



STATE OF MICHIGAN
BUREAU OF ELECTIONS
LANSING

2020 SUMMER AND WINTER FINANCIAL REPORTS

Please keep this memo for future reference as it contains detailed information on both the 2020 Summer and Winter Financial Reports. This memo is available on the Department of State's Web site at www.Michigan.gov/lobbydisclosure. A postcard and email reminders will be sent to you prior to the Summer Financial Report due date; only an email reminder will be sent to you prior to the Winter Financial Report due date.

Each Lobbyist and Lobbyist Agent registered under the Lobby Registration Act must file a Lobby Registration Financial Report by 4:00 p.m. on the due date. Each report must be submitted even if there are no lobbying activities or expenditures to disclose for the period covered by the report.

2020 Summer Report Filing Deadline and Coverage Dates

- The 2020 Summer Report is due on August 31, 2020 by 4:00 p.m.
- The 2020 Summer Report covers the period from January 1, 2020 through July 31, 2020.

2020 Winter Report Filing Deadline and Coverage Dates

- The 2020 Winter Report is due on February 1, 2021 by 4:00 p.m.
- The 2020 Winter Report covers the period from August 1, 2020 through December 31, 2020.

File on Time!

A report that is hand-delivered, mailed by first class mail, sent via an overnight delivery service or filed electronically must reach this office before 4:00 p.m. on the due date. Be sure to allow ample mailing time if sending first class. A report that is sent by registered or certified mail and postmarked two or more calendar days before the filing deadline will be accepted as timely regardless of when it arrives.

Electronic Filing Program

The Lobby Electronic Filing Program (e-Lobby) is available for filing the Lobby Financial Report Summary, Itemized Expenditures form and amendments online through an Internet form. More information on filing electronically is available at www.Michigan.gov/LobbyDisclosure.

Paper Reporting Forms

The Financial Report Summary and the Itemized Expenditure forms are available at www.Michigan.gov/LobbyDisclosure.

Late Filing Fees

A \$25.00 late filing fee will be assessed each calendar day a required report is late, up to a maximum fee of \$750.00 (30 calendar days late).

Terminating a Registration

A registrant that no longer meets the definition of a Lobbyist or Lobbyist Agent may request termination by completing a final Financial Report Summary form and indicating an effective date of termination. The Report must disclose all lobbying activity and expenditures from the beginning of the reporting period until that effective date of termination.

Required Disclosure and Thresholds for 2020

- The Financial Report Summary form must be filed by all registrants. *This form must be filed even if there are no lobbying activities or expenditures to disclose for the reporting period.* A brief description of any lobbying activity during the period or an indication that there was no activity must be provided under Item 6. Any lobbying expenditures are disclosed by category under Item 7.
- The Itemized Expenditures form is filed with the Financial Report Summary form only if the registrant meets the thresholds for itemizing:
 - 1) financial transactions of \$1,275.00 or more for 2020; or
 - 2) travel and lodging expenditures for public officials in excess of \$825.00 for 2020; or
 - 3) food and beverage expenditures for individual public officials in excess of \$63.00 per month or \$400.00 between January 1 and the close of books for the reporting period in 2020; or
 - 4) group food and beverage expenditures for public officials at each event:
 - a) Which an entire standing committee of the legislature was invited in writing or the purpose of being informed about a bill that has been assigned to the committee;
 - b) Which an entire caucus of either house of the legislature was invited in writing; or
 - c) Attended by more than 25 public officials.

The total of all food and beverage expenditures (including individual and group expenses reported the Itemized Expenditure form) is always disclosed on the Financial Report Summary form under Item 7a, Food and Beverage for Public Officials.

Confirmation of Employee and Employer Information

It is important that our records are accurate. Please take a moment to verify that we are displaying your most current employee and employer information. Visit our Web site at www.Michigan.gov/LobbyDisclosure and use the Lobby Search Engine to verify this information. Requests to update the information can be emailed to Mark Diljak at diljakm@michigan.gov.

Questions? If you have any questions, please phone us at (800) 292-5973 or write us at the address below. The following address may also be used to send reports by first class, registered or certified mail.

Michigan Department of State, Bureau of Elections
Post Office Box 20126
Lansing, Michigan 48901-0726

Use the following address if you choose to use an overnight delivery service for the submission of your filing. You may also file in person at this address.

Richard H. Austin Building-1st Floor
430 W. Allegan Street
Lansing, Michigan 48918