



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

**MEMORANDUM**

**DATE:** December 16, 2011  
**TO:** Candidate Committees Registered on the State Level  
**FROM:** Michigan Department of State, Bureau of Elections  
**SUBJECT:** 2012 Campaign Statement Filing Deadlines

**Carefully read this memo to determine if the described filings are required of your committee during 2012. This memo provides all filing information for 2012. Please keep this in a handy place for easy and quick reference.**

- **Covered in this memo:**

- **Electronic Filing Requirement**
- **Updated Version of MERTS Software**
- **Campaign Statement Filing Deadlines for 2012 Calendar Year**
- **Annual Campaign Statement**
- **Pre-Election and Post-Election Campaign Statements**
- **Coverage Dates of Statements**
- **Forms; Number of Copies Required**
- **Late Contribution Reports – Failing to File will be Expensive! (Updated 8/12)**
- **Ensure Timely Filing**
- **Avoid Late Filing Fees!**
- **Accurate Campaign Statements Required**
- **Reporting Waiver Provisions**
- **Statement of Organization Amendments Required With Campaign Statement**
- **Identification Requirements**
- **Campaign Finance Compliance Affidavits**
- **Dissolution Information**
- **Questions?**

This memorandum will be the main correspondence you will receive from the Bureau of Elections regarding your filing requirements for the 2012 calendar year. This memorandum is also available on our Web site: [www.Michigan.gov/elections](http://www.Michigan.gov/elections).

You will receive a postcard before each required filing. However, it will just be a reminder and will not contain all of the following information. In addition, committees that provide an up-to-date email address on the committee's Statement of Organization will receive an email filing reminder in addition to the postcard. Information on filing an amendment to the Statement of Organization is covered later in this memo. Follow us on Twitter @MichCFR for additional filing reminders.

### **Electronic Filing Requirement**

Committees that received or spent \$20,000.00 or more in the preceding calendar year or that expect to receive or expend \$20,000.00 or more in the current calendar year are required by law to file electronically. A committee may become subject to the electronic filing requirement mid-year if its contributions or expenditures equal or exceed \$20,000.00. A committee that has reached the \$20,000.00 threshold since 2004 is required to continue filing electronically even if the committees balance falls below \$20,000.00. Committees that are not required to file electronically are encouraged to voluntarily file electronically.

Electronic filing software for filing Campaign Statements is provided free of charge. A separate internet application is provided for filing Late Contribution Reports. For additional information on filing electronically, go to [www.Michigan.gov/elections](http://www.Michigan.gov/elections) and select:

1. "Campaign Finance Disclosure"
2. "E-Filing"

### **Updated Version of MERTS Software**

An updated version of the MERTS software is now available at [www.Mertsplus.com](http://www.Mertsplus.com). The new version has added features that afford greater usability and flexibility over the previous version. Current users of the software received a memorandum explaining how to obtain the new version and how it has changed. The memo can be found at [www.Michigan.gov/elections](http://www.Michigan.gov/elections). You must switch to the new software version as soon as possible. Select:

1. "Campaign Finance Disclosure"
2. "Spotlight"

If you are not currently using the MERTS software to file your Campaign Statements, you can go to [www.Mertsplus.com](http://www.Mertsplus.com) for instructions on downloading and using the MERTS software.

### **Campaign Statement Filing Deadlines for 2012 Calendar Year**

Close of books for Annual reporting period	December 31, 2011
Annual Campaign Statement filing deadline	January 31, 2012
Close of books for Pre-Primary reporting period	July 22, 2012
Pre-Primary Campaign Statement filing deadline	July 27, 2012
<b>PRIMARY ELECTION</b>	<b>August 7, 2012</b>
Close of books for Post-Primary reporting period	August 27, 2012
Post-Primary Campaign Statement filing deadline	September 6, 2012
Close of books for Pre-General reporting period	October 21, 2012
Pre-General Campaign Statement filing deadline	October 26, 2012
<b>GENERAL ELECTION</b>	<b>November 6, 2012</b>
Close of books for Post-General reporting period	November 26, 2012
Post-General Campaign Statement filing deadline	December 6, 2012

Note: A Reporting Waiver maintained by Candidate Committee is lost if the committee receives or spends more than \$1,000.00 during for any election.

