

NOTICES OF AGENCY GUIDANCE DOCUMENTS

The Administrative Procedure Act requires the identification and publication of a summary of agency guidance documents (A.R.S. § 41-1013(B)(14)).

NOTICE OF AGENCY GUIDANCE DOCUMENT

OFFICE OF THE SECRETARY OF STATE

- Title of the guidance document and the guidance document number by which the document is referenced:**
Arizona Notary Public Handbook
- Date of the publication of the guidance document and the effective date of the document if different from the publication:**
July 1993
- Summary of the contents of the guidance document:**
Information about becoming and serving as a notary public in Arizona.
- A statement as to whether the guidance document is a new document or a revision:**
This was a new document.
- The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:**
Name: Mimi Griffiths
Director, Public Services Department
Address: Office of the Secretary of State
1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-4086
- Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:**
Copies of this document are free. Copies may be obtained from the Secretary of State's Public Services Department by calling the number listed above.

NOTICE OF AGENCY GUIDANCE DOCUMENT

OFFICE OF THE SECRETARY OF STATE

- Title of the guidance document and the guidance document number by which the document is referenced:**
Arizona Campaign Finance Instructions and Sample Forms - no document number.
- Date of the publication of the guidance document and the effective date of the document if different from the publication:**
April 1995
- Summary of the contents of the guidance document:**
Instructions for completing the Political Committee Campaign Finance Report
- A statement as to whether the guidance document is a new document or a revision:**
This was a revised document.
- The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:**
Name: Anne Lynch
Assistant Secretary of State
Address: Office of the Secretary of State
1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-8683
- Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:**
Copies may be obtained from the above address at no charge.

NOTICE OF AGENCY GUIDANCE DOCUMENT

OFFICE OF THE SECRETARY OF STATE

- Title of the guidance document and the guidance document number by which the document is referenced:**
Political Committee State of Arizona Campaign Finance Report - no document number

Arizona Administrative Register
Notices of Agency Guidance Documents

2. Date of the publication of the guidance document and the effective date of the document if different from the publication:
April 1995 and December 1993
3. Summary of the contents of the guidance document:
Blank form for completing the Political Committee Campaign Finance Report
4. A statement as to whether the guidance document is a new document or a revision:
This is a revised document.
5. The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:
Name: Anne Lynch
Assistant Secretary of State
Address: Office of the Secretary of State
1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-8683
6. Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:
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NOTICE OF AGENCY GUIDANCE DOCUMENT
OFFICE OF THE SECRETARY OF STATE

1. Title of the guidance document and the guidance document number by which the document is referenced:
Instructions and Samples for completing Financial Disclosure form for Public Officers of the State of Arizona - no document number
2. Date of the publication of the guidance document and the effective date of the document if different from the publication:
December 1993
3. Summary of the contents of the guidance document:
Instructions and Samples for completing Financial Disclosure form for Public Officers of the State of Arizona
4. A statement as to whether the guidance document is a new document or a revision:
This is a revised document.
5. The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:
Name: Anne Lynch
Assistant Secretary of State
Address: Office of the Secretary of State
1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-8683
6. Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:
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NOTICE OF AGENCY GUIDANCE DOCUMENT
OFFICE OF THE SECRETARY OF STATE

1. Title of the guidance document and the guidance document number by which the document is referenced:
State Public Officers Financial Officers Financial Disclosure Statement - no document number
2. Date of the publication of the guidance document and the effective date of the document if different from the publication:
December 1993
3. Summary of the contents of the guidance document:
Blank form for State Public Officers Financial Disclosure Statement
4. A statement as to whether the guidance document is a new document or a revision:
This is a revised document.
5. The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:
Name: Anne Lynch
Assistant Secretary of State
Address: Office of the Secretary of State
1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-8683
6. Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:
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**NOTICE OF AGENCY GUIDANCE DOCUMENT
OFFICE OF THE SECRETARY OF STATE**

1. Title of the guidance document and the guidance document number by which the document is referenced:
State of Arizona 1994 Election Information for Candidates
2. Date of the publication of the guidance document and the effective date of the document if different from the publication:
1994
3. Summary of the contents of the guidance document:
Voter registration information; absentee voting information; candidate filing information; primary election candidate requirements; general election candidate requirements; initiative and referendum measures; ballot measure arguments; list of county recorders; list of county election directors.
4. A statement as to whether the guidance document is a new document or a revision:
This is a revised document.
5. The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:
Name: Anne Lynch
Assistant Secretary of State
Address: Office of the Secretary of State
1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-8683
6. Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:
Copies may be obtained from the above address at no charge.

