(4) A person wishing to inspect or receive copies of interpretive and policy statements issued by the department shall submit a written request to: Office of Issuances, PO Box 45805, Olympia WA 98504–5805.

[Statutory Authority: RCW 42.17.240, 34.05.220 and chapters 17.250 and 17.260 RCW. 91–24–047 (Order 3300), § 388–320–450, filed 11/27/91, effective 12/28/91.]

WAC 388–320–460 Final adjudicative and declaratory order index. (1) Legal authority for this rule is RCW 42.17.260 (4)(b) and (c). Each state agency is required to, by rule, establish and implement a system of indexing for the identification and location of final adjudicative orders and declaratory orders that contain an analysis or decision of substantial importance to the agency, in carrying out its duties. The requirement applies to orders entered after June 30, 1990.

(2) The department’s adjudicative and declaratory order indexing system is administered by the Office of Appeals.

(3) The system of indexing is as follows:

(a) Separate indices may be established by program category, including but not limited to benefits, (such as public assistance and food stamps); child support; and license, rate, and similar programs;

(b) Staff of the office of appeals select the orders to be indexed. Review final adjudicative and declaratory orders in all programs are evaluated and those orders which have substantial importance are selected for inclusion in the index;

(c) Any person may nominate a final adjudicative order or declaratory order to be evaluated for indexing by writing the Office of Appeals, PO Box 2465, Olympia WA 98504–2465 and attaching a copy of the nominated order;

(d) Selected orders are indexed by a phrase describing the issue or holding and by a citation to the law involved; and

(e) The index contains a copy or a synopsis of the order.

(4) The index is available for public inspection at the Office of Appeals located in Office Building No. 2, Olympia Washington.

(5) Requests to be on the mailing list of indexed orders shall be made to: Office of Appeals, PO Box 2465, Olympia WA 98504–2465.

[Statutory Authority: RCW 42.17.240, 34.05.220 and chapters 17.250 and 17.260 RCW. 91–24–047 (Order 3300), § 388–320–460, filed 11/27/91, effective 12/28/91.]

WAC 388–320–470 Subscription to adjudicative orders involving nursing homes. (1) The department maintains a list of subscribers who have asked to receive copies of all initial and review decisions in adjudicative proceedings involving nursing homes, including but not limited to, licensing and survey sanctions.

(2) An application to become a subscriber shall be made to the Office of Appeals, PO Box 2465, Olympia WA 98504–2465. The application shall contain the name, address, and telephone number of the applicant and include the fee described in subsection (3).

[1991 WAC Supp—page 2530]

(3) Subscribers shall be charged a fee to offset the costs of copying, postage, and other related administrative costs. The fee shall be adjusted yearly to reflect the costs for the prior year. An application to become a subscriber shall include a deposit of forty dollars. Subscriber shall be billed yearly for the subscription fee for the prior year, and if payment is not received within fourteen days after the billing, the subscription shall be canceled and the deposit applied against the unpaid balance.

[Statutory Authority: RCW 42.17.240, 34.05.220 and chapters 17.250 and 17.260 RCW. 91–24–047 (Order 3300), § 388–320–470, filed 11/27/91, effective 12/28/91.]

Title 390 WAC

PUBLIC DISCLOSURE COMMISSION

Chapters

390–05 General policies and definitions.
390–12 Administrative procedures.
390–14 Access to public records of the public disclosure commission.
390–16 Forms for campaign financing reporting—Contributions.
390–20 Forms for lobbying reports, elected officials and legislators.
390–24 Forms for reports of financial affairs
390–28 Hardship exemptions—Hearing examiner system.
390–37 Enforcement procedures—Investigative hearings.

Chapter 390–05 WAC

GENERAL POLICIES AND DEFINITIONS

WAC

390–05–210 Definition—Contribution.

WAC 390–05–210 Definition—Contribution. (1) The term "contribution" as defined in RCW 42.17.020(10) shall be deemed to include, among other things, furnishing services or property or rights on a discriminatory basis or at less than their fair market value as defined in WAC 390–05–235, for the purpose of assisting any candidate or political committee. When such in-kind contribution of goods or services is provided, it shall be reported at its fair market value, per WAC 390–05–235.

(2) The following activities are not considered to be contributions or independent campaign expenditures reportable under RCW 42.17.090 or 42.17.100:

(a) News, feature, or editorial comment in a broadcast media program or in a regularly scheduled issue of a printed periodical (including periodicals published by businesses and organizations for their respective employees or members) to communicate ratings, evaluations, endorsements, or recommendations for or against a candidate or ballot proposition;

[1991 WAC Supp—page 2530]
(b) Internal political communications from a corporation or similar enterprise to its officers, management staff, and stockholders or from a union, association, or other membership organization to its members;

(c) Messages in the form of reader boards, banners, yard, or window signs displayed on a person's own property or property occupied by the organization, business, or union: Provided, That any person, space, or property used for such political advertising for which a rental charge is normally made shall be reported as an in-kind contribution.

[Statutory Authority: RCW 42.17.370. 91-16-011, § 390-14-045, filed 7/9/91.]

Chapter 390-12 WAC
ADMINISTRATIVE PROCEDURES

WAC 390-12-040 Public disclosure commission—Description of central and field organization.

WAC 390-12-040 Public disclosure commission—Description of central and field organization. (1) The public disclosure commission is a five member commission appointed by the governor with the consent of the senate. The commission is assisted by a staff consisting of an executive director and such other employees as are necessary.

(2) The administrative office of the commission is located at Public Disclosure Commission, Room 403, Evergreen Plaza Building, Olympia, Washington.

(3) Mailings to the commission should be addressed as follows: Public Disclosure Commission, 711 Capitol Way, Rm 403, PO Box 40908, Olympia, WA 98504-0908.

[Statutory Authority: RCW 42.17.370. 91-16-011, § 390-12-040, filed 11/22/91, effective 12/23/91. Statutory Authority: RCW 42.17.370(1), 85-15-020 (Order 85-03), § 390-12-040, filed 7/9/85; Order 62, § 390-12-040, filed 4/24/73.]

Chapter 390-14 WAC
ACCESS TO PUBLIC RECORDS OF THE PUBLIC DISCLOSURE COMMISSION

WAC 390-14-045 Records index.

WAC 390-14-045 Records index. (1) The commission has established and implemented a system of indexing for the identification and location of the following records:

(a) All records issued before July 1, 1990, for which the commission has maintained an index.

(b) Final adjudicative orders and declaratory orders issued after June 30, 1990, that contain an analysis or decision of substantial importance to the commission in carrying out its duties.

(c) Interpretive and policy statements that were entered after June 30, 1990.

(2) Final and declaratory orders shall be evaluated by the executive director or executive director's designee. Those orders which are determined to have substantial importance shall be included in the index.

(3) Final orders shall be indexed by the name of the person against whom the order was issued, and by citation to the law involved.

(4) Declaratory orders shall be indexed by subject matter, phrase describing the issue or holding, or by a citation to the law involved.

(5) Interpretive statements and policy statements shall be indexed by subject matter, topic, calendar year, or a combination of these, as appropriate.

(6) The index is available for public inspection and copying during regular business hours at the Public Disclosure Commission, 403 Evergreen Plaza, Olympia, Washington 98504.

(7) The indexes shall be kept current and updated annually.

[Statutory Authority: RCW 42.17.370. 91-16-011, § 390-14-045, filed 7/9/85; Order 62, § 390-14-045, filed 8/26/75.]

Chapter 390-16 WAC
FORMS FOR CAMPAIGN FINANCING REPORTING—CONTRIBUTIONS

WAC 390-16-011 Forms—Registration statement for political committees.

WAC 390-16-041 Forms—Summary of total contributions and expenditures.

WAC 390-16-240 Earmarked contributions—Definition and use.

WAC 390-16-308 Identification of source of contribution.

WAC 390-16-312 Handling contributions of uncertain origin.

WAC 390-16-011 Forms—Registration statement for political committees. The official form for providing [the] statement [of] organization by political committees[,] for designating [a] campaign treasurer and depository and for reporting information required to qualify for abbreviated campaign finance reporting is designated "C-1pc," revised 10/91. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.

[1991 WAC Supp—page 2531]
### REGISTRATION: POLITICAL COMMITTEES

<table>
<thead>
<tr>
<th>Committee Name (Show entire official name.)</th>
<th>Acronym</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NEW REGISTRATION OR UPDATE OF PRIOR REGISTRATION?**

- [ ] NEW: Complete all items in the registration
- [ ] AMENDED: Supply the information below which has changed

**COMMITTEE STATUS**

- [ ] Continuing committee
- [ ] 19________election only; election date___

1. **COMMITTEES:** What is the purpose of description of the committee?
   - [ ] Political Party, Central Committee, District Club, etc.
   - [ ] Ballot Committee (Initiative, Bond, Levy, Recall, etc.)
   - [ ] Political Action Committee. If committee is associated with a business, association, labor union, or similar organization, list name:
   - [ ] Other. Explain on attached sheet.

2. Related or affiliated committees. List name, address, and relationship.

3. **HOW MUCH DO YOU PLAN TO SPEND DURING THIS ENTIRE ELECTION CAMPAIGN, INCLUDING THE PRIMARY AND GENERAL ELECTIONS? BASED ON THAT ESTIMATE, CHOOSE ONE OF THE REPORTING OPTIONS BELOW.**

   - [ ] Abbreviated Reporting
     - [ ] We will use the Abbreviated Reporting System. We will raise and spend no more than $2,000 and will accept no more than $200 from any one contributor.
   - [ ] Full Reporting
     - [ ] We will use the Full Reporting System. We understand this means we must file frequent, detailed reports required by law.

4. **Treasurer's name and address** (List deputy treasurers on attached sheet.)

5. **Committee's Principal Officers.** List name, address, and title.