### **Annual Campaign Statement**

A Candidate Committee that does not fall into one of the following exemptions must file the Annual Campaign Statement:

- Currently has a Reporting Waiver or qualifies for and obtains a Reporting Waiver on or before January 31, 2012. (The Reporting Waiver exemption is discussed in greater detail later in this memo.)
- An officeholder whose salary is less than \$100.00 a month. **PLEASE NOTE:** To be eligible for this exemption, the committee must not have received any contributions or made any expenditures during the period of time covered by the Annual Campaign Statement.
- Files a Post-General Campaign Statement during December 2011.
- An incumbent judge.

### **Pre-Election and Post-Election Campaign Statements**

A Candidate Committee must file the Pre-Election and Post-Election Campaign Statements if the candidate's name appears on an election ballot during 2012 or if the candidate receives or spends funds in connection with a write-in campaign.

**NOTE:** A write-in candidate who is nominated at the primary election who did not receive or spend any funds in connection with the campaign should contact the Bureau of Elections in Lansing for filing instructions.

### **Coverage Dates of Statements**

A Campaign Statement's opening date is the day after the closing date of the last Campaign Statement filed by the committee. If the committee has never filed Campaign Statements, the opening date of the first Campaign Statement filed is the earlier of the following two dates: 1) the committee's formation date or 2) the date the committee accepted its first contribution or made its first expenditure.

### **Forms; Number of Copies Required**

A Committee required to file electronically cannot file paper forms in lieu of filing electronically. See the *Electronic Filing Requirement* section above form more information. If the committee is eligible to file on paper, [forms](#) for filing Campaign Statements are available on our Web Site at [www.Michigan.gov/elections](http://www.Michigan.gov/elections).

- When filing electronically, a paper submission is not required.

- When filing on paper, one original copy of the Campaign Statement is required. A duplicate copy is not required.

**Late Contribution Reports – Failing to File will be Expensive! (Updated 8/12)**

Recent changes enacted into law on July 3, 2012 affect the reporting of late contributions for all Candidate Committees.

A candidate committee of a candidate whose name appears on a ballot or who runs a write-in campaign in 2012 is required to file a "Late Contribution Report" if the committee:

- Receives a single contribution or cumulative contribution from the same person of \$500.00 or more between the 15th and the 3rd day before an election. See chart below.

<b>Election Date</b>	<b>Contribution Dates (LCR Reporting Period)</b>	<b>Due</b>
<b>August 7, 2012</b>	<b>07/23/2012 through 08/04/2012</b>	<b>48 Hours After Receipt</b>
<b>November 6, 2012</b>	<b>10/22/2012 through 11/3/2012</b>	<b>48 Hours After Receipt</b>

A Late Contribution Report must be received by this office within 48 hours after the committee's receipt of the contribution. A Late Contribution Report must contain the date and amount of each contribution along with the contributor's name, street address. If the contributor is an individual, the occupation, employer and principal place of business must also be provided. The late contribution must also be disclosed on the next Campaign Statement filed by the committee.

Committees that have received a single contribution of \$500.00 or more must report the contribution within 48 hours of receiving the contribution.

Committees that have that receive contributions that cumulatively meet or exceed the \$500.00 threshold must report each contribution individually within 48 hours of receiving the contribution which exceeded the threshold. For example, three contributions of \$200.00 received during the late contribution report period would be reported as three separate contributions. In this way, each contribution is disclosed providing full disclosure of the contributor's activity during the late contribution report period. All three contributions must be disclosed within 48 hours of receiving the third contribution which caused the threshold to be exceeded. Once the threshold is met, any additional contributions received by the same contributor would be required within 48 hours of receipt of that separate contribution.

Committees that file electronically must use e-IDR (Immediate Disclosure Reporting) to file Late Contribution Reports. However, committees that file paper reports are encouraged to use the e-IDR program voluntarily. Late filing fees will be assessed in instances where reports that must be submitted electronically are not filed using e-IDR.

