



MEMORANDUM OF UNDERSTANDING

IN-HOUSE PREPARER

THE MOU WILL BE ACTIVATED WITHIN 24 HOURS AFTER THE FORM IS RECEIVED.

A Memorandum of Understanding (MOU) is required for each individual or organization to be registered using the online filing system.

PLEASE NOTE: This form is to be used when an entity designates an employee to prepare documents for the entity and/or the officers, partners or employees.

1. **LOBBYING AGREEMENT DATE:** _____ ****Required**
(Registrations not filed within fifteen (15) business days of this date will be considered late. Late fees will apply at a rate of up to \$100 per day.)

2. Name of individual or organization: _____

Address: _____

City, State, Zip: _____

Phone: (_____) _____

3. Social Security Number for *individual* listed on line 2 above: _____
(**REQUIRED** for all individuals)

4. Tax Identification Number for *organization* listed on line 2 above: _____
(**REQUIRED** for all organizations)

5. IN.Gov username associated with **PREPARER:** _____

6. Email address associated with the **PREPARER:** _____

7. Name of person assigned to the username on line 5: _____

8. Select the type of registrations to be filed for the lobbyist on line 2 above:

_____ COMPENSATED LOBBYIST

_____ EMPLOYER LOBBYIST

_____ BOTH EMPLOYER AND COMPENSATED LOBBYIST

****PLEASE NOTE:** This MOU must be signed by the lobbyist listed on line 2 if filing as an individual lobbyist. If the lobbyist is an organization, the form must be signed by a person listed on the registration statement in Section B as a responsible party for the organization.

I request the approval of the ILRC to submit required filings electronically. I understand that any such submissions will require an electronic signature as described in the Uniform Electronic Transaction Act (See I.C. 26-2-8). This electronic signature may consist of an IN.gov username and any other marks made electronically by the lobbyist in the course of filing that indicate assent to or adoption of the information submitted. The adoption of such an electronic signature has the same legally binding effect as a traditional signature. I affirm my intention to be bound by such an electronic signature on any documents submitted to the ILRC by electronic means.

Signature

Date

Printed Name

Return form to: Indiana Lobby Registration Commission
10 W. Market Street, Ste. 2070
Indianapolis, IN 46204
317-232-9860

OR

Fax completed form to: (317) 233-0077