6. **Campaign Bank or Depository.**

<table>
<thead>
<tr>
<th>Branch</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. **Campaign records are to be open for public inspection the last eight days before election. (Two hours daily between 6 AM - 8 PM, Monday - Friday.)**

   - [ ] Street Address (Do not use a Post Office Box Number)
   - [ ] Hours

8. **Fair Campaign Practices:** All committee officers are encouraged to subscribe to the Code of Fair Campaign Practices printed in campaign instruction booklet. Use of fair campaign seal in political advertising shows your intent to subscribe to the Code. Obtain seal from PDC.

9. **Signature and Certification.** I certify that this statement is true, complete and correct to the best of my knowledge.

<table>
<thead>
<tr>
<th>Committee treasurer's signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Need campaign finance forms and instructions for the reporting system selected?**

- Please check one of the following boxes:
  - [ ] I already have forms and instructions.
  - [ ] I will get forms and instructions from my county elections office.
  - [ ] I want the Public Disclosure Commission to mail me the proper forms and instructions.
INSTRUCTIONS

Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE
Persons, committees, organizations and groups which receive contributions and make expenditures in support of or opposition to candidates, statewide ballot issues or local ballot issues in jurisdictions with 1,000 or more registered voters as of the last general election.

WHEN TO FILE
Within 2 weeks of organizing a committee or first expecting to receive contributions or make expenditures, whichever occurs first. File an amended C-1pc form within 10 days of significant changes to the registration information provided. Continuing political committees using Abbreviated Reporting must also file a C-1pc annually in January. Reports are considered filed as of the postmark date or date hand-delivered to PDC.

WHERE TO FILE
Send the original to PDC at the above address. Send a copy to the County Auditor (County Elections Department) of the county in which the committee headquarters is located. If there is no headquarters, send to the County Auditor of the county in which the treasurer resides.

REPORTING OPTIONS
Abbreviated Reporting: May be used by committees which raise and spend no more than $2,000 on their campaign activities. No more than $200 per year may be accepted from any contributor. A 10th-of-the-month post general or special election ABB C-4 report is required. Continuing committees also file a year-end ABB C-4 report and re-register annually.

Full Reporting: Required of all committees which do not qualify for Abbreviated Reporting. Frequent, detailed reports of contributions and expenditures are required until the committee is disbanded and the campaign account is closed.

OTHER REPORTS
C-3 (Cash Receipts Report): Used with Full Reporting only.
C-6 (Contribution and Expenditure Report): Used with Full Reporting only.
ABB C-4 (Receipts and Expenditures Summary): Filed by candidates using Abbreviated Reporting.
Special Report E (Earmarked Contributions Report): Filed by committees which receive funds earmarked for use on behalf of a candidate or another political committee.

FAIR CAMPAIGN PRACTICES CODE
This is a voluntary code adopted by PDC to stress the importance of ethical campaign practices. Committees which follow the Code’s principles may use the Fair Campaign Practices Seal in their political advertising.

SURPLUS FUNDS
Funds remaining in committee accounts after the election may only be disposed of in one or more of the following ways: returned to contributors; donated to registered charity; held for future election campaign; given to candidates or other committees; or donated to the State General Fund.

For assistance, call or write PDC!
(2) The official form for reports of contributions and expenditures by candidates for the state legislature or state executive office and who use the "full" reporting option is designated C-4, revised 1/90, and includes Schedule A-s/]]1, Schedule B, revised 10/91, Schedule C, revised 1/90, and Schedule L, revised 1/90.

(3) The official form for reports of contributions and expenditures by candidates and political committees who use the "abbreviated" reporting option is designated "C-4abb," revised 1/90.

(4) Copies of [these forms] [this form] are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.
**SUMMARY, FULL REPORT**

**RECEIPTS AND EXPENDITURE**

**C3**

**POC OFFICE USE**

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

**Report Period Covered**

| From: (last C-4) | To: (end of period) |

**RECEIPTS**

1. Previous total cash and in kind contributions (From line 8, last C-4)
   (If beginning a new campaign or calendar year, see instruction booklet)

2. Cash received (From line 2, Schedule A)

3. In kind contributions received (From line 1, Schedule B)

4. Total cash and in kind contributions received this period (Line 2 plus 3)

5. Loan principal repayments made (From line 2, Schedule L)

6. Corrections (From line 1 or 3, Schedule C) Show (+) or (·)

7. Net adjustments this period (Combine lines 5 & 6) Show (+) or (·)

8. Total cash and in kind contributions during campaign (Combine lines 1, 4 & 7)

9. Total pledge payments due (From line 2, Schedule B)

**EXPENDITURES**

10. Previous total cash and in kind expenditures (From line 17, last C-4)
    (If beginning a new campaign or calendar year, see instruction booklet)

11. Total cash expenditures (From line 4, Schedule A or line 5 Schedule A-s/l)

12. In kind expenditures (goods & services) (From line 1, Schedule B)

13. Total cash and in kind expenditures made this period (Line 11 plus line 12)

14. Loan principal repayments made (From line 2, Schedule L)

15. Corrections (From line 2 or 3, Schedule C) Show (+) or (·)

16. Net adjustments this period (Combine lines 14 & 15) Show (+) or (·)

17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)

**CANDIDATES**

<table>
<thead>
<tr>
<th>Won</th>
<th>Lost</th>
<th>Opposed</th>
<th>Name not on ballot</th>
</tr>
</thead>
</table>

**CASH SUMMARY**

18. Cash on hand (Line 8 minus line 17)

   (Line 18 should equal your checkbook balance)

19. Liabilities: (Sum of loans and debts owed)

20. Balance (Surplus or deficit) (Line 18 minus line 19)

**CERTIFICATION:** I certify that the information herein and on accompanying schedules and attachments is true to the best of my knowledge.

Candidate’s Signature | Date | Treasurer’s Signature (If a political committee) | Date

See Instructions on reverse

[1991 WAC Supp—page 2535]
INSTRUCTIONS
Please consult PDC instruction manuals when completing this report. Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE
Each candidate and political committee using Full Reporting.

FILING DATES
1) File with C-1 (Registration) if you received contributions or made expenditures before registering.

2) File on the 10th of each month if contributions or expenditures were over $200 since last C-4 was filed. (Note: These 10th-of-the-month reports are not required if another C-4 must be filed during that month. See #3 below.)

3) For each primary, general and special election in which the candidate or political committee makes an expenditure, file
   • 21 days prior to the election
   • 7 days prior to the election
   • 10th of the first month after the election*

   (*Not required after primary from candidates who will be in the general election or from continuing political committees.)

4) File final report when campaign is finished or committee closes operation. Often, this coincides with the primary or general post-election, 10th-of-the-month report.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

SCHEDULES AND ATTACHMENTS
State executive and legislative candidates will file Schedules A-5/7, B, C and L, as appropriate, along with the C-4. These candidates also will file Form C-4x with each C-4.

Judicial and local office candidates and all political committees will file Schedules A, B, C and L, as appropriate, along with their C-4 reports.

All candidates and committees must attach any C-3 reports that were due but not filed.

WHERE TO SEND REPORTS
Send original C-4 reports along with any attachments to PDC at the above address. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

OTHER REPORTS
C-3 (Cash Receipts Report): Used with Full Reporting only.

C-4 (Contribution and Expenditure Report): Used with Full Reporting only.

ABB C-4 (Receipts and Expenditures Summary): Filed by candidates using Abbreviated Reporting.

Special Report E (Earmarked Contributions Report): Filed by committees which receive funds earmarked for use on behalf of another candidate or committee.

For assistance, call or write PDC!
Campaign Financing Reporting

CASH RECEIPTS AND EXPENDITURES

Candidate or committee name (Do not abbreviate. Use full name)

<table>
<thead>
<tr>
<th>Date of deposit</th>
<th>Amount</th>
<th>Date of deposit</th>
<th>Amount</th>
<th>Date of deposit</th>
<th>Amount</th>
<th>Total deposits</th>
</tr>
</thead>
</table>

2. TOTAL CASH RECEIPTS

Enter also on line 2 of C4

3. CASH EXPENDITURES. List all expenses since last C-4 report was filed.

a. Total expenditures each $50 or less not itemized below (including petty cash).

b. Payments and reimbursement to candidate or committee officials. Attach a sheet listing each payment, the person paid, the original vendor and the purpose of the expenditure. Attach a copy of each receipt or invoice.

EXPENDITURES OVER $50.00. ITEMIZE EACH BELOW.

<table>
<thead>
<tr>
<th>Date paid</th>
<th>Name and address of recipient or vendor paid</th>
<th>Purpose of expenditure</th>
</tr>
</thead>
</table>

Total from attached pages

4. TOTAL CASH EXPENDITURES

Enter also on line 11 of C4

[1991 WAC Supp—page 2537]
IN KIND CONTRIBUTIONS, PLEDGES, ORDERS DEBTS, OBLIGATIONS

Candidate or Committee Name (Do not abbreviate. Use full name)

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Contributor's Name and Address</th>
<th>Description of Contribution</th>
<th>Fair Market Value</th>
<th>Total given by this person during campaign or year</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**TOTAL**

(Enter also on lines 3 and 12 of C4)

PLEDGES RECEIVED BUT NOT YET PAID. List each pledge of $100.00 or more.

<table>
<thead>
<tr>
<th>Date Notified of Pledge</th>
<th>Name and Address of Person Making Pledge (including organizations)</th>
<th>Amount</th>
<th>Total given by this person during campaign or year</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**TOTAL**

(Enter also on line 9 of C4)

ORDERS PLACED, DEBTS, OBLIGATIONS, ESTIMATED EXPENDITURES (Excluding loans. Report loans on Schedule L.)

a. List each debt, obligation or estimated expenditure which is more than $250.00.
b. List each debt, obligation or estimated expenditure which is more than $50.00 and has been outstanding for over 30 days.

<table>
<thead>
<tr>
<th>Expenditure Date</th>
<th>Vendor/Recipient's Name and Address</th>
<th>Amount Owed</th>
<th>Code*</th>
<th>OR</th>
<th>Description of Obligation</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**TOTAL**

[1991 WAC Supp—page 2538]
# Campaign Financing Reporting

## CORRECTIONS

<table>
<thead>
<tr>
<th>Date of report</th>
<th>Contributor's name or description of correction</th>
<th>Amount reported</th>
<th>Corrected amount</th>
<th>Difference (+ or -)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total corrections to contributions**
Enter on line 6 of C4. Show + or (·).

