



Submitting an Annual Financial Statement (AFS)

**Cannabis Regulatory Agency
517-284-8599
mi.gov/cra
CRA-AFS@michigan.gov**

AFS Submission Instructions

The Annual Financial Statement (AFS) must be completed in its entirety upon submission. If the Cannabis Regulatory Agency (CRA) identifies a deficiency in the report, the CRA will notify the licensee or their designated contact person. The licensee must submit all missing information or proof that the deficiency has been corrected in its entirety to the CRA within 10 calendar days of the date the licensee received the notice of deficiency. The failure of a licensee to completely correct a deficiency within 10 days of notification by the CRA may result in disciplinary action.

AFS Submission Instructions

- 180 days from the AFS due date, the licensee will receive the following email notification:

Dear [REDACTED],

Medical and adult-use marijuana business licensees are required to submit financial statements of their total operations to the Cannabis Regulatory Agency (CRA). See MCL 333.27701; Mich Admin Code, R 420.20.

[REDACTED] is required to submit an AFS covering all marijuana licenses held at any time during the reporting period. The AFS must be filed with the CRA by [REDACTED]. The reporting period is the designated twelve-month period that precedes the due date as indicated below. For example, the reporting period for an AFS due on December 31, 2023, is July 1, 2022 – June 30, 2023.

Report Due Date	Designated Twelve Month Reporting Period
June 30	January 1 - December 31
September 30	April 1 - March 31
December 31	July 1 - June 30
March 31	October 1 - September 30

You may verify the reporting period for your due date [here](#).

The AFS report must include the following licenses:

The CRA strongly encourages [REDACTED] to engage the services of a certified public accountant immediately upon receipt of this notice to allow sufficient time for the AFS to be completed prior to the deadline. Failure to file a complete AFS by the above due date may result in disciplinary action.

All AFS required forms, instructions, and online submission requirements are available [here](#).

If you have any questions regarding the AFS, please contact the Financial Compliance Section by phone at (517) 284-8599 or email at MRA-IT-Accelatest@michigan.gov.

Thank You,

Financial Compliance Section
Cannabis Regulatory Agency
(517) 284-8599
MRA-IT-Accelatest@michigan.gov
www.michigan.gov/cra

- Once this email is received, licensees should follow the link as indicated above and engage the services of a certified public accountant (CPA) immediately upon receipt.

AFS Submission Instructions

Before initiating the submission process, be advised the following documents are required:

- AFS Report
- AFS CPA Attestation of Practice Authority
- AFS Contact Authorization Form

AFS Submission Instructions

- 90 days from the AFS due date, the licensee will receive the following email notification:

Dear [REDACTED]

[REDACTED] is required to submit to the Cannabis Regulatory Agency (CRA) an AFS report which covers all marijuana licenses held at any time during the reporting period. See MCL 333.27701; Mich Admin Code, R 420.20. **The Accela Citizen Access (ACA) portal is now open for submissions due on [REDACTED].**

The report must be filed with the CRA by [REDACTED]. The reporting period is the designated twelve-month period that precedes the due date as indicated below. For example, the reporting period for an AFS due on December 31, 2023, is July 1, 2022 – June 30, 2023.

Report Due Date	Designated Twelve Month Reporting Period
June 30	January 1 - December 31
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December 31	July 1 - June 30
March 31	October 1 - September 30

You may verify the reporting period for your due date [here](#).

For a list of licenses required to be included, please refer to the licensee's first notice of AFS Due [REDACTED] that was sent on [REDACTED] to the entity's email address on file with the CRA.

If [REDACTED] has not yet engaged the services of a certified public accountant, the CRA strongly encourages you to do so immediately upon receipt of this notice to allow sufficient time for the AFS report to be completed prior to the deadline. Failure to file a complete AFS report by [REDACTED] may result in disciplinary action.

Please note medical licensees are required to transmit a copy of the AFS to their respective municipalities pursuant to Section 701 of the MMFLA.

All AFS required forms, instructions, online submission requirements, and a link to the ACA portal are available [here](#).

If you have any questions regarding the AFS, please contact the Financial Compliance Section by phone at (517) 284-8599 or email at MRA-IT-Accelatest@michigan.gov.

