



**ORIGINAL OR AMENDED
STATEMENT OF ORGANIZATION FORM FOR INDEPENDENT AND POLITICAL COMMITTEES (PAC'S)**

1. **Committee ID #:** _____
2. **Type of Filing:**
Original
Amendment to Items: _____ Eff. Date: _____

3. **Committee Type (Check one):**
Independent: We acknowledge that we must meet certain requirements before we are legally qualified to make contributions at a limit that is 10 times greater than the applicable contribution limit for an individual.
Political: We acknowledge that we can never be legally qualified to make contributions at a limit that is greater than the applicable contribution limit for an individual.

4a. **Full Name of Committee-Must include affiliate or sponsor:** _____

4b. **Acronym or Abbreviation (If any):** _____

4c. **Are you a Separate Segregated Fund (SSF)?** YES NO

4d. **If YES, the sponsor is a:** Corporation Labor Organization D.D.S.

The sponsor's name is: _____

5a. **Complete Comm. Mailing Address (May be PO Box):**

5b. **Complete Comm. Street Address (May not be PO Box):**

6 **Date Committee was Formed in MI:** _____

7a. **Committee Phone #:** _____

7b. **Committee Fax #:** _____

7c. **Committee E-mail Address:** _____

7d. **Committee Website Address:** _____

8. **Treasurer Name and Complete Address:**

Phone #: _____

E-mail Address: _____

OUT-OF-STATE COMMITTEE TREASURER IRREVOCABLE WRITTEN STIPULATION:

I stipulate and agree that any legal process affecting this committee served on the Secretary of State or an agent designated by the Secretary of State shall have the same effect as if personally served on me and all other principals of this committee. I further agree that this appointment shall remain in force as long as any liability of this committee remains outstanding within the State of Michigan.

9. **Designated Record Keeper Name and Complete Address:**

Phone #: _____

E-mail Address: _____

10. **REPORTING WAIVER REQUEST:** If the committee does *not* expect to receive or expend in excess of \$1,000 in a calendar year and checks this box; the filing requirement of pre, post, annual, triannual and quarterly campaign statements is waived. The Reporting Waiver will be automatically lost if the committee exceeds the \$1,000 threshold.

11. **Name and Address of Depositories** or Intended Depositories of committee funds.

a. **Official Depository**

b. **Secondary Depository**

12. **ELECTRONIC FILING:** This item applies to committees that file with the Michigan Department of State Bureau of Elections only and does not apply to PAC's that file with the County Clerk's office.

The Campaign Finance Act requires any committee that files with the Secretary of State and spends or receives \$20,000 in the preceding calendar year OR expects to spend or receive \$20,000 in the current calendar year to file campaign statements electronically. Merts Plus software is provided to you free of charge to assist you in meeting this requirement.

Committee spent or received or expects to spend or receive in excess of \$20,000 and is required to file electronically.

**** OR ****

Committee did not spend or receive or does not expect to spend or receive in excess of \$20,000 and would like to file electronically voluntarily.

13. **Verification:** I/We certify that all reasonable diligence was used in the preparation of the above statement and that the contents are true, accurate and complete to the best of my/our knowledge or belief. If filing electronically, we further agree that the signatures below shall serve as the signatures that verify the accuracy and completeness of each statement filed electronically by the committee. I/We certify that all reasonable diligence will be used in the preparation of each statement electronically filed by this committee and that the contents of each statement will be true, accurate and complete to the best of my/our knowledge or belief. **(Sign Name and Date below)**

.....
Current Treasurer (Date)

.....
Designated Record Keeper (Date)
(Required only if filing electronically)

INSTRUCTIONS FOR COMPLETING THE STATEMENT OF ORGANIZATION FOR INDEPENDENT AND POLITICAL COMMITTEES

Michigan's Campaign Finance Act, P.A. 388 of 1976, covers a "person" operating within Michigan or out-of-state as soon as it receives or spends \$500.00 or more in a calendar year to influence voters for or against the nomination or election of one or more candidates in Michigan or the qualification, passage or defeat of one or more ballot questions in Michigan. The term "person" is used to mean "a business, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, association or two or more individuals who act jointly". As soon as a person reaches the \$500.00 threshold, it has 10 calendar days to form and register a "committee" under the Act. A person that is covered by the Act registers a committee by filing this form with the appropriate filing official. A corporation, labor organization or domestic dependent sovereign (recognized Indian tribe) must register a committee in order to receive or spend any money to influence voters for or against the nomination or election of a candidate in Michigan.

COMMITTEE TYPES

Before registering an Independent or Political Committee, the differences between the two-committee types must be given careful consideration.

Independent Committees - Formed to support or oppose three or more candidates and may support or oppose ballot questions. An Independent Committee that meets the following three criteria may give a Candidate Committee of a candidate for elective office ten times the amount a Political Committee or an individual is permitted to give: (1) registers as an Independent Committee at least six months before the election, (2) receives contributions from at least 25 persons and (3) in the same calendar year that the 25 contributions are received, expends funds to support or oppose three candidates for elective office. A committee must register as an Independent committee before the three criteria are met and must adhere to contribution limits applicable to a Political Committee until the committee meets the criteria detailed above. An Independent committee that has amended its Statement of Organization from Political must meet the three criteria after the amendment is filed before giving to any candidate committees at the higher contribution limits.

Political Committees - Formed to support or oppose one or more candidates and may support or oppose ballot questions. A Political Committee must observe the same contribution limits that apply to individuals. Political committees can change their committee type from Political to Independent by filing an amended Statement of Organization form. Unless and until the amendment is filed, followed by meeting the required Independent criteria, the committee must adhere to the contribution limits that apply to individuals. Proponents of a recall must form a Political Committee or an Independent Committee.

