

# IMPORTANT NOTICE

## ALL PUBLIC SECTOR LABOR ORGANIZATIONS

**NO LATER THAN March 1**, each exclusive bargaining representative that represents public sector employees in this state must provide an independent audit to MERC pursuant to PERA, Section 423.210(4), which provides in pertinent part:

*Sec. 10 (4) By March 1 of each year, each exclusive bargaining representative that represents public employees in this state shall file with the commission an independent audit of all expenditures attributed to the costs of collective bargaining, contract administration, and grievance adjustment during the prior calendar year. The commission shall make the audits available to the public on the commission's website.*

Labor Organizations with a Union Audit Registration Number should use the coversheet as the first page of their audit and submit one PDF document to MERC via e-mail to: [unionaudits@michigan.gov](mailto:unionaudits@michigan.gov).

**NOTE:** Organizations that have ***not*** received a Union Audit Registration number should:

1. Complete the audit registration form, found at the Union Audit link on MERC's Home Page at: [www.michigan.gov/merc](http://www.michigan.gov/merc) . Return it via e-mail to: [unionaudits@michigan.gov](mailto:unionaudits@michigan.gov) .
2. Following receipt of the completed registration form, MERC will provide a unique identifying number and coversheet. The assigned number must be used with all audit submissions and further communications on this subject.
3. Use the coversheet as the first page of your audit and submit one document to MERC in PDF format via e-mail to: [unionaudits@michigan.gov](mailto:unionaudits@michigan.gov)..

MAILED, FAXED OR HAND-DELIVERED AUDITS **WILL NOT** BE ACCEPTED OR PROCESSED. The contact email for all inquiries related to Union Audits 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).

**\* Each Parent Labor Organization is responsible for reporting on behalf of its affiliate locals, or ensuring that its affiliate locals comply with this statutory requirement.**