Thank You,

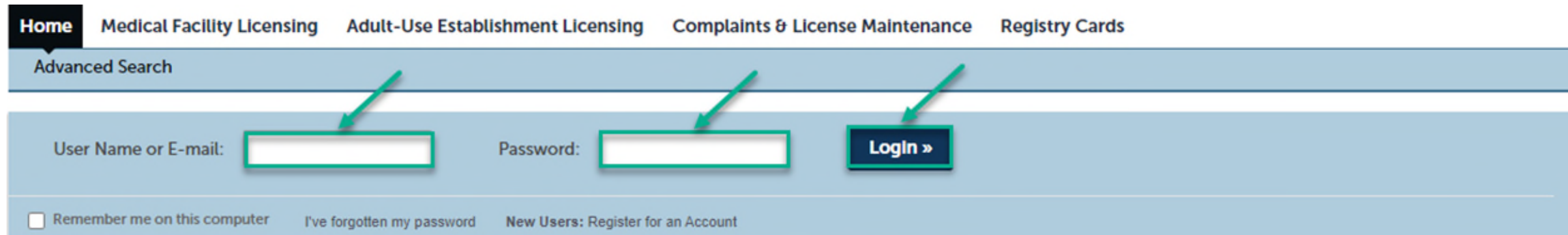
Financial Compliance Section
Cannabis Regulatory Agency

- Once this email notification is received, the licensee can submit their Annual Financial Statement online. [Link to Online Portal](#)
- Licensees will receive a similar email 60 days prior to the AFS due date (and again 30 days prior to the AFS due date) if the Annual Financial Statement has not been submitted.

AFS Submission Instructions

To begin the AFS submission process, go to the online portal. [Link to Online Portal](#)

- Enter **User Name or E-mail** of an account that has access to the license record you are seeking to submit an AFS for.
 - If you do not have an online account or are unable to access the license record you are seeking to submit an AFS for, please contact CRA-AdultUseRenewals@michigan.gov to request assistance gaining online access.
- Enter **Password**.
- Select **Login**.

A screenshot of the online portal's login page. At the top, there is a navigation menu with links for "Home", "Medical Facility Licensing", "Adult-Use Establishment Licensing", "Complaints & License Maintenance", and "Registry Cards". Below the menu is a light blue header bar with the text "Advanced Search". The main login area is a darker blue bar containing three elements: a text input field labeled "User Name or E-mail:" with a green arrow pointing to it, a text input field labeled "Password:" with a green arrow pointing to it, and a dark blue button labeled "Login »" with a green arrow pointing to it. At the bottom of the login area, there is a checkbox labeled "Remember me on this computer", a link "I've forgotten my password", and a link "New Users: Register for an Account".

AFS Submission Instructions

- Select **Complaints & License Maintenance**.



Hello, [REDACTED]

- Select **Submit AFS** in the action column of the licensee you are trying to submit an AFS for.

Records

Showing 1-6 of 6 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Record Number	Record Type	Licensee Name	Expiration Date	Status	Action
<input type="checkbox"/>	FCR-000 [REDACTED]	Financial Compliance Record	[REDACTED]	[REDACTED]	FCR Active	Submit AFS

AFS Submission Instructions

- All Required Documents must be submitted.
- Each document must be uploaded individually; documents cannot be combined and uploaded as a single PDF.

- To attach documents, Select **Add** on the attachments page.
- Select **Add** on the file upload pop out window. *Please see next page to continue.*

Attachment

Please attach the following documents:

Required Documents

- AFS Report
- CPA Attestation of Practice Authority
- Contact Authorization Form

Supporting Documents

The following document categories are available for the licensee's use to supplement information submission:

- Expenditures Supporting Documents
- Ownership Supporting Documents
- Revenue Supporting Documents
- Tax Supporting Documents

*Failure to submit any of the required items may result in disciplinary action.

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;
This application type requires you to submit the following types of documents. Subject to the collected information, the following file types are disallowed: .ade, .adp, .bat, .chm, .cmd, .com, .cpl, .exe, .hta, .htm, .html, .ins, .isp, .jar, .js, .jse, .lib, .lnk, .mde, .mht, .mhtml, .msc, .mst, .php, .pif, .rar, .tmp, .url, .vbs, .wml, .xml, .xsl, .xslt, .zip

Name	Type
No records found.	

