

**INSTRUCTIONS FOR COMPLETING
FORM L-2
THE DESIGNATION OF GOVERNMENTAL AFFAIRS AGENT**

It is strongly recommended that you review “The Filing Process” and the information presented under “Forms and Instructions.” There is a short video and step-by-step instructions to enable the “Trust This Document” security feature for accepting the Registration Number and PIN to display your name on the signature line.

- To download, enter information, save and ELECTRONICALLY file the Form L-2, you must have the latest version of Adobe Reader. The latest version is FREE at www.adobe.com.
- Once at the Adobe site, close all other Internet connections. Click on “Get Adobe Reader,” and follow the instructions. After installing or upgrading to Adobe’s latest version return to the Commission’s website at www.elec.state.nj.us to download, complete, save and electronically file the Form L-2.
- A registration number and personal identification number (PIN) is also required to file electronically.
- Use of the TAB key to move between fields is recommended but the mouse can also be used to navigate the fields.

N.J.A.C. 19:25-20.16(b) permits a Represented Entity to designate a Governmental Affairs Agent to file a report on its behalf. In order to utilize this option, reportable expenditures made by the Represented Entity must have been made only to the designated Governmental Affairs Agent.

Hence, all reportable activities conducted by and on behalf of the Represented Entity will be incorporated in the report of the Governmental Affairs Agent. If the Represented Entity conducts activity in addition to that of its Governmental Affairs Agent or if a Represented Entity makes expenditures to more than one Agent, then the designation option would not be available and a separate report must be filed by the Represented Entity itself.

STEPS FOR COMPLETING FORM L-2:

Enter the calendar year covered by this Form L-2.

1. Check the amendment box if this is an amended report.
2. Enter the name, business address, and telephone number of the Represented Entity whose activity will be reported by its Governmental Affairs Agent. Do not provide the telephone number if the number is unlisted.

3. Identify the full name and business address of the Governmental Affairs Agent or Governmental Affairs Agent Firm who will be reporting the activities of the Represented Entity.
4. This Form L-2 must be electronically signed and dated by a responsible Financial or Government Affairs Officer of the Represented Entity. Identify the individual's title. Enter the registration number and PIN of the person signing the form. The registration number and PIN will take the place of the signer's signature. If the registration number and PIN are entered correctly, the signer's name will be retrieved from the Internet and appear on the signature line.
5. This Form L-2 must be received by the New Jersey Election Law Enforcement Commission on or before February 15th. If February 15th falls on a weekend or holiday, the Form L-2 is due on the next business day.

If you need further assistance to electronically file the Form L-2, please contact the Commission at (609) 292-8700 or toll free within NJ at 1-888-313-3532 and ask for the electronic filing help desk.