<table>
<thead>
<tr>
<th>Date of report</th>
<th>Vendor's name or description of correction</th>
<th>Amount reported</th>
<th>Corrected amount</th>
<th>Difference (+ or -)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Total corrections to expenditures**
Enter on line 15 of C4. Show + or (·).

### 3. REFUNDS

The below listed amounts have been received as refunds on expenditures previously reported. The refund has been deposited and reported on C3 report, line 1d.

<table>
<thead>
<tr>
<th>Date of refund</th>
<th>Source/person making refund</th>
<th>Amount of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total refunds**
Enter as (·) on line 6 & line 15 of C4.

---

[1991 WAC Supp—page 2539]
### LOANS

**Candidate or committee name**

<table>
<thead>
<tr>
<th>1. LOAN RECEIVED.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date loaned</td>
</tr>
<tr>
<td>Lender's name and address</td>
</tr>
<tr>
<td>Amount of loan</td>
</tr>
<tr>
<td>Annual interest rate</td>
</tr>
<tr>
<td>Repayment schedule</td>
</tr>
<tr>
<td>Date due</td>
</tr>
<tr>
<td>Also include this amount on line 1c, C3 report</td>
</tr>
</tbody>
</table>

Name and address of each endorser, co-signer, guarantor or other person liable for the loan:

<table>
<thead>
<tr>
<th>2. LOAN PAYMENTS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date paid</td>
</tr>
<tr>
<td>Lender's name and address</td>
</tr>
<tr>
<td>Principal paid</td>
</tr>
<tr>
<td>Interest paid</td>
</tr>
<tr>
<td>Total payment</td>
</tr>
<tr>
<td>Balance owed</td>
</tr>
</tbody>
</table>

Total Principal Paid = (Enter also on lines 5 and 14, C-4 report)

Total Payments = (Enter as an expenditure on Schedule A)

<table>
<thead>
<tr>
<th>3. LOAN FORGIVEN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Lender's name and address</td>
</tr>
<tr>
<td>Original amount</td>
</tr>
<tr>
<td>Principal repaid</td>
</tr>
<tr>
<td>Amount forgiven</td>
</tr>
<tr>
<td>Balance owed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. LOANS STILL OWED.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan date</td>
</tr>
<tr>
<td>Lender's name and address</td>
</tr>
<tr>
<td>Original amount</td>
</tr>
<tr>
<td>Principal repaid or forgiven</td>
</tr>
<tr>
<td>Amount owed</td>
</tr>
</tbody>
</table>

Subtotal

New loans received during this reporting period

Total Loans Owed (Include in total on line 19, C-4 report)

☐ Check here if continued on attached sheet.
**INSTRUCTIONS**

Please consult PDC instruction manuals when completing this schedule. Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

**WHO MUST FILE**
Each candidate and political committee using full reporting that receives one or more campaign loans.

**FILING DATES**
- When a loan is received by the campaign, complete Part 1 and file the Schedule L with the C-3 report that corresponds with the loan’s deposit into the account. Use a separate schedule for each loan received.
- When a loan is paid or forgiven, in whole or in part, complete Part 2 and/or Part 3 and file the Schedule L with the C-4 covering the period when the payment or forgiveness occurred.
- When one or more loans remain unpaid, complete Part 4 and file the schedule with each C-4 report until all loans are repaid in full or forgiven. (The same schedule may be used to show loan payments, forgiveness information and to show which loans remain unpaid.)

<table>
<thead>
<tr>
<th>LOANS</th>
<th>Schedule TO C3 OR C4</th>
</tr>
</thead>
</table>

### LOAN RECEIVED

Information would appear on separate Schedule L

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Interest</th>
<th>Repayment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10/9X</td>
<td>$5,000</td>
<td>12%</td>
<td>$200/month</td>
<td>Not fixed</td>
</tr>
</tbody>
</table>

Commercial loan to the candidate from Washington State Bank, loan co-signed by Sam P. Smith, 145 Boulevard Drive, Podunk, WA and Jane S. Paul, 541 8 Street, Podunk, WA. Each guaranteed $2,500 of the loan.

### LOAN PAYMENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/30/9X</td>
<td>$200</td>
</tr>
<tr>
<td>3/31/9X</td>
<td>$100</td>
</tr>
</tbody>
</table>

### LOAN FORGIVEN

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/15/9X</td>
<td>$200</td>
</tr>
</tbody>
</table>

### LOANS STILL OWED

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10/9X</td>
<td>$5,000</td>
</tr>
<tr>
<td>1/22/9X</td>
<td>$300</td>
</tr>
<tr>
<td>3/01/9X</td>
<td>$250</td>
</tr>
<tr>
<td>3/11/9X</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

| Total | $6,300 |

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10/9X</td>
<td>$5,000</td>
</tr>
<tr>
<td>1/22/9X</td>
<td>$300</td>
</tr>
<tr>
<td>3/01/9X</td>
<td>$250</td>
</tr>
<tr>
<td>3/11/9X</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

| Total | $6,300 |

[1991 WAC Supp—page 2541]
### Cash Receipts and Expenditures

#### State Executive and Legislative Candidates

<table>
<thead>
<tr>
<th>Date of Deposit</th>
<th>Amount</th>
<th>Date of Deposit</th>
<th>Amount</th>
<th>Date of Deposit</th>
<th>Amount</th>
<th>Total deposits</th>
</tr>
</thead>
</table>

**Total Cash Receipts**

Enter also on line 2 of C4

#### Codes for Classifying Expenditures

- **C** - Contributions (monetary, in-kind & transfers)
- **I** - Independent Expenditures
- **L** - Literature
- **B** - Broadcast Advertising
- **N** - Newspaper and Periodical Advertising
- **O** - Other Advertising
- **P** - Postage, mailing permits
- **S** - Surveys and Polls
- **T** - Travel, accommodations, meals
- **M** - Management/Consulting Services
- **W** - Wages, salaries, benefits
- **G** - General Operation and Overhead

**Expenditures**

a) Expenditures of $50 or less, including those from petty cash, need not be itemized. Add up these expenditures, by category (Own Campaign, Contribution to Others, etc.), and show the total on the line below.

b) Itemize each expenditure of more than $50 by date paid, name and address of vendor, code, description, and amount. Put the amount in the appropriate expense category column.

c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of expenses or copies of receipts/invoices supporting the payment.

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Vendor or Recipient (Name and Address)</th>
<th>Code</th>
<th>Purpose of Expense and/or Description</th>
<th>Own Campaign</th>
<th>Contribution to Others</th>
<th>Public Office</th>
<th>Non-Campaign Misc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Expenditures of $50 or Less</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals From Attached Pages**

**Totals by Expense Category**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
</table>

Enter also on line 11 of C4
EXPENDITURE CODE DEFINITIONS AND USES

"C" MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS (including transfers) your campaign makes to other candidates and committees. Put a "C" in the Code column, in the Description column, specify who was benefited and, if in-kind, what was purchased, and put the amount in "Contribution to Others."

"I" INDEPENDENT EXPENDITURES (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column, fully describe purpose and put the amount in "Contribution to Others."

"L" LITERATURE. Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.

"B" BROADCAST ADVERTISING. Use "B" for expenditures associated with the production and purchase of radio and television advertising.

"N" NEWSPAPER & PERIODICAL ADVERTISING. Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.

"O" OTHER ADVERTISING. Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.

"P" POSTAGE. Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.

"F" FUNDRAISING EVENTS. Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.

"S" SURVEYS AND POLLS. Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.

"T" TRAVEL, ACCOMMODATIONS, MEALS. Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in the Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Sch. A-1.

"M" MANAGEMENT AND CONSULTING SERVICES. Use "M" for salaries, fees and commissions paid to professional campaign managers and consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).

"W" WAGES, SALARIES, BENEFITS. Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than professional management or consulting.

"G" GENERAL OPERATION AND OVERHEAD. Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture. (Note: these are campaign-related expenses, not costs associated with holding public office.)
<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Vendor or Recipient (Name and Address)</th>
<th>Code</th>
<th>Purpose of Expense and/or Description</th>
<th>Own Campaign</th>
<th>Contribution to Others</th>
<th>Public Office</th>
<th>Non-Campaign Misc.</th>
</tr>
</thead>
</table>
### SUMMARY, ABBREVIATED REPORT

**RECEIPTS AND EXPENDITURES**

<table>
<thead>
<tr>
<th>Candidate or committee name (Do not abbreviate. Include full name)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

#### 1. PERIOD COVERED BY REPORT:
- **Candidates:** Start of campaign through the end of the month in which the election occurred.
- **Ballot Measure Committees:** Start of campaign through the end of the month in which the election occurred.
- **Continuing Committees filing post-election report:** January 1 through end of the month in which election occurred.
- **Continuing Committees filing annual report:** Calendar year (January 1 through December 31).

#### 2. RECEIPTS

- **a. Cash on hand from previous campaign or year**
  (Include money in checking, savings and other accounts)

- **b. Cash contributions received this campaign or year**
  (Include monetary contributions, loans, fund raising and cash contributions by a candidate)

- **c. Total cash receipts (Add lines 2a + 2b)**

- **d. Other contributions, including in-kind**
  (Include candidates and committee workers out of pocket expenditures over $50,000, donated goods and services, filing fees paid by others and similar non-cash contributions)

- **e. Total contributions (Add lines 2c + 2d)**

#### 3. EXPENSES

- **a. Cash expenditures**

- **b. Other expenditures**
  (Enter the amount shown on line 2d above here. Non-cash contributions are listed as both received and expended. Disregard any materials which may remain on hand.)

- **c. Total expenditures (Add lines 3a + 3b)**

#### 4. SURPLUS/DEFICIT

- **a. Cash on hand at end of reporting period (Subtract: line 3a from 2c)**

- **b. Debts and obligations owed**

- **c. Surplus or deficit**

### CANDIDATES

- **Please complete:**
  - Primary election
  - General election
  - Won
  - Lost
  - Unopposed
  - Name not on ballot

**CERTIFICATION:** I certify that this report is true and correct to the best of my knowledge.

- Candidate’s signature
- Date
- Treasurer’s signature (if a political committee)
- Date

---

See instructions on reverse
INSTRUCTIONS
Please consult PDC Instruction manuals when completing this report. Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE
Each candidate and political committee using Abbreviated Reporting.

