



Customizing contribution forms to seek lobbyist registration numbers

Minnesota Campaign Finance and Public Disclosure Board

Candidates use a variety of online platforms to accept contributions from individuals. It is important to know whether those individuals are lobbyists in order to prevent inadvertent violations of the prohibition on accepting a contribution from a lobbyist during a regular legislative session and the aggregate special source contribution limit.

The Board recommends customizing any online contribution forms to include an optional text field in which a contributor can add their lobbyist registration number. Such a field should make it easier to identify whether a contribution is from a lobbyist, and allow time to return any prohibited contribution within the 90-day time period permitted to return a contribution that will cause a contribution violation. Such a text field also enables lobbyists to make online contributions while complying with a provision in Chapter 10A that requires them to include a Board registration number when making a contribution.

The Board recommends using an optional text field stating “Minnesota lobbyist registration #,” “CFB lobbyist #,” or something similar that clearly identifies the information being sought. Ideally that field should appear on the same screen that solicits the contributor’s employment information. You may also wish to add text somewhere within the form or your committee’s broader contribution page noting that you may not accept contributions from lobbyists during a regular session of the legislature.

Below are web addresses with instructions on how to customize the contribution forms of some of the most commonly used online contribution platforms. Please contact your platform directly with specific questions about how to customize their contribution forms.

- WinRed – support.winred.com/en/articles/3863617-compliance-for-state-level-committees (under the heading Additional Custom Fields)
- ActBlue – support.actblue.com/campaigns/contribution-form-features/custom-inputs
- Anedot – help.anedot.com/knowledge/action-pages-custom-fields
- NationBuilder – support.nationbuilder.com/en/articles/2362856-create-custom-donation-fields
- Raise the Money – politics.raisethemoney.com/en/support (under the heading Customizing a contribution form)
- Donorbox – donorbox.zendesk.com/hc/en-us/articles/360020560071-Add-additional-questions-to-your-donation-form
- PayPal – paypal.com/us/webapps/mpp/political-contributions-donations (under the heading Collecting FEC required donor information with PayPal)