reported unless:

- (1) The contribution is made at the recommendation of the organization; or
- (2) The individual who made the contribution is paid by the organization.

A contribution by an *officer* of a not-for-profit organization *is* attributable to the organization and must be reported unless the officer is not paid and the organization is filing this disclosure report only because it employs a lobbyist.

In Column 2, the Filer must provide the name of the candidate, the name of the campaign account, and the office sought by the candidate (or if the candidate is an incumbent, the office currently held).

In Column 3, the date of the contribution must be indicated.

In Column 4, the amount of the contribution must be stated. Only a contribution of more than \$500 is required to be disclosed. However, if one contributor (or more than one contributor if the contributors are acting in concert) gives more than one contribution to a candidate and the aggregate amount of the contributions is more than \$500, each of the contributions must be disclosed, even if an individual contribution is \$500 or less.

In Column 5, if more than one contribution was made to a candidate, the aggregate amount of the contributions should be listed

## Part 7. Attestation.

The person filling out the form on behalf of the Filer must sign, under oath and subject to penalties of perjury, that the report is true and complete.

*In addition to these instructions, please see Article 33, §§ 14-101 through 14-104, and State Government Article § 15-715, of the Annotated Code of Maryland, for the complete statutory requirements.*