FILING DATES
1) Special election candidates and political committees supporting or opposing special election candidates or ballot issues file on the 10th of the month following the election.

2) Candidates and political committees making expenditures supporting or opposing primary or general election candidates or ballot measures file on December 10.

3) Continuing political committees that do not take part in a primary or general election are only required to file an annual report on January 10 covering the preceding calendar year.

4) A final report is filed whenever a candidate’s committee or a political committee ceases operation, disposes of any surplus campaign funds and has a zero account balance. Final reports may be filed at any time and may coincide with one of the dates listed above.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

WHERE TO FILE
Send original ABB C-4 report to PDC at the above address. Candidates send a duplicate copy to their County Auditor (County Election Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

For assistance, call or write PDC!
Provided, that in cases where the source of the contribution is known and differs from the guidelines set forth below, the known source of the contribution shall be reported;

Provided further, that contributions made by or through a lobbyist shall identify the true and actual source of the funds for whom the contribution was made.

(1) A contribution drawn upon a single account shall be attributed to the account holder as identified by the name printed on the face of the check or negotiable instrument.

(2) A contribution drawn upon a joint account shall be attributed in equal proportion to each of the account holders as identified by the names printed on the face of the check or negotiable instrument unless the candidate or treasurer is notified in writing that the contribution should be allocated in different proportions.

(3) A contribution made by a sole proprietor or drawn upon the account of a business which is a sole proprietorship shall be attributed to the owner of the business entity.

(4) A contribution drawn upon the account of a partnership shall be attributed to the partnership as a separate entity except that;

Any check drawn upon the partnership account but which is to be paid from the capital account of one or more individual partners shall identify at the time of transmittal to the candidate or treasurer the name(s) of the contributing partner(s) and shall be attributed to the contributing partner(s).

(5) A contribution drawn upon the account of a corporation, union, association or other similar organization shall be attributed to the corporation, union, association or other similar organization as a separate entity except that;

(a) A contribution drawn upon the account of a wholly owned or controlled subsidiary shall identify the name of the parent or controlling corporation and the contribution shall be attributed to the parent or controlling corporation;

(b) A contribution drawn upon the account of a controlled union subdivision shall identify the name of the controlling union and the contribution shall be attributed to the controlling union;

(c) A contribution drawn upon the account of a controlled subdivision of an association or other similar organization shall name the controlling association or other similar organization and the contribution shall be attributed to the controlling association.

(d) A subsidiary, union subdivision or subdivision of an association or other similar organization is "controlled" by another entity if it does not maintain executive and fiscal independence over its operations and functions as demonstrated by:

(i) Whether the corporation or organization owns a controlling interest in the voting stock or securities of the subsidiary or subdivision;

(ii) Whether the corporation or organization has the authority or ability to direct or participate in the governance of the subsidiary or subdivision through provisions of constitutions, bylaws, contracts or other rules, or through formal or informal practices or procedures;

(iii) Whether the corporation or organization has the authority or ability to hire, appoint, demote or otherwise control the officers or other decisionmaking employees or members of the subsidiary or subdivision;

(iv) Whether the corporation or organization has common or overlapping membership with the subsidiary or subdivision which indicates a formal or ongoing relationship between the two entities;

(v) Whether the corporation or organization has common or overlapping officers or employees with the subsidiary or subdivision which indicates a formal or ongoing relationship between the two entities;

(vi) Whether the corporation or organization provides funds or goods in a significant amount or on an ongoing basis through direct or indirect payments to the subsidiary or subdivision.

(6) Contributions made by political committees established, financed, maintained, or controlled by any corporation, organization, or any other person, including any parent, subsidiary, branch, division, department, or local unit of such person, shall be considered to have been made by a single political committee.

[WAC 390-16-308, filed 6/27/91, effective 7/28/91.]

§ 390-16-312 Handling contributions of uncertain origin. No contribution shall be deposited by any candidate or treasurer who believes, from the face of the contribution instrument or for any other reason, the contribution was made in a fictitious name, by one person through an agent, relative, political committee, or any other person so as to conceal the source of the contribution or to exceed the contribution limits provided in R.C.W. 42.17.105(8). The candidate or treasurer shall return such contributions within ten calendar days to the original contributor if his or her identity is known. Otherwise, the contribution instrument shall be endorsed and made payable to "Washington state treasurer" and the contribution sent to the public disclosure commission for deposit in the state's general fund.

[WAC 390-16-312, filed 6/27/91.]

Chapter 390-20 WAC
FORMS FOR LOBBYING REPORTS, ELECTED OFFICIALS AND LEGISLATORS

WAC
390-20-0101 Forms for lobbyist registration.
390-20-020 Forms for lobbyist report of expenditures.
390-20-052 Application of R.C.W. 42.17.190—Reports of agency lobbying.

WAC 390-20-0101 Forms for lobbyist registration.
The official form for lobbyist registration as required by
RCW 42.17.150 is designated "L-1," revised 3/91. Copies of this form are available at the commission office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.
LOBBYIST REGISTRATION

1. LOBBYIST NAME

PERMANENT BUSINESS ADDRESS

CITY STATE ZIP

2. TEMPORARY THURSTON COUNTY ADDRESS DURING LEGISLATIVE SESSION

TELEPHONE

PERMANENT: TEMPORARY:

3. EMPLOYER'S NAME AND ADDRESS (PERSON OR GROUP FOR WHICH YOU LOBBY)

EMPLOYER'S OCCUPATION, BUSINESS OR DESCRIPTION OF PURPOSE OF ORGANIZATION

4. NAME AND ADDRESS OF PERSON HAVING CUSTODY OF ACCOUNTS, RECEIPTS, BOOKS OR OTHER DOCUMENTS WHICH SUBSTANTIATE LOBBYIST REPORTS.

5. WHAT IS YOUR PAY (COMPENSATION) FOR LOBBYING?

$__________ PER__________ (Hour, Day, Month, Year)

OTHER: EXPLAIN

6. ARE YOU REIMBURSED FOR LOBBYING EXPENSES? EXPLAIN WHICH EXPENSES.

YES: $__________ PER__________

YES: I AM REIMBURSED FOR EXPENSES.

NO: I AM NOT REIMBURSED FOR EXPENSES.

7. HOW LONG DO YOU EXPECT TO LOBBY FOR THIS ORGANIZATION?

PERMANENT LOBBYIST

ONLY DURING LEGISLATIVE SESSION

OTHER:

8. IF ANY PART OF YOUR COMPENSATION IS CONTINGENT ON THE SUCCESS OF AN ATTEMPT TO INFLUENCE LEGISLATION, ATTACH AN EXPLANATION FULLY DESCRIBING THE AGREEMENT, ARRANGEMENT OR UNDERSTANDING.

NO YES, EXPLANATION ATTACHED

9. IS YOUR EMPLOYER A BUSINESS OR TRADE ASSOCIATION OR SIMILAR ORGANIZATION WHICH LOBBIES ON BEHALF OF ITS MEMBERS? IF "YES", ATTACH A LIST SHOWING THE NAME AND ADDRESS OF EACH MEMBER WHO HAS PAID THE ASSOCIATION FEES, DUES OR OTHER PAYMENTS OVER $500 DURING EITHER OF THE LAST TWO YEARS OR IS EXPECTED TO PAY OVER $500 THIS YEAR.

NO YES, THE LIST IS ATTACHED

10. DOES YOUR EMPLOYER HAVE A CONNECTED, RELATED OR CLOSELY AFFILIATED POLITICAL ACTION COMMITTEE WHICH WILL PROVIDE FUNDS FOR YOU TO MAKE POLITICAL CONTRIBUTIONS INCLUDING PURCHASE TICKETS TO FUND RAISING EVENTS? IF SO, LIST THE NAME OF THAT POLITICAL ACTION COMMITTEE.

NO YES NAME OF THE COMMITTEE IS:

11. IF LOBBYIST IS A COMPANY, PARTNERSHIP OR SIMILAR BUSINESS ENTITY WHICH EMPLOYS OTHERS TO PERFORM ACTUAL LOBBYING DUTIES, LIST NAME OF EACH PERSON WHO WILL LOBBY. (SEE WAC 390-20-143 AND 144 FOR INSTRUCTIONS.)

2. AREAS OF INTEREST. LOBBYING IS MOST FREQUENT BEFORE LEGISLATIVE COMMITTEE MEMBERS OR STATE AGENCIES CONCERNED WITH FOLLOWING SUBJECTS:

<table>
<thead>
<tr>
<th>CODE</th>
<th>SUBJECT</th>
<th>CODE</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Agriculture</td>
<td>06</td>
<td>Fiscal</td>
</tr>
<tr>
<td>02</td>
<td>Business and Consumer Affairs</td>
<td>07</td>
<td>Financial Institutions and Insurance</td>
</tr>
<tr>
<td>03</td>
<td>Constitutions and Elections</td>
<td>08</td>
<td>Higher Education</td>
</tr>
<tr>
<td>04</td>
<td>Education</td>
<td>09</td>
<td>Human Services</td>
</tr>
<tr>
<td>05</td>
<td>Energy and Utilities</td>
<td>10</td>
<td>Labor</td>
</tr>
<tr>
<td>06</td>
<td>Environmental Affairs—Natural Resources—Parks</td>
<td>11</td>
<td>Law and Justice</td>
</tr>
<tr>
<td>07</td>
<td>Environmental Affairs</td>
<td>12</td>
<td>Local Government</td>
</tr>
<tr>
<td>08</td>
<td>Education</td>
<td>13</td>
<td>State Government</td>
</tr>
<tr>
<td>09</td>
<td>Energy and Utilities</td>
<td>14</td>
<td>Transportation</td>
</tr>
<tr>
<td>10</td>
<td>Fiscal</td>
<td>15</td>
<td>Other—specify</td>
</tr>
</tbody>
</table>

CERTIFICATION: I HEREBY CERTIFY THAT THE ABOVE IS A TRUE, COMPLETE AND CORRECT STATEMENT.