To file using e-IDR, go to [www.Michigan.gov/elections](http://www.Michigan.gov/elections) and select:

1. "Campaign Finance Disclosure"
2. "E-Filing"
3. "Immediate Disclosure Reports (e-IDR)"

For committees not required to file electronically and that choose not to use the e-IDR Internet application, the report may be submitted by fax or any other means of written communication. The fax number for the Bureau of Elections is (517) 373-0941. A Late Contribution Report need not contain an original signature. A form for filing a Late Contribution Report on paper is available on our Web site at [www.Michigan.gov/elections](http://www.Michigan.gov/elections).

- Late Contribution Reports are not waived by a Reporting Waiver. However, committees with a Reporting Waiver are not required to show late contributions on a Campaign Statement.

A committee treasurer or designated record keeper who fails to file a Late Contribution Report required under Michigan's Campaign Finance Act is responsible for the payment of a late filing fee up to \$2,000.00.

### **Ensure Timely Filing**

An electronic filing sent via the Internet must be transmitted and received by the Bureau of Elections by 5:00 p.m. on the date the Campaign Statement is due.

A Campaign Statements that is hand-delivered or sent by first class mail must reach this office before 5:00 p.m. on the due date. Be sure to allow ample mailing time if sending first class.

An Annual or Post-Election Campaign Statement filed on paper or removable media that is mailed by registered mail, certified mail or an overnight delivery service and postmarked on or before the filing deadline will be viewed as a timely filing regardless of when it arrives.

A Pre-Election Campaign Statement filed on paper or removable media that is mailed by registered mail, certified mail or an overnight delivery service and postmarked two or more calendar days prior to the due date will be viewed as a timely filing regardless of when it arrives.

### **Avoid Late Filing Fees!**

Campaign Statements are required to be filed timely. Committees that file Campaign Statements late are assessed late filing fees.

A Candidate Committee that fails to file a required Annual Campaign Statement is assessed a [late filing fee](#) as follows:

- If the committee raised **\$10,000.00 or less** during the previous 2 years, a \$25.00 late filing fee will be assessed each business day the Statement remains unfiled up to \$500.00

- If the committee raised **more than \$10,000.00** during the previous 2 years, a \$50.00 late filing fee will be assessed each business day the Statement remains unfiled up to \$1,000.00.

**A late filing fee for the Annual Campaign Statement must be paid by the candidate and cannot be paid with committee funds.**

A Candidate Committee that fails to file a required Pre-Election or Post-Election Campaign Statement is assessed a late filing fee as follows:

- If the committee raised **\$10,000.00 or less** during the previous 2 years, a \$25.00 late filing fee will be assessed each business day the Statement remains unfiled up to \$500.00.
- If the committee raised **more than \$10,000.00** during the previous 2 years, the maximum fee that can be assessed is increased to \$1,000.00.

### **Accurate Campaign Statements Required**

Be sure to include complete and accurate information on the Statement forms. Notices will be sent to the committee if forms are omitted, figures or cumulative totals are wrong, addresses are incorrect, etc. The committee is then required to file an amendment to correct the error. Note: For information on calculating cumulative contributions, see the Election Cycles Chart on our Web Site.

- A Campaign Statement submitted on paper by a committee required to file electronically will not be accepted.
- A Campaign Statement that is filed by removable media will not be considered filed if it cannot be loaded due to circumstances that are not within the Department's control including missing files, incorrect file attachments or corrupt files.
- A Campaign Statement will not be accepted if it is illegible, does not bear the proper signature(s), is not the proper size, does not contain the Schedule(s) required to substantiate the information listed on the Summary Page, or is presented in a computerized format that has not been pre-approved by the Bureau of Elections.

### **Reporting Waiver Provisions**

A Candidate Committee is exempt from the Campaign Statement filing requirements if it currently has a Reporting Waiver or qualifies for and obtains a Reporting Waiver on or before the due date of a required Campaign Statement. A Candidate Committee that does not expect to receive or spend more than \$1,000.00 for any election is eligible for a Reporting Waiver.

To become eligible for a Reporting Waiver, the Candidate Committee must check item 10 on its Statement of Organization. This tells the filing official that the committee does not expect to receive or spend more than \$1,000.00 for any election. The committee can check item 10 on its original Statement of Organization or on an amendment to its Statement of Organization.