Add 1

File Upload

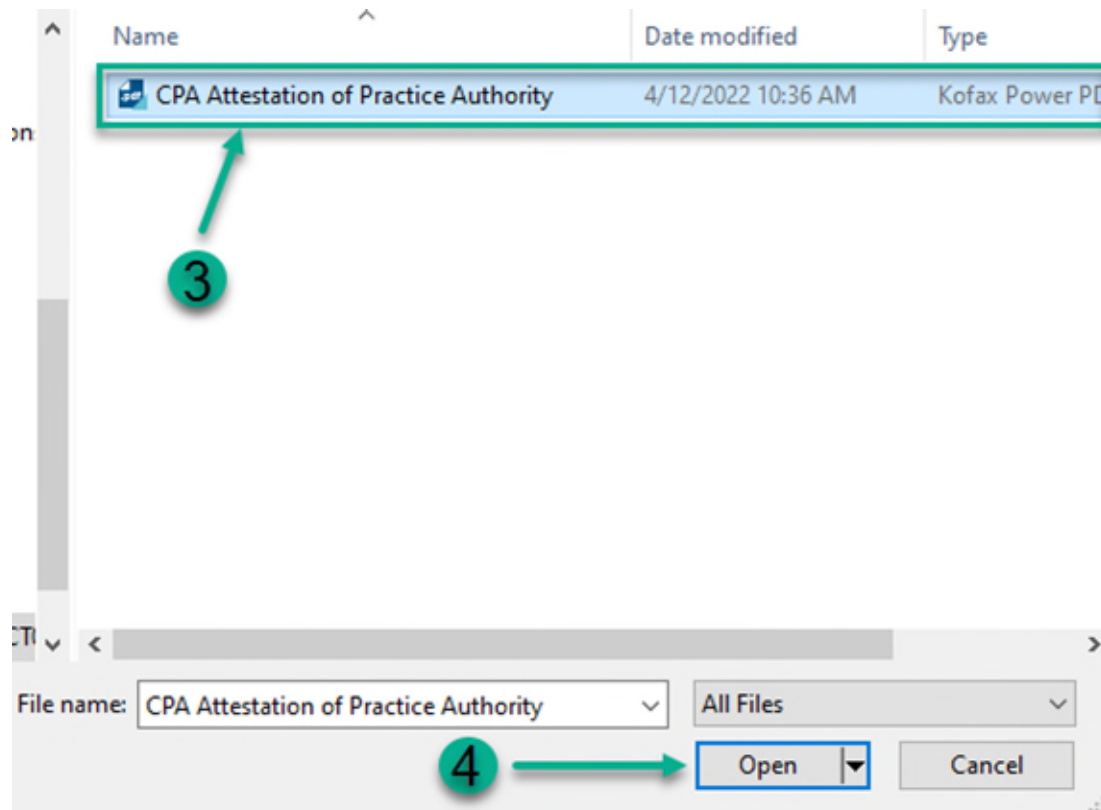
The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

Add 2

Continue Add Remove All

AFS Submission Instructions

- **Select** and **Open** the file(s) you wish to upload.
 - All documents should be uploaded in PDF format except for the AFS Report.
 - The AFS Report should be uploaded in Excel format.
 - Files should be named according to their document type. For example, the CPA Attestation of Practice Authority PDF should be named “CPA Attestation of Practice Authority”.