**NOTICE OF AGENCY GUIDANCE DOCUMENT
OFFICE OF THE SECRETARY OF STATE**

1. Title of the guidance document and the guidance document number by which the document is referenced:
Lobbyist Handbook for Principals - no document number
2. Date of the publication of the guidance document and the effective date of the document if different from the publication:
October 1994
3. Summary of the contents of the guidance document:
Filing deadlines for lobbyists; summary of requirements for Principals; summary of requirements for lobbyists; compliance, civil penalties; duties of the Secretary of State; the law; principal lobbying questions and answers; completed sample forms; lobbyist forms; lobbyist forms for amended findings; principal index of statutory references.
4. A statement as to whether the guidance document is a new document or a revision:
This is a revised document.
5. The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:
Name: Anne Lynch
Assistant Secretary of State
Address: Office of the Secretary of State
1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-0229
6. Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:
Copies may be obtained from the above address at no charge.

**NOTICE OF AGENCY GUIDANCE DOCUMENT
OFFICE OF THE SECRETARY OF STATE**

1. Title of the guidance document and the guidance document number by which the document is referenced:
Lobbyist Handbook for Principals - no document number
2. Date of the publication of the guidance document and the effective date of the document if different from the publication:
October 1994
3. Summary of the contents of the guidance document:
Filing deadlines for lobbyists; summary of requirements for Public Bodies; summary of requirements for public lobbyists; compliance, civil penalties; duties of the Secretary of State; the law; public body lobbying questions and answers; completed sample forms; lobbyist forms for amended filings; public body index of statutory references.

Arizona Administrative Register
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4. **A statement as to whether the guidance document is a new document or a revision:**
This is a revised document.
5. **The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:**
Name: Anne Lynch
Assistant Secretary of State
Address: Office of the Secretary of State
1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Telephone: (602) 542-0229
6. **Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:**
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**NOTICE OF AGENCY GUIDANCE DOCUMENT
DEPARTMENT OF REVENUE**

1. **Title of the guidance document and the guidance document number by which the document is referenced:**
52-53 Week Taxable Year; CTP 94-1
2. **Date of the publication of the guidance document and the effective date of the document if different from the publication:**
February 10, 1995
3. **Summary of the contents of the guidance document:**
The document provides guidance on the adoption of a 52-53 week taxable year for Arizona income tax purposes. A taxpayer using a 52-53 week taxable year must use the same fiscal period for Arizona income tax purposes that is used for federal income tax purposes. A taxpayer must not adopt a 52-53 taxable year solely for Arizona income tax purposes.
4. **A statement as to whether the guidance document is a new document or a revision:**
This is a new document.
5. **The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:**
Name: Tax Research and Analysis Section
Address: Department of Revenue
1600 West Monroe
Phoenix, Arizona 85007
Telephone: (602) 542-4672
6. **Information about where a person may obtain a copy of the guidance document and the costs for obtaining the document:**
Anyone wishing to obtain a copy of this document should call (602) 255-3381 or 1-800-352-4090 (from within Arizona only), or write to:
Taxpayer Information and Assistance
Department of Revenue
P.O. Box 29086
Phoenix, Arizona 85038
This information is also available on the electronic bulletin board system (BBS) at (602) 542-5557.

**NOTICE OF AGENCY GUIDANCE DOCUMENT
DEPARTMENT OF REVENUE**

1. **Title of the guidance document and the guidance document number by which the document is referenced:**
Procedure for Submission of a Power of Attorney; GTP 95-2
2. **Date of the publication of the guidance document and the effective date of the document if different from the publication:**
March 27, 1995
3. **Summary of the contents of the guidance document:**
The guidance document sets forth the Department's requirements for acceptable powers of attorney and the procedures for filing such documents.
4. **A statement as to whether the guidance document is a new document or a revision:**
The guidance document is a revision of the Department of Revenue Guideline for Submission of a Power of Attorney, G-92-2.
5. **The name, address, and telephone number of the person to whom questions and comments about the guidance document may be directed:**
Name: Tax Research and Analysis Section
Address: Department of Revenue
1600 West Monroe
Phoenix, Arizona 85007
Telephone: (602) 542-4672

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