- A Reporting Waiver cannot be obtained between the Pre-Election Campaign Statement and the Post-Election Campaign Statement. A Candidate Committee that is required to file a Pre-Election Campaign Statement must also file a Post-Election Campaign Statement.
- A Candidate Committee that does not check item 10 on its Statement of Organization is not eligible for a Reporting Waiver. This means that the committee must file Campaign Statements regardless of the amount received or spent during the reporting period.
- A Candidate Committee loses its Reporting Waiver if it receives or spends more than \$1,000.00 for an election. Funds held by the committee after the date of an election count toward the "amount received" for the next election. If the Reporting Waiver is lost, the committee must file the next required Campaign Statement.

### **Statement of Organization Amendments Required With Campaign Statement**

We urge you to review your committee's [Statement of Organization](#) before you file a Campaign Statement. If any information on the Statement of Organization has changed, be sure to file an appropriate amendment to the form no later than the due date of the Campaign Statement. The committee is encouraged to file an amended Statement of Organization as soon as a change of information takes place. An amended Statement of Organization cannot be filed electronically.

If a committee has a Reporting Waiver and is not required to file Campaign Statements, amendments to the Statement of Organization may be filed any time information on the form changes.

To download a Statement of Organization form for Candidate Committees go to [www.Michigan.gov/elections](http://www.Michigan.gov/elections) and select:

1. "Campaign Finance Disclosure"
2. "Forms and Filing Materials"
3. "Candidate\Gubernatorial Committees"

Committees are responsible for notifying the Bureau of Elections when the committee's mailing address changes. Failure to receive correspondence from the Bureau of Elections is not a defense for failing to file a required Statement in a timely manner.

### **Identification Requirements**

Candidate Committees are required to add the statement "paid for by (name and address of committee)" to printed matter or in paid radio or television advertisements. See [Appendix J](#) of the Candidate Committee Manual for additional information.

### **Campaign Finance Compliance Affidavits**

*Pre Election Campaign Finance Compliance Statement:* The Michigan Election Law requires any candidate filing for office at the state, county or local level to file [an affidavit](#) which states that on the date the affidavit was executed, "all statements, reports, late filing fees, and fines required of the candidate or a candidate committee organized to support the candidate's election

under the Michigan Campaign Finance Act ... have been filed or paid.”

The Pre Election Campaign Finance Compliance Statement is required of candidates and is a part of the Affidavit of Identity and Receipt of Filing form used to gain ballot access. Without the statement, the filing official will reject the filing and the candidate will be ineligible to appear on the ballot.

A candidate who falsifies the statement is guilty of perjury punishable by a “fine of not more than \$1,000.00 or imprisonment for not more than 5 years or both.”

*Post Election Campaign Finance Compliance Statement - Elected Candidates Only:* The Michigan Election Law, MCL 168.848, requires any candidate elected to office on the state, county or local level to file [an affidavit](#) prior to assuming office which states that on the date the affidavit was executed, “all statements, reports, late filing fees, and fines required of the candidate or a candidate committee organized to support the candidate’s election under the Michigan Campaign Finance Act ... have been filed or paid.”

The affidavit is *not* required of an elected candidate whose Candidate Committee did not receive or expend more than \$1,000.00 during the election cycle. In addition, the affidavit is *not* required of a candidate elected to a U.S. Senate, U.S. House or a precinct delegate position.

An elected candidate who is required to file a Post-Election Campaign Finance Compliance Statement must submit the form to the filing official designated to receive the elected candidate’s campaign finance disclosure filings.

An elected candidate who is required to file the statement who fails to submit the form is guilty of a misdemeanor punishable by a “fine of not more than \$500.00 or imprisonment for not more than 90 days, or both.” An elected candidate who falsifies the statement is guilty of perjury punishable by a “fine of not more than \$1,000.00 or imprisonment for not more than 5 years or both.”

### **Dissolution Information**

Committees that no longer participate in Michigan elections are encouraged to dissolve. A dissolved committee has no further filing obligations. Please refer to [Appendix W](#) of the Candidate Committee Manual for additional details on dissolving the committee.

### **Questions?**

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](mailto: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.

Michigan Department of State  
Bureau of Elections  
Richard H. Austin Building, 1<sup>st</sup> Floor  
430 West Allegan Street  
Lansing, Michigan 48933

2012 CFR Dates  
2012 Training Schedule  
Updated 8/12