

Lobby Registration FAQs

1. Definition of lobbying:

“Lobbying” or “lobbyist services” mean any action by a lobbyist or lobbying firm to influence or attempts to influence MTA action through direct or indirect communication, other than administrative testimony, with an MTA official. (PUC § 130051.18(a)(9); MTA Administrative Code § 5-05-130)

2. What is a lobbyist?

A lobbyist is any individual who receives any economic consideration, other than reimbursement for reasonable travel expenses, for lobbying. The term “lobbyist” includes consultants and officers or employees of any business entity seeking to enter into a contract with the MTA. (PUC § 130051.18(a)(11); MTA Administrative Code § 5-05-150). Any contact beyond submitting a bid is likely lobbying and thus, the contacting person and/or company making a contact beyond submittal should be a registered lobbyist.

3. What if I talk to MTA staff at APTA or a banquet?

You may converse with MTA staff at industry events. However, to engage in conversation that may constitute lobbying you must first be registered as a lobbyist. Get registered before you go to events so you can freely converse without running the risk of disqualification from bidding for failing to register.

4. How do I register as a new lobbyist?

You may register by contacting the Ethics and Lobby Registration Department at 213-922-2983 or by sending an email to ethics@metro.net

Provide the following information:

- a. Name
- b. Address
- c. Phone and fax #
- d. Email address
- e. Contact person (if different from lobbyist)
- f. Company name
- g. Whether you are registering an Individual Lobbyist, Lobbyist Employer or Lobbyist Firm

Once the Ethics Department receives this information, you will be given a password and ID which will enable you to register and file quarterly reports online. (See FAQ #5)

5. How do I file my lobbyist forms?

- a. Go to www.metro.net
- b. Click on “Doing business”
- c. Click on “Lobby registration” which will take you to the Lobbyist Online System Main page
- d. Click on “Login”
- e. Enter you ID and password (to get an ID and password see paragraph 4 – “How do I register as a new lobbyist”)
- f. Select desired form from the menu and follow the online instructions for completing the form
- g. Upon submission of your form, you will be sent a confirmation email. Print out a copy of this email, sign it, and mail it, with any applicable fees, to the following address:

MTA Ethics Department
One Gateway Plaza
MS 99-11-12
Los Angeles, CA 90012-2952

- h. Once you have submitted your online form and the Ethics Department has received your signed confirmation email and any applicable fees, your filing is complete.

6. If I file electronically, do I have to send anything in to MTA?

Yes. Once you have filed any form electronically, the system will automatically send to you a confirmation email which you must print, sign and send to MTA with any applicable fees.

7. If I am a Lobbyist Employer and an Individual Lobbyist, do I have to file a separate Annual Renewal Report for each? (or a separate Quarterly Report for each?)

Yes.

For the Annual Renewal you must file a Form 1 as an Individual Lobbyist and a Form 3 as a Lobbyist Employer.

Each Quarter you file a report on Form 5 as an Individual Lobbyist and a Form 7 as an Employer Lobbyist.

8. What are the password and ID used for?

Your password and ID allow for electronic submittal of lobby forms. They are provided to you in writing and by email upon request at the time of your initial registration. All passwords and ID numbers should be kept confidential and maintained in a place of safekeeping.

9. If I have lost my password what should I do?

You may get your password by contacting the Ethics and Lobby Registration Department at 213-922-2983 or by sending an email to ethics@metro.net

10. When are my reports due?

All registered Individual Lobbyists, Lobbying Firms and Lobbyist Employers must file a report for each calendar quarter by the dates set forth below and an annual renewal of registration is due by January 15th of each year. Quarterly Reporting periods are as follows:

REPORTING PERIOD	FILING DEADLINE FOR SIGNED CONFIRMATION COPY
January through March period	April 30
April through June period	July 30
July through September period	October 30
October through December period	January 30

Filing is complete upon our receipt of the signed confirmation email of your electronic filing. We recommend you complete the electronic report at least 5 days before the filing deadline.

11. How do I terminate as a lobbyist?

All terminations as an Individual Lobbyist, Lobbyist Employer or Lobbyist Firm require submittal of Form 4, to be submitted to MTA electronically using your ID and password combination. Once it is electronically filed, you will receive email confirmation which must be signed and sent to MTA.

12. What are the lobbyist fee schedules?

	LOBBYIST	FIRM	EMPLOYER
Initial Registration	\$40	\$75	\$75
Annual Renewal	\$25	\$50	\$50
Late Annual Renewal	\$45	\$85	\$85
Late Quarterly Report	\$10/day per report/max of \$300	\$10/day per report/max of \$300	\$10/day per report/max of \$300
Reports/Renewals NOT completed online	\$25 data entry fee in addition to any other applicable fee, per lobbyist individual	\$25 data entry fee in addition to any other applicable fee, per lobbyist firm	\$25 data entry fee in addition to any other applicable fee, per lobbyist employer

13.If I have to pay fees as both a Lobbyist Employer and an Individual Lobbyist, do I have to write 2 separate checks?

No. You may combine all fees in one check but note on the check the amount for each lobbyist individual, lobbyist employer and/or lobbyist firm.

14.Is there any other way to pay besides check or money order?

MTA Ethics Department is working on an Electronic Funds Transfer (EFT) system. This system will be a more convenient and secure way of paying annual dues and will cut out any extra costs of intermediaries, banks or credit card fees. We expect to launch the EFT function in calendar year 2005.