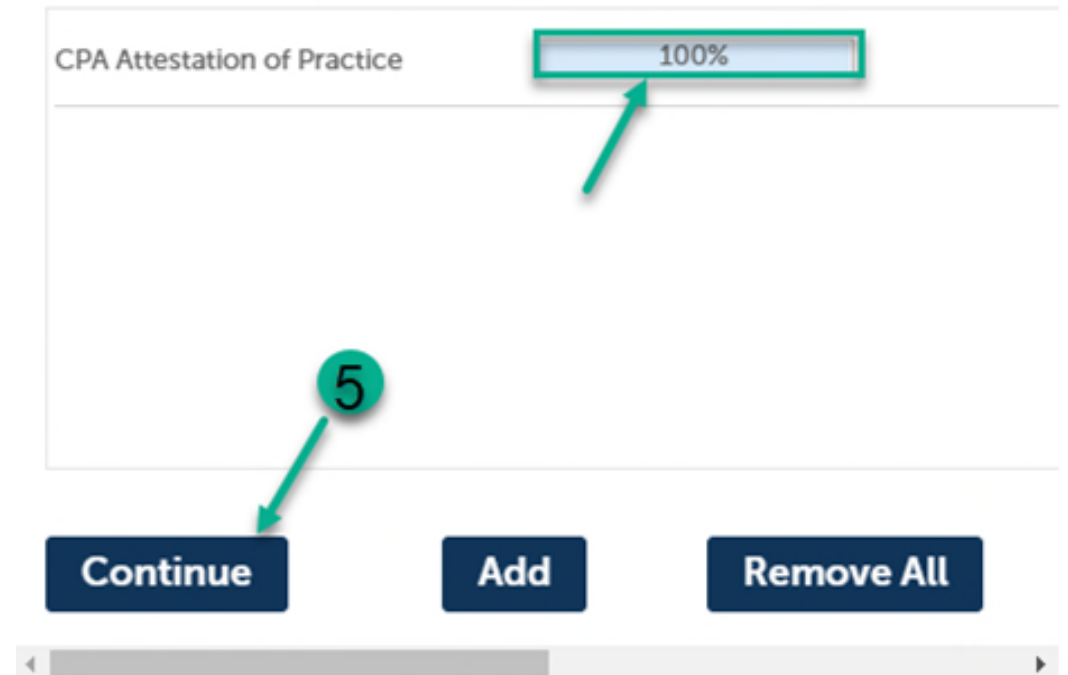


- Confirm the file(s) are 100% uploaded and select **Continue**.

File Upload

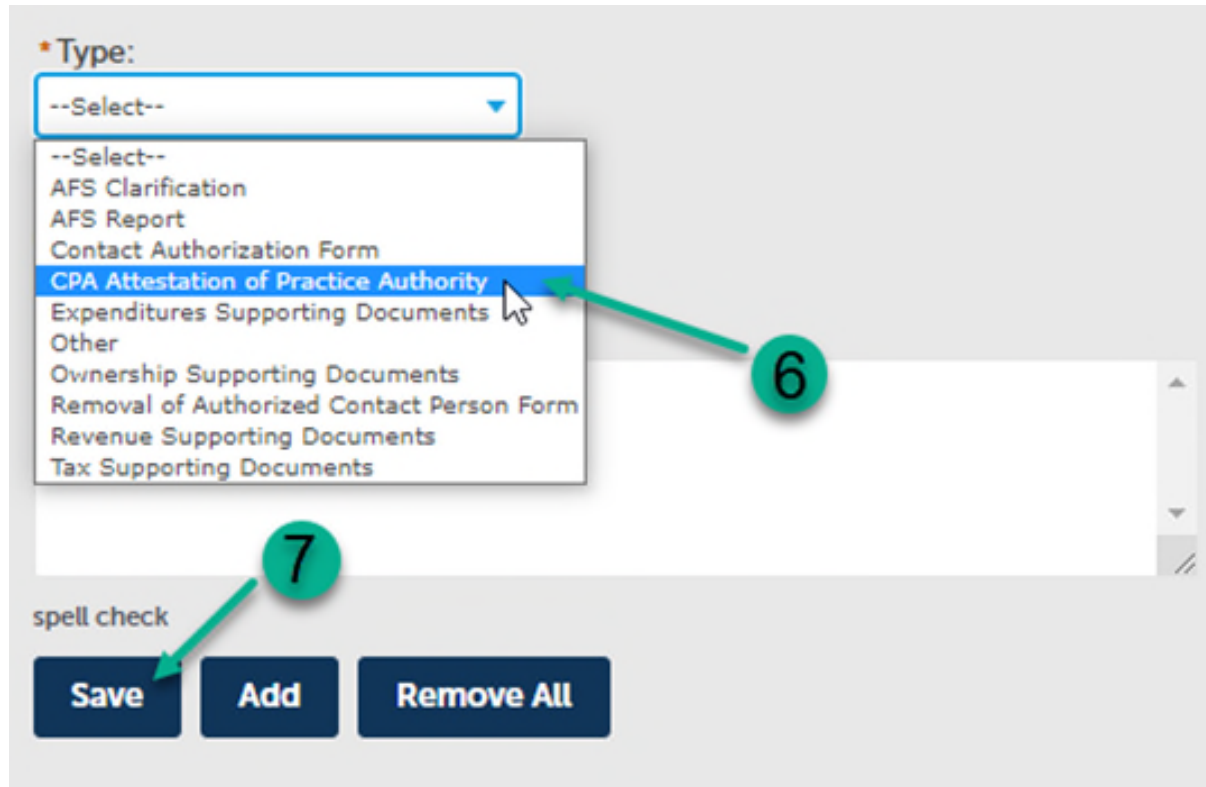
The maximum file size allowed is 500 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.