EMPLOYER'S AUTHORIZATION: CONFIRMING THE EMPLOYMENT AUTHORITY TO LOBBY DESCRIBED IN THIS REGISTRATION STATEMENT.

3. LOBBYIST'S SIGNATURE DATE

EMPLOYER'S SIGNATURE, NAME TYPED OR PRINTED AND TITLE DATE

[1991 WAC Supp—page 2549]
LOBBYIST IDENTIFICATION FORM

NAME: 
BUSINESS ADDRESS: 
PHONE: 

OLYMPIA ADDRESS: 
PHONE: 

EMPLOYERS' NAMES: 

YEAR FIRST EMPLOYED AS A LOBBYIST: 
BIOGRAPHY: 

INSTRUCTIONS
ATTACH THIS PAGE TO YOUR L-1 REGISTRATION.
ATTACH 2" X 2" PASSPORT TYPE, BLACK AND WHITE PHOTO. PHOTO SHOULD BE HEAD AND SHOULDERS, FULL FACE, AND TAKEN WITHIN LAST 12 MONTHS.
PLEASE WRITE, LIGHTLY IN PENCIL, NAME ON BACK OF PHOTO BEFORE ATTACHING.
PHOTOS WILL NOT BE RETURNED.
PLEASE SEE INSTRUCTION BOOKLET FOR EXAMPLE OF BIOGRAPHY. LIST ALL EMPLOYERS ON THIS PAGE IF YOU HAVE MORE THAN ONE EMPLOYER. IF YOU LATER ADD ADDITIONAL EMPLOYERS, PDC WILL INCLUDE THEM FOR YOU.
PLEASE USE TYPEWRITER TO COMPLETE THIS PAGE.
WAC 390-20-020 Forms for lobbyist report of expenditures. The official form for the lobbyist report of expenditures is designated "L-2," revised 10/91. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. [Any attachments shall be on 8-1/2" x 11" white paper.]
# Lobbyist Monthly Expense Report

**1. Lobbyist Name**

**Mailing Address**

**City State Zip**

**2. This report is for the period**

- **(Month)**
- **(Year)**

This report corrects or amends the report for

- **(Month)**
- **(Year)**

**Business Telephone**

**ALL COMPLETE THIS PART**

Include all expenditures by lobbyist and lobbyist's employer for or on behalf of the lobbyist incurred during the reporting period.

**EXPENSE CATEGORY**

<table>
<thead>
<tr>
<th>EXPENSE CATEGORY</th>
<th>TOTAL AMOUNT THIS MONTH</th>
<th>Amounts paid from lobbyist's own funds, not reimbursed or attributed to an employer.</th>
<th>Employer No.</th>
<th>Employer No.</th>
<th>Employer No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. COMPENSATION earned from employer for lobbying this period (salary, wages, retainer)</td>
<td></td>
<td></td>
<td>Column A</td>
<td>Column B</td>
<td>Column C</td>
</tr>
<tr>
<td>4. PERSONAL EXPENSES for travel, food and refreshments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. ENTERTAINMENT, GIFTS, TRAVEL for legislators, state officials, their families (Itemize on reverse—#13)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. CONTRIBUTIONS to elected officials, candidates and political committees (Itemize on reverse—#14)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. ADVERTISING, PRINTING, INFORMATIONAL LITERATURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. OTHER EXPENSES AND SERVICES (Itemize on reverse—#15)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. TOTAL COMPENSATION AND EXPENSES INCURRED THIS MONTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach additional page(s) if you lobby for more than three employers.)

**10. EMPLOYERS’ NAMES**

- No. (B) ___________________________________
- No. (C) ___________________________________
- No. (D) ___________________________________

**11. Subject matter of proposed legislation or other legislative activity or rulemaking the lobbyist was supporting or opposing.**

- **Subject Matter, Issue or Bill No.**
- **Legislative Committee or State Agency Considering Matter**
- **Employer Represented**

- Information continued on attached pages

Estimate the percentage of your time or lobbying effort devoted to: the Legislature ______ % State Agencies ______ %.

**12. TERMINATION: (COMPLETE THIS ITEM ONLY IF YOU WISH TO TERMINATE YOUR REGISTRATION)**

- **Date registration ends:** ____________________________
- **Employer's name:** ____________________________

I understand that an L-2 report is required for any month or portion thereof in which I am a registered lobbyist. I also understand that once I have terminated my registration, I must file a new registration report prior to lobbying for that employer in the future. All registrations terminate automatically on the second Monday in January of each odd numbered year.

**CERTIFICATION**

I certify that this report is a true and complete account of all information attributable directly or indirectly to lobbying activities for the period specified.

LOBBYIST ______________________ DATE ______________________

CONTINUE ON REVERSE SIDE
13. Show all of the following expenditures that were incurred by lobbyist or lobbyist employer(s):
   - **Entertainment expenditures exceeding $25 per occasion** (including lobbyist's expense) for meals, beverages, tickets, passes, transportation and any travel-related expenses or for other forms of entertainment provided to legislators, state officials, state employees and members of their immediate families.
   - **Receptions:** If a reception cost more than $100 per participant, show the pro rata cost of the reception as a gift to state elected officials and state executive officers who attended in space below or on Memo Report.
   - **Entertainment Gifts (except receptions):** If more than $50 per occasion was spent on a state elected official (including family) or a state executive officer (including family), itemize the gift, including the amount attributable to the official and family, below or on a Memo Report.
   - **Other expenditures exceeding $50** for gifts benefiting state elected officials, state executive officers and/or members of their immediate families.

<table>
<thead>
<tr>
<th>Date</th>
<th>Names of all Persons Entertained or Provided Gifts</th>
<th>Description, Place, Etc.</th>
<th>Sponsoring Employer</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Total gift expense itemized on attached Memo Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Continued on attached pages.)

14. Monetary or in-kind contributions exceeding $25 to federal, state or local office candidates, committees supporting or opposing these candidates, a legislative caucus fund, an elected official's public office fund, a political party, a political committee supporting or opposing a candidate or ballot measure, or any grass roots lobbying campaign.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Individual or Committee Receiving Benefit</th>
<th>Employer for Whom Contribution was Made</th>
<th>Amount</th>
</tr>
</thead>
</table>

If contributions were made by a political action committee associated, affiliated or sponsored by your employer, show name of the PAC below. (Information reported by PAC on C-4 report need not be again included in this L-2 report.)

(Continued on attached pages.)

15. Payments by the lobbyist for other lobbying expenses and services, including payments to subcontract lobbyists, expert witnesses and others retained to provide lobbying services or assistance in lobbying and payments for grass roots lobbying campaigns (except advertising/printing costs listed in Item 7).

<table>
<thead>
<tr>
<th>Recipient's Name and Address</th>
<th>Employer for Whom Expense was Incurred or Lobbying Done</th>
<th>Amount</th>
</tr>
</thead>
</table>

(Continued on attached page.)
MEMO REPORT
(for Lobbyists Reporting Gifts to State Elected Officials and Officials' Immediate Family Members)

Instructions: This Memo Report may be used by a lobbyist to report gifts given to a state elected official or that official's immediate family members instead of itemizing such gifts in Item 13 of the L-2 Report. Complete a Memo Report for each official to whom one or more gifts were given during the reporting period. Include gifts given to an official's family members on the official's Memo Report.

Attach the original of each completed Memo Report to the L-2. Provide a copy of the Memo Report to the state elected official who received, or whose family members received, the gift(s).

Do not use this Memo Report to disclose campaign contributions, including the purchase of fund raiser tickets.

TO: ____________________________________________________
(State Elected Official)

FROM: ____________________________________________________
(Lobbyist Name)
(Address)

In accordance with RCW 42.17.170(3), please accept this memo as notification that the following gifts were provided to you and/or your immediate family members:

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Official/Family Member</th>
<th>Description of Gift</th>
<th>Sponsoring Employer</th>
<th>Value</th>
</tr>
</thead>
</table>

Lobbyist's Signature ____________________________________________________________________ Date __________

This report is for the period (Month) (Year)

This report corrects or amends the report for (Month) (Year)

Business Telephone ____________________________

Distribution of Memo Report: Original - to PDC with L-2; Copy - Elected Official Copy - Your Files

[1991 WAC Supp—page 2554]
Reports of agency lobbying. Pursuant to the authority granted in RCW 42.17.190(8), the commission adopts the following interpretations regarding the reporting of lobbying by public agencies pursuant to RCW 42.17.190:

1. The phrase "in-person lobbying" contained in RCW 42.17.190(5)(d)(v)(B) includes activity which is intended to influence the passage or defeat of legislation, such as testifying at public hearings, but does not include activity which is not intended to influence legislation, such as attending a hearing merely to monitor or observe testimony and debate.

2. The phrase "a legislative request" contained in RCW 42.17.190(5)(d)(ii) includes an oral request from a member of the legislature or its staff.

3. Pursuant to RCW 42.17.190(6), certain local agencies may elect to have lobbying activity on their behalf reported by their elected officials, officers and employees in the same manner as lobbyists who register and report under RCW 42.17.150 and 42.17.170:

(a) Whenever such a local agency makes such an election, it shall provide the commission with a written notice.

(b) After such an election, those who lobby on behalf of such local agency shall register and report all lobbying activity reportable under RCW 42.17.190(5) in the same manner as lobbyists who are required to register and report under RCW 42.17.150 and 42.17.170. Such a local agency shall report pursuant to RCW 42.17.180.

(c) In order to terminate such an election, such a local agency shall provide the commission with a written notice and it shall report pursuant to RCW 42.17.190(5) thereafter.

(d) The exemptions from reportable lobbying activity contained in RCW 42.17.190(5)(d) apply to all agencies, whether or not they have exercised the election to report in the same manner as lobbyists who report under RCW 42.17.150, 42.17.170 and 42.17.180. The exemptions contained in RCW 42.17.160 (1), (3) and (4) do not apply to any agency.

