

## IMPORTANT NOTICE

### ALL PUBLIC SECTOR LABOR ORGANIZATIONS

**§10(9)** By **July 1** of each year, each exclusive bargaining representative that represents public employees in this state shall have an independent examiner verify the exclusive bargaining representative's calculation of all expenditures attributed to the costs of collective bargaining, contract administration, and grievance adjustment during the prior calendar year and shall file that verification with the commission. The commission shall make the exclusive bargaining representative's calculations available to the public on the commission's website. The exclusive bargaining representative shall also file a declaration identifying the local bargaining units that are represented. Local bargaining units identified in the declaration filed by the exclusive bargaining representative are not required to file a separate calculation of all expenditures attributed to the costs of collective bargaining, contract administration, and grievance adjustment.

To aid in satisfying this requirement, MERC has established the following processes:

1. If you have **not received** a MERC Registration Number in previous years, please complete and return a registration form by providing the name and contact information (including email address) of the principal person responsible for your submission of the independent examiner's verification of expenditures.
2. Following receipt of the completed registration form, MERC will provide a unique identifying number that must be used with all submissions or communications on this subject. If you have previously received a MERC Registration Number, you will continue to use that number.
3. Your Independent Examiner's Verification of Union Expenditures Coversheet and Submission must be filed with MERC in pdf format via email to [unionaudits@michigan.gov](mailto:unionaudits@michigan.gov).
4. The exclusive bargaining representative shall also file a declaration identifying the local bargaining units that are represented. Local bargaining units identified in the declaration are not required to file a separate calculation of all expenditures.
5. Mailed, Faxed or Hand-Delivered Submissions **WILL NOT** be accepted or processed.
6. The contact email for purposes of compliance is [unionaudits@michigan.gov](mailto:unionaudits@michigan.gov).

**For more details, visit the MERC website at: [www.michigan.gov/merc](http://www.michigan.gov/merc).**