WHERE TO FILE THIS FORM

Two copies of this form must be filed when registering a committee. If the districts of all of the candidates supported or opposed are located wholly within the same county, the committee files with the clerk of that county. If the districts of any of the candidates supported or opposed are not located wholly within the same county, the committee files with the Michigan Department of State, Bureau of Elections, Post Office Box 20126, Lansing, Michigan 48901. Office location: Richard H. Austin Building, 1st Floor, 430 West Allegan Street, Lansing, Michigan 48918-1700. Phone: (517)373-2540. **NOTE: The information contained on the Statement of Organization must be kept up-to-date. If a change in the information takes place, an amendment to the form must be filed no later than the due date of the first Campaign Statement required of the committee after the change. The treasurer serving at the time of the change must sign an amendment.**

INSTRUCTIONS

Type or clearly print in ink all information requested on the Statement of Organization form. Each entry on the form is discussed below.

- ITEM 1:** On the original Statement of Organization, leave this item blank. An identification number will be assigned to the committee by the filing official. If an identification number has been assigned to the committee, enter it in Item 1.
- ITEM 2:** Indicate whether this is an original Statement of Organization filing or an amendment to a Statement of Organization already on file. If an amendment, list the number of the Item(s) affected and the date the change took place. If filing an amendment, complete Item 2, the item(s) affected and Items 1, 4 and 13.
- ITEM 3:** Check one box to indicate the type of committee being registered. See committee types above.
- ITEM 4:** Enter the committee's official name. Do not use initials or abbreviations. An Independent Committee or Political Committee is required to include in the name of the committee the name of the person or persons that sponsor the committee, if any, or with whom the committee is affiliated. A person, other than an individual or a committee, sponsors or is affiliated with an Independent Committee or Political Committee if that person establishes, directs, controls, or financially supports the administration of the committee. A person does not financially support the administration of a committee by merely making a contribution to the committee. If the committee plans to use an abbreviated name or an acronym, enter it in **Item 4b**. In **Item 4c**, check yes or no to indicate whether the committee is a separate segregated fund. If the answer to Item 4c is no, skip Item 4d. If the answer to 4c is yes, check one box in **Item 4d** to indicate whether the organization forming the committee is a corporation, labor organization or a domestic dependent sovereign.
- ITEM 5:** Enter the committee's mailing address if different from the committee's street address. A post office box is acceptable as a mailing address. All mail from the filing official will be directed to the committee's mailing address as shown in Item 5a. Enter the committee's street address in **Item 5b**. A post office box **is not** acceptable. (List the treasurer's home address if no other address is available.)
- ITEM 6:** Enter the date the committee was formed in Michigan. The original Statement of Organization form must be received by the filing official within **10 calendar days** after the committee's formation date. Late filing fees are assessed at a rate of \$10.00 per business day if the form is filed late.
- ITEM 7:** Enter the committee's area code, phone number and e-mail address.
- ITEM 8:** Enter the full name and mailing address of the committee's treasurer. Include a phone number where the treasurer can be reached during business hours. The committee's treasurer **must** be a qualified elector of Michigan if the committee conducts business through an office or facility located in Michigan. The committee treasurer does not have to be a Michigan resident if the committee does not conduct business through an office or facility located in Michigan. A committee that wishes to have a treasurer who is not a Michigan resident is required to file an "irrevocable written stipulation". The committee does this by checking the box titled OUT-OF-STATE COMMITTEE TREASURER IRREVOCABLE WRITTEN STIPULATION.
- ITEM 9:** List the name, mailing address, area code and phone number of the person who will be responsible for the committee's records and Campaign Statement filings. If the committee treasurer will personally handle these responsibilities, leave this item blank. A person designated in this item may sign Campaign Statements but does not have the authority to sign the Statement of Organization forms in place of the treasurer.
- ITEM 10:** Check the box to request a **Reporting Waiver**. If Item 10 is checked and the committee does not exceed the \$1,000.00 threshold in a calendar year, the committee is granted a Reporting Waiver. A committee that never loses its Reporting Waiver by exceeding the \$1,000.00 threshold is not required to file a Campaign Statement until it dissolves, except for Late Contribution Reports. If the committee spends or receives more than \$1,000.00 in a calendar year or incurs debt over \$1,000.00, the Reporting Waiver is automatically lost and the committee will owe the next Campaign Statement due after losing the waiver.
- ITEM 11:** In **Item 11a**, enter the name and address of the Michigan bank, savings and loan association or credit union that the committee now uses or intends to use as its "official depository." The committee's official depository must be located in Michigan if the committee conducts business through an office or facility located in Michigan. The committee depository does not have to be located in Michigan if the committee does not conduct business through an office or facility located in Michigan. In **Item 11b**, list the names and addresses of any "secondary depositories" the committee currently uses or intends to use. A secondary depository may be used only for the deposit of contributions (for example, as a temporary holding place for receipts from a joint fund raiser); it may **not** be used for committee expenditures.
- ITEM 12:** Read this section carefully and check the appropriate box. Committees filing with the county clerk's office, skip to Item 13. **NOTE:** Once a committee has reached the \$20,000 threshold they are required to file all campaign statements and reports electronically regardless of receipts or expenditures total in the future years.
- ITEM 13:** Enter the treasurer's name where indicated. The form **must** be signed and dated by the current committee treasurer. A designated record keeper may **not** sign an original or amended Statement of Organization except for providing a signature for electronic filing purposes.