



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

Find this document on line at:

www.michigan.gov/elections

Select "[Campaign Finance Disclosure](#)" on the left
Find it under "**Spotlight**"

**Michigan Campaign Finance Act
Getting Started as a Political
Party Committee**
February 2015

There are three (3) categories of Political Party Committees registered in Michigan.

1. State Central Committees (Authorized by the national committee)
2. Congressional District Committees (Authorized by the state central committee)
3. County Committees (Authorized by the state central committee)

If you are contributing to candidates for a state level office, judicial office or local office, you are required to file under Michigan's Campaign Finance Act. If the committee is making expenditures to support or oppose federal level candidates (President, Congressional or US Senate), contact the Federal Election Commission for filing requirements at www.fec.gov.

1. All Political Party Committees file with the Bureau of Elections.
2. Read the yearly [memorandum](#) sent by the Bureau of Elections on filing requirements.
3. Fill out and file the [Statement of Organization](#) to register the committee. You will receive a committee ID number to use on all of your filings and documents; make sure your mailing address and email address is kept up to date so you receive all of the mail sent to you. File on time as late fees apply.
4. **Bank Accounts:** The committee must have a separate account in a bank, savings and loan or credit union to receive contributions. Do not commingle committee funds with any other funds. We do not issue FEIN numbers and we are not able to provide advice on the process of opening an account. Each financial institution has rules and regulations. IRS and State Treasury information can be found in [Appendix Z](#).
5. Apply for the [Reporting Waiver](#) if you do not expect to spend or receive in excess of \$1000.00 per calendar year.
6. Pick a responsible and detail oriented treasurer; the duties of the Treasurer are substantial and are covered in [Appendix A](#).
7. Attend Trainings: The Bureau of Elections conducts webinar trainings on the Michigan Campaign Finance Act and MERTS Electronic Filing Program. The [webinar schedule](#) is posted on our website.
8. Read the [Political Party Committee Manual and Appendices](#).

9. Learn about [contributions](#) and [expenditures](#) and what you will be required to report for contributors and vendors used during the campaign.
10. Know what you are required to file and the [filing deadlines](#); avoid late filing fees, file on time! Check our [Yellow Banner](#) often.
11. Understand the Electronic Filing requirements. Go to www.mertsplus.com and the [Bureau Website](#) for more information.
12. Review and understand the [paper Campaign Statement Forms](#) if you are not required to file electronically.
13. Be aware of [Late Contribution Reporting](#) as late filing fees are substantial.
14. Know the [Contribution Limits](#) of each candidate committee.
15. Know what contributions are prohibited as listed in [Appendix O](#) and [Appendix I](#).
16. Monitor your records [on line](#) if you file with the Bureau of Elections: Enter your Committee ID to track your activity. If you file with the County Clerk, contact their offices for information on your committee records.
17. Don't forget to put Identifiers on your publications as explained in [Appendix J](#).
18. Book mark these two web pages and read the material on them: [Political Party Committee Information](#) and [General Information on the MCFA](#).
19. Read the notices sent and check your PO and mail boxes daily – contact us if you have any questions or concerns: Disclosure@michigan.gov or 517-373-2540 or if appropriate, contact your [County Clerk's Office](#). Follow us on Twitter @MichCFR.
20. Dissolve the committee when the committee activity stops. Inactive committees must gain a [Reporting Waiver](#), continue to file campaign statements or [dissolve](#). Don't let fees accrue; work with us to wrap up the committee.

If you have any questions, please phone us at (517) 373-2540 or write us at the address indicated below. The address below should also be used to mail your filing by first class mail, registered mail or certified mail.

Michigan Department of State
Bureau of Elections
Post Office Box 20126
Lansing, Michigan 48901-0726
Email: Disclosure@Michigan.gov
Follow us on Twitter @MichCFR

If you would like to visit our office or use an overnight delivery service, the address below is provided.

Richard H. Austin Building, 1st Floor
430 West Allegan Street
Lansing, Michigan 48933