(e) Unless an agency has elected to report its lobbying pursuant to RCW 42.17.190(6) and subsection (3) of this section, an agency shall include the reportable lobbying activity on its behalf by an elected official in its quarterly report. Such an elected official does not file any separate report of that activity.

(f) Reportable in-person lobbying by elected officials, officers and employees:

1. An elected official does not engage in reportable in-person lobbying on behalf of this agency unless and until that elected official has expended in excess of fifteen dollars of nonpublic funds in connection with such lobbying for or on behalf of any one or more members of the legislature or state elected officials or public officers or employees of the state of Washington during the three-month period as provided in RCW 42.17.190(5)(d)(v)(B).

2. Other officers and employees do not engage in reportable in-person lobbying on behalf of their agency unless and until they have, in the aggregate, expended in excess of fifteen dollars of nonpublic funds in connection with such lobbying for or on behalf of any one or more members of the legislature or state elected officials or public officers or employees of the state of Washington during the three-month period as provided in RCW 42.17.190(5)(d)(v)(B).

3. When limits in (a) or (b) of this subsection have been exceeded, the agency shall report such elected official, officer, or employee as a "PERSON WHO LOBBIED THIS QUARTER" on the front of PDC Form L-5 and include a listing of those excess expenditures as noted on that form.

Forms for statement of financial affairs. The official form for statements of financial affairs as required by RCW 42.17.240 is designated "F-1," revised 10/91. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504. Any attachments must be on 8-1/2" x 11" white paper.

[1991 WAC Supp—page 2555]
**PERSONAL FINANCIAL AFFAIRS STATEMENT**

**INCOME:** List each employer, or other source of income (Pension, social security, legal judgment) from which you or a family member received $1,000 or more during the period. (Report interest and dividends in Item 3 on reverse)

<table>
<thead>
<tr>
<th>Name and Address of Employer or Source of Compensation</th>
<th>Occupation or How Compensation Was Earned</th>
<th>Amount (Use Code)</th>
</tr>
</thead>
</table>

Check here ☐ if continued on attached sheet

**REAL ESTATE:** List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over $5,000 in which you or a family member held a personal financial interest during the reporting period. (Show partnership, company, etc. real estate on F-1 supplement)

<table>
<thead>
<tr>
<th>Property Sold or Interest Divested</th>
<th>Assessed Value (Use Code)</th>
<th>Name and Address of Purchaser</th>
<th>Nature and Amount (Use Code) of Payment or Consideration Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Purchased or Interest Acquired</td>
<td>Creditor's Name/Address</td>
<td>Payment Terms</td>
<td>Security Given</td>
</tr>
<tr>
<td>All Other Property Entirely or Partially Owned</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check here ☐ if continued on attached sheet

CONTINUE ON REVERSE
Forms For Reports of Financial Affairs

3. Assets / Investments — Interest / Dividends:

<table>
<thead>
<tr>
<th>A. Name and address of each bank or financial institution in which you or a family member had an account over $10,000 any time during the report period.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Name and address of each insurance company where you or a family member had a policy with a cash or loan value over $10,000 during the period.</td>
</tr>
<tr>
<td>C. Name and address of each company, association, government agency, etc., in which you or a family member owned or had a financial interest worth over $1,000. Include stocks, bonds, ownership, retirement plan, IRA, notes, and other intangible property.</td>
</tr>
</tbody>
</table>

Check here [] if continued on attached sheet

4. Creditors:

<table>
<thead>
<tr>
<th>Creditor's Name and Address</th>
<th>Terms of Payment</th>
<th>Security Given</th>
<th>Original</th>
<th>Present</th>
<th>[AMOUNT, USE CODE]</th>
</tr>
</thead>
</table>

Check here [] if continued on attached sheet

5. All filers answer questions A thru E below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a non-incumbent candidate or a state executive officer filing your initial report after appointment, no F-1 Supplement is required.

- A. Were you, your spouse or dependents an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity at any time during the reporting period? If yes, complete supplement, Part A.
- B. Did you, your spouse or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period? If yes, complete supplement, Part A.
- C. Did you, your spouse or dependents own your own business at any time during the reporting period? If yes, complete supplement, Part A.
- D. Did you, your spouse or dependents prepare, promote or oppose state legislation, rules, rates or standards for current or deferred compensation (other than pay for your currently-held public office) at any time during the reporting period? If yes, complete supplement, Part B.
- E. (Incumbent officeholders only) Did you, your spouse or dependents receive during the previous calendar year any gift valued at over $50 that may have been intended to gain or maintain influence with you or the governmental entity you serve? (See F-1 manual for definition of “gift.”) If yes, complete Part C.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$1 to $9,999</td>
<td>Answered each item?</td>
</tr>
<tr>
<td>B</td>
<td>$2,000 to $9,999</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>$10,000 to $49,999</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>$50,000 or more</td>
<td></td>
</tr>
</tbody>
</table>

Certification: I hereby certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature Date

Daytime Telephone ( )

REPORT NOT ACCEPTABLE WITHOUT FILER'S SIGNATURE

[1991 WAC Supp—page 2557]
OFFICES HELD, BUSINESS INTERESTS:
For each corporation, non-profit organization, association, union, partnership, joint venture or other entity in which you, your spouse or dependents are an officer, director, general partner, trustee, or 10 percent or more owner—provide the following information:

- Legal Name: Report name used on legal documents establishing the entity.
- Trade or Operating Name: Report name used for business purposes if different from the legal name.
- Position or Percent of Ownership: The office, title and/or percent of ownership held.
- Brief Description of the Business/Organization: Report the purpose, product(s), and/or the service(s) provided.
- Payments from Governmental Unit: If the governmental unit in which you hold or seek office made payments to the business entity concerning which you're reporting, show the purpose of each payment and the actual amount received.
- Payments from Business Customers and Other Government Agencies: List each corporation, partnership, joint venture, sole proprietorship, union, association, business or other commercial entity and each government agency (other than the one you seek/hold office) which paid compensation of $5,000 or more during the period to the entity. Briefly say what property, goods, services or other consideration was given or performed for the compensation.
- Washington Real Estate: Identify real estate owned by the business entity if the qualifications referenced below are met.

<table>
<thead>
<tr>
<th>ENTITY NO. 1</th>
<th>Reporting for: Self Spouse Dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGAL NAME:</td>
<td>Position or Percent of Ownership</td>
</tr>
<tr>
<td>TRADE OR OPERATING NAME:</td>
<td></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
</tbody>
</table>

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:
Purpose of payments: Amount (actual dollars)

PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS AND OTHER GOVERNMENT AGENCIES OVER $5,000:
Customer name: Purpose of payment (amount not required)

WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over $10,000. List street address, assessor parcel number, or legal description and county for each parcel):

Check here [ ] if continued on attached sheet

CONTINUE PARTS B AND C ON REVERSE
ENTITY NO. 2

LEGAL NAME: Reporting for: Self _____ Spouse _____ Dependent _____

TRADE OR OPERATING NAME: POSITION OR PERCENT OF OWNERSHIP

ADDRESS:

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:

<table>
<thead>
<tr>
<th>Purpose of payments</th>
<th>Amount (actual dollars)</th>
</tr>
</thead>
</table>

PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS AND OTHER GOVERNMENT AGENCIES OVER $5,000:

<table>
<thead>
<tr>
<th>Customer name:</th>
<th>Purpose of payment (amount not required)</th>
</tr>
</thead>
</table>

WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over $10,000. List street address, assessor parcel number, or legal description and county for each parcel):

Check here if continued on attached sheet

B LOBBYING: List persons for whom you or any immediate family member lobbied or prepared state legislation or state rules, rates or standards for current or deferred compensation. Do not list pay from government body in which you are an elected official or professional staff member.

<table>
<thead>
<tr>
<th>Person to Whom Services Rendered</th>
<th>Description of Legislation, Rules, Etc.</th>
<th>Compensation (Use Code)</th>
</tr>
</thead>
</table>

Check here if continued on attached sheet

C GIFTS: List the date, source, brief description, and value of each gift of entertainment, travel, goods, services economic advantage, etc. valued at more than $50 (entertainment at receptions where pro-rata share exceeds $100). Exclude gifts that, without doubt, were clearly not intended to gain or maintain influence with respect to your governmental entity (e.g., most intra-family and private sector business related gifts). See Gift section of F-1 manual for details.

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Donor's Name, City and State</th>
<th>Brief Description</th>
<th>Approx. Dollar Value</th>
</tr>
</thead>
</table>

Check here if continued on attached sheet

POC FORM F-1 SUPPLEMENT (REVISED 10/91)—1
WAC 390-24-020 Forms for amending statement of financial affairs. (1) The official form for amending statements of financial affairs as required by RCW 42.17.240 for all persons who have previously filed the Form F-1 is designated Form "F-1A," revised 10/91.

(2) No more than three F-1A forms may be filed to amend a previously submitted statement of financial affairs (Form F-1). The form can be used only to update information required on an F-1.

(3) The commission reserves the right to reject amendatory forms and require a new statement of financial affairs (Form F-1) at any time the amendments are confusing or create misunderstandings. Authority is delegated to the commission's executive director to make this determination.

(4) Copies of Form F-1A are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments must be on 8 1/2" x 11" white paper.
The F-1A form is designed to simplify reporting for persons who have no changes or only minor changes to an F-1 report previously filed. A complete F-1 form must be filed at least every four years; an F-1A form may be used for no more than three consecutive reports. Deadlines: Incumbent elected and appointed officials—by April 15. Candidates and others—within two weeks of becoming a candidate or being newly appointed to a position.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Names of Spouse and Dependents</th>
<th>Political Party</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mailing Address

City | County | Zip + 4
--- | --- | ---

Filing Status (Check only one box.)

- [ ] An elected or state appointed official filing annual report
- [ ] Final report as an elected official, Term expired
- [ ] Candidate running in an election: month ______________ year ______________
- [ ] Newly appointed to an elective office
- [ ] Newly appointed to a state appointive office

Select either “No Change Report” or “Minor Change Report,” whichever reflects your situation. Supply all the requested information.

