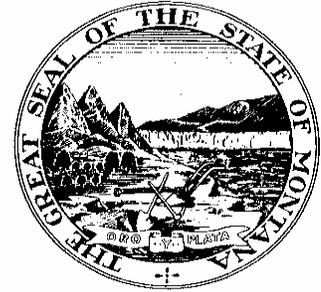


THE STATE OF MONTANA

**Commissioner of Political Practices**  
1209 Eighth Avenue  
Post Office Box 202401  
Helena, MT 59620-2401  
Telephone: 406-444-2942  
Fax Number: 406-444-1643  
Website: [www.politicalpractices.mt.gov](http://www.politicalpractices.mt.gov)



**Memorandum Re Form L-3**

TO: All Principals  
FROM: Jeff Mangan, Commissioner

**Principal's Representative:** A Principal's representative (signing authority) should be familiar with the terms of the Principal's agreement with the Lobbyist. This person will personally file or supervise and approve the filing of any necessary lobbying reports on behalf of the Principal. The Principal's representative is the individual to whom important correspondence and inquiries from the Commissioner's office will be addressed.

**E-mail Address:** We communicate via email whenever possible. Be sure to provide an email address that you check regularly.

**Resources:** In order to comply with Montana law, be aware of report due dates, and more, please become familiar with the lobbying resources at [www.politicalpractices.mt.gov/lobbying](http://www.politicalpractices.mt.gov/lobbying).

January 2019

## THE STATE OF MONTANA

### Commissioner of Political Practices

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## Form L-3 Instructions (Revised 1/1) Principal Registration Application

### Who is required to file a Form L-3?

If you have paid or intend to pay more than \$2,600 to individuals to lobby on your behalf, but will not pay an individual lobbyist \$2,600 or more, you are required to file Form L-3. (Principals who pay a single lobbyist \$2,600 or more must file a Form L-2.)

#### **Please note:**

*The Principal's representative (signing authority) who completes the L-3 registration application on behalf of the Principal is the individual to whom future correspondence will be addressed.*

### What information is to be reported?

The following information is required:

- Principal's full name and complete business mailing address;
- Full name, e-mail address, and telephone number of Principal's representative (signing authority), plus complete mailing address (if different from that of the Principal); and
- Specific subjects of legislation the Principal has authorized individuals to promote, oppose, or modify on behalf of the Principal.

#### **Please note:**

*The Docket of registered Principals must be kept current, so if authorized specific subjects of legislation are added, a Principal is required to file additions to the list.*

### When must a Form L-3 be filed?

You must file within five business days of either paying, or agreeing to pay, more than \$2,600 to individuals to lobby the legislature on your behalf.

### Where must a Form L-3 be filed?

- One copy is to be filed with the Commissioner of Political Practices at the address above.
- One copy is to be retained for the Principal's records.

**For lobbying information, refer to [www.politicalpractices.mt.gov/lobbying](http://www.politicalpractices.mt.gov/lobbying).**

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**FOR OFFICE USE ONLY**  
Date Received and Postmark Date

**Form L-3** (Revised 1/19)  
**Principal Registration Application**

**Original Filing**

**Amended Filing**

--

<b>Principal Information</b> (Please Print)
_____
<b>Full Name of Principal</b>
_____
<b>Principal's Complete Business Mailing Address</b> (Including City, State, Zip)
_____

<b>Principal's Representative</b> (Signing Authority) (Please Print)
_____
<b>Full Name of Principal's Representative</b>
_____
Different from the Principal's Address, Representative's Complete Mailing Address (Including City, State, Zip)
_____
<b>E-Mail Address</b> (Please Print)
_____
<b>Telephone Number</b>
_____

<b>Subjects of legislation your lobbyist or lobbyists are authorized to promote, oppose, or modify :</b>
_____
_____
_____

**CERTIFICATION**

I, _____, certify that the information provided in this Name of Representative of Principal
<b>registration application is complete and correct.</b>
_____
<b>Signature of Principal's Representative</b>
_____
<b>Date</b>