

For lobbying and government affairs firms and independent lobbyists working at the federal, state, and local level. Complete with ACORD 125. Attach a description of services, a sample client contract or engagement letter, resumes or credentials of key professionals, and five years of loss runs.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME	DBA	FEIN	YEARS IN BUSINESS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BUSINESS ADDRESS	CITY / STATE / ZIP	WEBSITE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Entity type: ☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Nonprofit			
PRIMARY CONTACT / TITLE	PHONE	EMAIL	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
LICENSES / CERTIFICATIONS HELD	PROFESSIONAL STAFF / TOTAL EMPLOYEES		
<input type="text"/>	<input type="text"/>		

2 OPERATIONS

Services provided (check all that apply):
☐ Federal lobbying ☐ State lobbying ☐ Local / municipal lobbying ☐ Grassroots advocacy ☐ Coalition management
☐ Procurement advocacy ☐ Regulatory comment work ☐ PAC / political compliance ☐ Foreign principal work

REGISTERED LOBBYISTS	FEDERAL VS. STATE REVENUE (%)	STATES WHERE REGISTERED
<input type="text"/>	<input type="text"/>	<input type="text"/>
LARGEST CLIENT (% OF REVENUE)	WORK OUTSIDE YOUR HOME STATE (%)	WORK SUBCONTRACTED (%)
<input type="text"/>	<input type="text"/>	<input type="text"/>

2-1 Do you represent foreign governments or foreign principals? ☐ Yes ☐ No
IF YES, EXPLAIN

2-2 Is every engagement under a signed written contract or engagement letter? ☐ Yes ☐ No
IF NO, EXPLAIN

2-3 Do contracts limit your liability (e.g., to fees paid)? ☐ Yes ☐ No
IF NO, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — REGISTRATION & DISCLOSURE COMPLIANCE

GAO found 22% of recent quarterly federal reports omitted required disclosures of lobbyists' prior government positions.

3-1 Is every federal filing deadline (LD-1, LD-2, LD-203) on a compliance calendar? ☐ Yes ☐ No
IF NO, EXPLAIN

3-2 Is every state filing deadline on a compliance calendar? ☐ Yes ☐ No
IF NO, EXPLAIN

3-3 Do you check registration thresholds before lobbying in a new state? ☐ Yes ☐ No
IF NO, EXPLAIN

3-4 Does a second person review every LD-2 before filing? ☐ Yes ☐ No
IF NO, EXPLAIN

3-5 Is documentation kept for all reported lobbying income and expenses? ☐ Yes ☐ No
IF NO, EXPLAIN

3-6 Are each lobbyist's prior covered government positions disclosed? ☐ Yes ☐ No
IF NO, EXPLAIN

3-7 Are new hires screened against cooling-off periods? ☐ Yes ☐ No
IF NO, EXPLAIN

3-8 Have you received a notice of noncompliance from Congress or a state ethics agency? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — ETHICS, GIFTS & INVESTIGATIONS

Texas fined a former legislator \$105,500 for registering as a lobbyist within two years of contributing to officeholders.

4-1 Is there a written gift and hospitality policy for covered officials? ☐ Yes ☐ No
IF NO, EXPLAIN

4-2 Is each political contribution pre-cleared by compliance staff? ☐ Yes ☐ No
IF NO, EXPLAIN

4-3 Are foreign-principal clients screened for FARA registration? ☐ Yes ☐ No
IF NO, EXPLAIN

4-4 Do engagement letters define the scope of lobbying services? ☐ Yes ☐ No
IF NO, EXPLAIN

4-5 Is every registered lobbyist trained on ethics rules each year? ☐ Yes ☐ No
IF NO, EXPLAIN

4-6 Is a contributions log reconciled to LD-203 filings? ☐ Yes ☐ No
IF NO, EXPLAIN

4-7 Has the firm been the subject of a lobbying investigation? ☐ Yes ☐ No
IF YES, EXPLAIN

4-8 Has a client ended an engagement over a disclosure or ethics issue? ☐ Yes ☐ No
IF YES, EXPLAIN

5 PAYROLL, SALES & REVENUE

ANNUAL REVENUE (\$)	LARGEST SINGLE CONTRACT (\$)	SUBCONTRACTOR COSTS (\$)	TOTAL ANNUAL PAYROLL (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6 PRIOR INSURANCE & LOSS HISTORY

CURRENT E&O CARRIER / LIMITS	DEDUCTIBLE / RETROACTIVE DATE	EXPIRATION DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

DATE OF CLAIM	DESCRIPTION	TOTAL INCURRED (\$)	OPEN / CLOSED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6-1 Has a client claimed harm from a disclosure or registration error? ☐ Yes ☐ No
IF YES, EXPLAIN

6-2 Has a client refused to pay or sued over fees in the past 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

6-3 Has any license, certification, or registration been suspended, disciplined, or investigated? ☐ Yes ☐ No
IF YES, EXPLAIN

6-4 Has any coverage been declined, cancelled, or non-renewed? ☐ Yes ☐ No
IF YES, EXPLAIN

6-5 Is the applicant aware of any incident or circumstance that could give rise to a claim?

☐ Yes ☐ No

IF YES, EXPLAIN

7 RISK MANAGEMENT & SAFETY

7-1 Are client files and work papers retained for a set period under a written policy?

☐ Yes ☐ No

IF NO, EXPLAIN

7-2 Is multifactor authentication required for email and client data?

☐ Yes ☐ No

IF NO, EXPLAIN

7-3 Are client strategy files restricted to the assigned team?

☐ Yes ☐ No

IF NO, EXPLAIN

7-4 Is lobbying activity logged as it happens?

☐ Yes ☐ No

IF NO, EXPLAIN

8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, may be committing a fraudulent insurance act, which is a crime and may subject such person to criminal and civil penalties. State-specific fraud warnings appear on the insurer's application.

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)

TITLE

DATE

PRODUCER — CORY WASHINGTON & CO. LLC

PRODUCER SIGNATURE (TYPE FULL NAME)

DATE