- [ ] NO CHANGE REPORT. I have reviewed my last complete F-1 report dated ______________ and F-1A reports (if any) dated (1) ______________ and (2) ______________. The information disclosed on those reports is accurate for the current reporting period.
- [ ] MINOR CHANGE REPORT. I have reviewed my last complete F-1 report dated ______________. The changes listed below have occurred during the reporting period. Specify F-1 Form Item numbers when describing changes. Provide all information required on F-1 report.

Gifts: (This information required of incumbent elected and appointed officials only) List the date, source, brief description and value of each gift of entertainment, travel, goods, services, economic advantage, etc. valued at more than $50 (entertainment receptions where pro-rata share exceeds $100). Exclude gifts that, without doubt, were clearly not intended to gain or maintain influence with respect to your governmental entity (e.g., most intra-family and private sector business related gifts). See Gift section of F-1 manual for details.

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Donor’s Name, City and State</th>
<th>Brief Description</th>
<th>Approx. Dollar Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check here [ ] if continued on attached sheet.

Certification: I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature ______________ Date ______________

Daytime Telephone: ( )

Report Not Acceptable Without Filer’s Signature

[1991 WAC Supp—page 2561]
WAC 390-24-031 Public office fund—Establishment and use. (1) Public office fund, as that term is used in RCW 42.17.243, means any fund, created by or for the benefit of any elected or appointed official required to report under RCW 42.17.240, which (a) was created for the primary purpose of defraying nonreimbursed office-related expenses for that official and members of his/her immediate family; and (b) expenditures made from the fund are primarily controlled by the official for whom the fund was created.

(2) Any contribution or expenditure from any other source for the benefit of an official or member of his/her immediate family for the primary purpose of defraying nonreimbursed office-related expenses is a contribution to that official's public office fund and shall be reported as a contribution to and/or expenditure from the official's public office fund. Any in-kind contribution shall be valued at its fair market value.

(3) If a fund, not created pursuant to RCW 42.17.243, is used both for the purposes of defraying nonreimbursed office-related expenses of an official and making other expenditures for the benefit of staff or employees of the official or agency, only the expenditures made to defray nonreimbursed office-related expenses of an official and members of his/her immediate family shall be deemed expenditures from a public office fund and shall be reported as an expenditure from the official's public office fund. Any in-kind contribution shall be valued at its fair market value.

(4) If a fund was created by or for the benefit of any elected or appointed official required to report under RCW 42.17.240, and further pursuant to these rules.


Chapter 390-28 WAC

HARDSHIP EXEMPTIONS—HEARING EXAMINER SYSTEM

WAC 390-28-020 Definition—Applicant. The term applicant for the purposes of chapter 390-28 WAC shall mean any person as defined in RCW 42.17.020(21) that seeks a modification pursuant to RCW 42.17.370(10) and these rules.

WAC 390-28-025 Hearing to modify reporting requirements. (1) Any person who considers compliance with any of the reporting requirements of chapter 42.17 RCW to be a manifestly unreasonable hardship in a particular case may apply for a modification of such reporting requirements pursuant to RCW 42.17.370(10) and further pursuant to these rules.

WAC 390-28-040 Hearing to modify reporting—Prehearing procedure and requirements. (1) An applicant must file with the commission a written request for hearing for suspension or modification of reporting requirements. The request should be submitted by the tenth day of the month preceding the month in which the report is due so that action on the request can be completed before the filing deadline.

(2) The request should contain: (a) the required report completed to the extent possible, (b) the applicant's evidence to be submitted at the hearing, (c) a statement of reasons why the reporting of required information would cause a manifestly unreasonable hardship, with as much detail as possible. (A general statement, such as "violates right of privacy" shall not be deemed as sufficient compliance with this requirement.) The applicant is encouraged to also include a proposed modification to the required reporting which, in the applicant's opinion, will relieve the perceived hardship.

(3) The filing of a request for modification shall not suspend the reporting requirement of any portion of chapter 42.17 RCW.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-28-050 Hearing to modify reporting—Alternate forms. [Statutory Authority: RCW 42.17.370(1), 85-22-029 (Order 85-04), § 390-28-050, filed 10/31/85; Order 62, § 390-28-050, filed 8/26/75; Order 24, § 390-28-050, filed 2/21/74. Repealed by 91-21-030, filed 10/31/85; Order 62, § 390-28-050, filed 8/26/75; Order 24, § 390-28-050, filed 2/21/74.]

WAC 390-28-050 Repealed. See Disposition Table at beginning of this chapter.

WAC 390-28-060 Hearing to modify reporting—Administrative law judge proceedings. (1) The commission may request through the office of administrative hearings the appointment of an administrative law judge to hear individual applicants.
(2) After such hearing is concluded, the administrative law judge shall prepare and distribute to the applicant and each commissioner a proposed decision determining the issue. The applicant shall have five days to file with the commission specific objections to the administrative law judge's proposed decision and to request an opportunity to present additional evidence to the commission. When written objections are timely filed, the commission, at the time of review and ratification, shall consider the whole record or such portions as may be cited by the administrative law judge, applicant or executive director. The commission may also hear additional testimony.

(3) If the applicant files objections to the administrative law judge's proposed decision, the filing requirement from which the applicant has sought modification shall not be suspended unless the commission, upon notice of the filing of objections, determines that a temporary suspension is justifiable pursuant to the criteria set out in RCW 42.17.370(10). Such suspension of filing requirements shall be granted only until the decision is finalized by formal action of the commission.

(4) At the next meeting at which the matter can be lawfully considered, the commission shall review and either ratify or modify or revise the proposed order.

[WAC 390-28-080 Hearing to modify reporting—Evidence, record, adverse decisions. (1) All evidence presented at hearings of the commission held pursuant to chapter 390-28 WAC and RCW 42.17.370(10) shall be considered to be a public record: Provided, That the commission may close the hearing and hold an executive session if it finds that it is necessary to allow the applicant to provide sufficient evidence to assure that proper findings are made. All evidence presented at any portion of a hearing held in executive session identifying the matters for which the applicant requests modification under these rules shall be considered and held confidential by the commission unless otherwise ordered by a court of competent jurisdiction. In the event that an administrative law judge determines that testimony in private may be necessary, the judge shall immediately adjourn the hearing and refer the matter to the commission.

(2) Any decision or order adverse to an applicant rendered by the commission or administrative law judge shall be in writing or stated in the record and shall be accompanied by findings of fact and conclusions of law.

[WAC 390-28-060 Enforcement procedures—Investigation of complaints—Initiation of hearing. (1) The executive director shall initiate an enforcement hearing whenever an investigation reveals facts which the executive director has reason to believe are a material violation of chapter 42.17 RCW and do not constitute substantial compliance.

(2) The respondent shall be notified of the date of the hearing, and a copy of the petition shall be served by the executive director or the person designated by the executive director. The respondent shall have five days to file written objections with the executive director. The executive director shall inform the respondent of the right to request additional time to present evidence.

(WAC 390-28-090 Informal settlement—Cases resolvable by stipulation. (1) RCW 34.05.060 authorizes...
agencies to establish by rule specific procedures for attempting and executing informal settlement of matters. The following procedures are available for informal dispute resolution that may make more elaborate proceedings under the Administrative Procedure Act unnecessary.

(a) Any person whose interest in a matter before the commission may be resolved by settlement shall communicate his or her request to the executive director, setting forth all pertinent facts and the desired remedy. If the executive director requires additional information to resolve the matter informally, the executive director shall promptly provide to the person seeking relief an opportunity to supply such information. Settlement negotiations shall be informal and without prejudice to rights of a participant in the negotiations.

(b) When the executive director and respondent agree that some or all of the facts are uncontested, a stipulation of fact shall be prepared for the presentation to the commission.

(c) In the event an early, informal resolution or stipulation of facts is reached, the executive director is responsible for providing a written description of the recommended resolution or stipulation to the person(s) involved.

(2)(a) If settlement of an enforcement hearing (adjudicative proceeding) may be accomplished by informal negotiation, negotiations shall be commenced at the earliest possible time. Settlement shall be concluded by:

(i) Stipulation of facts of the parties; or

(ii) Stipulation of the parties; or

(iii) Withdrawal of the application for an enforcement hearing by the applicant; or

(iv) Withdrawal by the executive director of the action which is the subject matter of the enforcement hearing.

(b) Any proposed stipulation shall be in writing and signed by each party to the stipulation or his or her representative. The stipulation shall be recited on the record at the hearing. The commission has the option of accepting, rejecting, or modifying the proposed stipulation or asking for additional facts to be presented. If the commission accepts the stipulation or modifies the stipulation with the agreement of the opposing party, the commission shall enter an order in conformity with the agreement of the opposing party, the commission accepts the stipulation or modifies the stipulation or the opposing party does not agree to the terms of the stipulation, then a hearing shall be held. If the commission requests additional facts be presented, the matter shall be referred to the executive director for further investigation.

(3) Upon the conclusion of an enforcement hearing, the commission may be resolved by settlement shall be informal and without prejudice to rights of a participant in the negotiations.

4. If settlement of an enforcement hearing (adjudicative proceeding) may be accomplished by informal negotiation, negotiations shall be commenced at the earliest possible time. Settlement shall be concluded by:

(a) Stipulation of facts of the parties; or

(b) Stipulation of the parties; or

(c) Withdrawal of the application for an enforcement hearing by the applicant; or

(d) Withdrawal by the executive director of the action which is the subject matter of the enforcement hearing.

(b) Any proposed stipulation shall be in writing and signed by each party to the stipulation or his or her representative. The stipulation shall be recited on the record at the hearing. The commission has the option of accepting, rejecting, or modifying the proposed stipulation or asking for additional facts to be presented. If the commission accepts the stipulation or modifies the stipulation with the agreement of the opposing party, the commission shall enter an order in conformity with the terms of the stipulation. If the commission rejects the stipulation or the opposing party does not agree to the commission's proposed modifications to the stipulation, then a hearing shall be held. If the commission requests additional facts be presented, the matter shall be referred to the executive director for further investigation.

