

TRANSMITTAL for MICHIGAN
 NOTARY EDUCATION and TRAINING FUND

Mail to:
 Michigan Department of State – Cashier Unit
 7064 Crowner Drive
 Lansing, MI 48918

These fees are due within 15 days of the last day of the month being reported. Send two copies of this form with your payment. Keep a copy for your records.

County Name	
Street Address	
City and State	Zip Code
Contact Person	Telephone No.

FORM INSTRUCTIONS:

1. Fill in the identification information requested at the top of the form, including County Name, Street Address, City and State, and Zip Code
2. List the name and phone number of an appropriate contact person where requested on the form.
3. Check the appropriate box to indicate the month for which fees are being submitted.
4. Write in the amount that the County has collected and is submitting to the State on the appropriate line on the lower right side of the form.
5. The form preparer must sign and date the form to certify that the information on the form is correct and in compliance with the Notary Public Act.
6. Send the original and one additional copy of the form along with your payment to the address in the top right corner of the form. Keep a copy of the form for your records.

Check Month of Oct, due Nov 15
 one box Month of Nov, due Dec 15
 only: Month of Dec, due Jan 15
 Month of Jan, due Feb 15
 Month of Feb, due Mar 15
 Month of Mar, due Apr 15
 Month of Apr, due May 15
 Month of May, due Jun 15
 Month of Jun, due Jul 15
 Month of Jul, due Aug 15
 Month of Aug, due Sep 15
 Month of Sep, due Oct 15

Total Notary Education and Training Fund Fees Collected and Submitted _____

I certify that the information provided is correct and in compliance with the provisions of P.A. 238 of 2003 (MCL 55.273).

Signature of Preparer	Date
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