



Instructions for Completing and Filing the Annual Expenditure Report

Who must file this form and what must be reported?

All registered lobbyist shall file an annual expenditure report. If there have been no expenditures during a reporting year, you must sign and date the report certifying that you had no expenditures during the stated year.

- The report shall disclose all lobbying expenditures incurred by all lobbyists.
- Expenditures must be reported by the category of the expenditure.
- Lobbying expenditures do not include the lobbyists' salary, office expenses, and personal expenses for lodging, meals, and travel.

How are expenditures to be reported on the form?

Indicate the calendar year for which you are reporting.

Complete Part 1.

Type or print clearly your name, address, and e-mail address, your firm's name and address, and, the name and address of the principal where indicated. Check if this is an amended report.

Complete Part 2.

Complete the amount of expenditures you incurred during the reporting year according to the categories listed on the report. Then add the amounts listed for a total amount of expenditures.

Who must sign the expenditure report?

The lobbyist must sign and date the expenditure report, before a notary public, certifying the accuracy of the expenditures reported.

When is the expenditure report due and where do I send it for reporting?

All registered lobbyists are required to submit their expenditure reports to the Orange County Attorney's Office no later than April 1 of each year. If there are zero expenses it must be indicated as such on the report and returned as required above.

Send the fully completed, signed, and notarized expenditure report to:

Attention: Maria K. Vargas, Paralegal
Orange County Attorney's Office,
P.O. Box 1393
Orlando, FL 32802-1398

Who can I contact if I have questions?

If you have questions, contact:

Dana Crosby -Collier
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Orange County Attorney's Office,
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407-836-7320
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