WAC 390-37-100 Enforcement procedures—Conduct of hearings. (1) An enforcement hearing (adjudicative proceeding) shall be conducted pursuant to the Administrative Procedure Act (chapter 34.05 RCW) and its supporting regulations (chapter 10-08 WAC), shall be followed unless otherwise modified by chapter 390-37 WAC.

(2) An enforcement hearing shall be heard either by the commission or under RCW 34.12.040 or 34.12.050(2), by a duly designated administrative law judge.

(3) Upon the conclusion of an enforcement hearing heard by an administrative law judge, the judge shall prepare and present to the commission findings of fact, conclusions of law, and a proposed decision determinative of the matter. A copy of the findings of fact, conclusions of law and the proposed decision shall be served upon the executive director and the respondent. Both the respondent and the executive director shall be afforded an opportunity to file exceptions and written argument with the commission. The commission shall review the proposed decision at its next regular meeting or at a special meeting called for that purpose. The commission shall consider the whole record or such portions as shall be cited by the parties. Oral argument may be heard at the discretion of the commission.

(4) After either a hearing by the commission or review by the commission of the proposed decision of an administrative law judge the commission may find that:

(a) Respondent did not violate the act, as alleged, and dismiss the case; or

(b) Respondent violated chapter 42.17 RCW, as alleged, and determine the sanction, if any, to be imposed; or

(c) Respondent is in apparent violation of chapter 42.17 RCW, its own remedy is inadequate and enter its order referring the matter to the appropriate law enforcement agency as provided in RCW 42.17.360.

(5) Upon the conclusion of a hearing, the commission (a) Shall set forth in writing its findings of fact, conclusions of law and decision on the merits of the case; and

(b) Shall deliver, either in person or by mail, to each respondent or the respondent's representative a copy of the findings of fact, conclusions of law and decision.

(6) When the commission finds an apparent violation and refers the matter to an enforcement agency, the commission shall give to the respondent written notice of such finding and order of referral.

WAC 390-37-105 Prehearing conference—Rule. (1) In any proceeding, the chairman upon his/her own motion or upon request by one of the parties or their qualified representative, may direct the parties to appear at a specified time and place for a conference to consider:

(a) Simplification of issues;

(b) The necessity of amendments to the hearing notice;
(c) The possibility of obtaining stipulations, admissions of facts and of documents;
(d) Limitation on the number of witnesses; and
(e) Procedural and such other matters as may aid in the disposition of the proceeding.

(2) Prehearing conferences may be presided over by the chairman or his/her designee.

(3) Prehearing conferences may be held by telephone conference call or at a time and place specified by the presiding officer.

(4) Following the prehearing conference, the presiding officer shall issue an order reciting the action taken and decisions made at the conference. If no objection to the order is filed with the presiding officer within seven days after the date the order is mailed, the order shall control the subsequent course of the proceeding unless modified for good cause by subsequent order.

(5) When the chairman or his/her designee presides over a prehearing conference, he or she is acting as a quasi-judicial body which relates to a quasi-judicial matter between named parties. Therefore, a prehearing conference is not subject to chapter 42.30 RCW, Open Public Meetings Act.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-105, filed 8/2/91, effective 9/2/91.]

WAC 390-37-120 Enforcement hearings—Subpoenas—Discovery—Hearings. (1) The commission or presiding officer may issue subpoenas for discovery, subpoenas to persons to appear and give testimony, and may require the production of any books, papers, correspondence, memorandums, or other records deemed relevant or material and the commission or presiding officer may issue protective orders as a part of an enforcement hearing. The agency or its legal representative may issue subpoenas as may the attorney of the party against whom action is being taken. All subpoenas must be filed with the commission, together with proof of proper service, at least five days prior to the date of the hearing for which they are issued. Such subpoenas will issue and may be enforced in the form and manner set forth in RCW 34.05.446 and WAC 10-08-120.

(2) The commission, upon motion or before the time specified in the subpoena for compliance therewith, may:
   (a) Quash or modify the subpoena if it is unreasonable and oppressive; or
   (b) Condition denial of the motion upon the advancement by the person in whose behalf the subpoena is issued of the reasonable cost of producing the books, papers, documents, or tangible things.

(3) The attendance of witnesses and such production of evidence may be required from any place within the state of Washington to any location where a hearing is being conducted.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-120, filed 8/2/91, effective 9/2/91.]

WAC 390-37-130 Enforcement hearings—Depositions and interrogatories—Right to take. Unless otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the hearing. The deposition of a commissioner, the executive director, or assistant director, may only be taken upon application to the commission, for good cause shown, and only in those circumstances where the statements or depositions of other staff members would not reveal the information, evidence, or details needed by the party for the case. The attendance of witnesses to a deposition may be compelled by use of a subpoena. Depositions shall be taken only in accordance with this rule and the rules on subpoenas.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-130, filed 8/2/91, effective 9/2/91.]

WAC 390-37-132 Enforcement hearings—Depositions and interrogatories—Notice. A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than seven days in writing to the commission and all parties. The notice shall state the time and place for taking the deposition and the name and address of each person to be examined. On motion of a party to whom the notice is served, the commission or its hearing officer may, for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken at any time or place, upon any notice, and in any manner and when so taken may be used as other depositions.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-132, filed 8/2/91, effective 9/2/91.]

WAC 390-37-134 Depositions and interrogatories in enforcement hearings—Protection of parties and deponents. After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the commission or its designated hearing officer may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or the commission may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or the deponent, and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the commission or its designated hearing officer may order the officer conducting the examination to cease forthwith from taking the deposition or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed only upon the order of the agency. Upon demand of the objecting party or deponent, the
taking of the deposition shall be suspended for the time necessary to make a motion for an order.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-134, filed 8/2/91, effective 9/2/91.]

WAC 390-37-136 Production of documents and use at hearing. (1) Upon request by either the agency or its legal representative, or the party against whom the enforcement action is being taken or his/her representative, copies of all materials to be presented at the enforcement hearing shall be provided to the requester within seven days of the request but, for good cause shown, not less than three business days prior to the date of the hearing.

(2) When exhibits of a documentary character are to be offered into evidence at the hearing, the party offering the exhibit shall provide a minimum of seven copies, one for opposing party, one for each member of the commission, and one for the commission’s legal advisor.

(3) If documentary evidence has not been exchanged prior to the hearing, the parties shall arrive at the hearing location in sufficient time before the time scheduled for the hearing for the purpose of exchanging copies of exhibits to be introduced.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-136, filed 8/2/91, effective 9/2/91.]

WAC 390-37-140 Brief enforcement hearings—Authority. (1) The commission may provide a brief enforcement hearing for violations of provisions in chapter 42.17 RCW which require the filing of reports when such violations are either a failure to file the required report or the late filing of a required report. A brief enforcement hearing is a brief adjudicative proceeding as set forth in RCW 34.05.482 through 34.05.494.

(2) This hearing shall be in accordance with RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-140, filed 8/2/91, effective 9/2/91.]

WAC 390-37-142 Brief enforcement hearing—Procedure. (1) A brief enforcement hearing may be presided over by the chairman, or a member of the commission designated by the chairman.

(2) When a violation, as described in WAC 390-37-140, is alleged, before taking action, the executive director shall send the alleged violator notice, which shall include:

(a) Alleged violation;

(b) Proposed fine; and

(c) Person’s right to respond, within ten days, either in writing or in person to explain his/her view of the matter.

(3) At the time any unfavorable action is taken, the presiding officer shall serve upon each party a written statement describing the violation, the reasons for the decision, the penalty imposed, and their right to request review by the commission at the next scheduled commission meeting.

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if, and in the same manner as, required for the original decision.

[Statutory Authority: RCW 42.17.370. 91-16---072, § 390-37---150, filed 8/2/91, effective 9/2/91. Statutory Authority: RCW 42.17.370(1). 79-08---046 (Order 79---03), § 390-37---150, filed 7/19/79.]

WAC 360---37---210 Repealed. See Disposition Table at beginning of this chapter.

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Chapter 392---101 WAC
SUPERINTENDENT OF PUBLIC INSTRUCTION—ADMINISTRATIVE PRACTICES AND PROCEDURES

WAC
392---101---010 Conduct of administrative hearings.

WAC 392---101---015 Determination of indigency—Provision of free transcript.

WAC 392---101---010 Conduct of administrative hearings. The superintendent of public instruction hereby assigns the following administrative hearings to the office of administrative hearings and hereby delegates to the administrative law judge conducting any such hearing the authority to render the final decision by the superintendent of public instruction:

(1) Nonresident transfer appeals pursuant to WAC 392---137---055{(2).

(2) Special education hearings pursuant to WAC 392---171---531.

(3) Equal educational opportunity complaints pursuant to WAC 392---190---075.

(4) Professional certification appeals pursuant to WAC 180---75---030.

(5) Child care food program and summer food service program appeals pursuant to 7 C.F.R. Parts 225 and 226.

(6) Traffic safety education appeals pursuant to WAC 392---153---005 through 392---153---040.

[Statutory Authority: RCW 46.20.100(2) and chapter 28A.220 RCW. 91---18---007 (Order 91---17), § 392---101---010, filed 8/23/91, effective 9/23/91. Statutory Authority: RCW 34.04.020. 89---17---067 (Order 89---07), § 392---101---010, filed 8/16/89, effective 9/16/89. Statutory Authority: RCW 28A.03.500. 87---10---015 (Order 87---5), § 392---101---010, filed 4/28/87.]

WAC 392---101---015 Determination of indigency—Provision of free transcript. A determination of indigency shall be made for all persons wishing the provision of a free transcript of proceedings pursuant to the following standards:

(1) Any person(s) receiving one or more of the following type of public assistance: Aid to families with dependent children, general assistance, poverty related veterans' benefits, food stamps, refugee resettlement benefits, Medicaid, or supplementary security income.

(2) Any person(s) receiving an annual income, after taxes, of one hundred twenty---five percent or less of the current federally established poverty level.