AFS Submission Instructions

- Select document **Type**.
 - All documents on the checklist have a corresponding type. You must choose the corresponding document type for each document that is uploaded. For example, when uploading the CPA Attestation of Practice Authority, you must select the “CPA Attestation of Practice Authority” type.
- Select **Save**.
- **You must repeat the process depicted for the CPA Attestation of Practice Authority for all required documents.**

A screenshot of a web application interface for document submission. At the top, there is a label "* Type:" followed by a dropdown menu. The dropdown menu is open, showing a list of document types: "--Select--", "AFS Clarification", "AFS Report", "Contact Authorization Form", "CPA Attestation of Practice Authority", "Expenditures Supporting Documents", "Other", "Ownership Supporting Documents", "Removal of Authorized Contact Person Form", "Revenue Supporting Documents", and "Tax Supporting Documents". A green arrow points from a green circle containing the number "6" to the "CPA Attestation of Practice Authority" option. Below the dropdown menu is a large white text input field. At the bottom of the interface, there are three buttons: "Save", "Add", and "Remove All". A green arrow points from a green circle containing the number "7" to the "Save" button. The text "spell check" is visible to the left of the buttons.

AFS Submission Instructions

- After all applicable documents have been uploaded and **their corresponding document types have been selected and saved**, select **Next**.

Attachment

Please attach the following documents:

Required Documents

- AFS Report
- CPA Attestation of Practice Authority
- Contact Authorization Form

Supporting Documents

The following document categories are available for the licensee's use to supplement information in the AFS report but are not required at the time of submission:

- Expenditures Supporting Documents
- Ownership Supporting Documents
- Revenue Supporting Documents
- Tax Supporting Documents

***Failure to submit any of the required items may result in disciplinary action.**

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scn;sb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
AFS Report, Contact Authorization Form, CPA Attestation of Practice Authority

Name	Type	Size	Description	Action
CPA Attestation of Practice Authority.pdf	CPA Attestation of Practice Authority	169.20 KB		Actions ▾
Contact Authorization Form.pdf	Contact Authorization Form	169.20 KB		Actions ▾
AFS Report.xlsx	AFS Report	195.55 KB		Actions ▾

Add

AFS Submission Instructions

- After reviewing , **check** the box to electronically sign and file the AFS submission thus certifying that the submission is true, complete, correct, and that no material information has been omitted.

- Select **Next** to submit.

Attachment Edit

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
AFS Report, Contact Authorization Form, CPA Attestation of Practice Authority

Name	Type	Size	Description	Action
	AFS Report	603.02 KB		Actions ▼
	Contact Authorization Form	105.26 KB		Actions ▼
	CPA Attestation of Practice Authority	911.81 KB		Actions ▼

I certify that the licensee provided licensee records to the CPA completing this annual financial statement that are true, complete, and correct and that no material information was omitted. By checking the box below, I understand that I am electronically signing and submitting a full and complete annual financial statement as prepared by the CPA.

By checking this box, I agree to the above certification.

Date:

Next

AFS Submission Instructions

- The Annual Financial Statement has now been submitted. **Retain a copy of the record number.**

Annual Financial Statement Report



Step 3: Submit AFS



Your record has been successfully submitted.
Please print and retain a copy of this page for your records.

Thank you for using our online services.

Your record number is AFS- [REDACTED]



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