

FORM B INSTRUCTIONS

TO COMPLETE THE SCHEDULE:

- Fill in the page number information. Continue the numbering from the last page of the Semi-annual Report and/or Form A, whichever is applicable.
- If the activity described on this form occurred in the Semi-annual calendar preceding the Registration, this form must be attached to the registration page.
- If the activity described on this form occurred after the Registration was filed, attach this form to the Semi-annual Report covering the calendar period in which the activity occurred.
- In the spaces provided, disclose any payment received in the preceding Semi-annual calendar for services to the City of Santa Clara and elected City Official, City Official-Elect, and/or their controlled committees or officeholder committees. If applicable, in the space provided, identify the City Official, City Official-Elect, and/or their controlled committees or officeholder committees.

An **Elected City Official** is the Mayor, any member of the City Council, City Clerk or Police Chief.

A **City Official-Elect** is any person elected but not yet sworn into a City office.

- Specify for each payment, the date of the payment was issued, the source of the payment, a description of the services provided by the Lobbyist, date(s) the services were rendered or will be rendered, and the amount of the payment.
- If additional space is needed, a duplicate may be made of the page to attach as a continuation sheet.