Financial Data Analytic Tool Reimbursement Request

Issued under authority of 2018 Public Act 207. Filing is mandatory to qualify for reimbursement.

PART 1: LOCAL UNIT INFORMATION

Local Unit Name	Local Unit County Name	Local Unit Code	Last Four Digits of FEIN	Vendor Customer No.

Payment Mailing Address	City	State	ZIP Code

Contact Name	Contact Title

Contact E-Mail Address	Contact Telephone Number	Extension

PART 2: APPROVED VENDOR SELECTED BY THE CITY, VILLAGE, TOWNSHIP, COUNTY, OR REGIONAL COUNCIL OF GOVERNMENT

☐ Munetrix   ☐ Forecast5

PART 3: FINANCIAL DATA ANALYTIC TOOL LICENSING AGREEMENT INFORMATION

Start Date	End Date	Length of Agreement	Total Cost
			$

PART 4: REQUIRED ATTACHMENTS

Attached	Items Required to be Submitted to the Michigan Department of Treasury
☐	A signed "Licensing Agreement" from either Munetrix or Forecast5.
☐	A copy of the invoice with the cost of the financial data analytic tool identified.
☐	A copy of the canceled check(s) or ACH information (bank statement(s)) supporting the payment of the invoice.

PART 5: CERTIFICATION

In accordance with 2018 Public Act 207, the undersigned hereby certifies to the Michigan Department of Treasury that the above mentioned city, village, township, county, or regional council of government has entered into a licensing agreement, on or before December 1, 2018, with one of the Michigan Department of Technology, Management and Budget approved financial data analytic tool vendors; that all of the information in this request is complete and accurate; and that all expenditures have been made by December 1, 2018, and filed according to accounting procedures set forth by the Michigan Department of Treasury.

Chief Administrative Officer Signature (as defined in MCL 141.422b)	Printed Name of Chief Administrative Officer	Date

A completed and signed form (including required attachments) should be e-mailed to:

TreasRevenueSharing@michigan.gov

If you are unable to submit via e-mail, fax to 517-335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury
Revenue Sharing and Grants Division
PO Box 30722
Lansing MI 48909

For questions, call 517-373-2697.

TREASURY USE ONLY

Certification Received	Licensing Agreement Received	Invoice Received	Payment Support Received

Notes:

Instructions for Form 5568,
Financial Data Analytic Tool Reimbursement Request

PART 1: LOCAL UNIT INFORMATION

Local Unit Name: The name of the city, village, township, county, or regional council of government requesting reimbursement under the Financial Data Analytic Tool Reimbursement Program.

Local Unit County Name: The county name that the city, village, township, or county is located in. Regional councils of government may leave the local unit county name field blank.

Local Unit Code: The revenue sharing local unit code of the city, village, township, or county requesting reimbursement from the Michigan Department of Treasury. Regional councils of government may leave the local unit code field blank.

Last 4 Digits of FEIN: Enter the last four digits of the city's, village's, township's, county's, or regional council of government's Federal Employer Identification Number (FEIN).

Vendor Customer No.: If known, enter the SIGMA customer account number for the city, village, township, county or regional council of government.

Payment Mailing Address: Street number and name, including suite number if applicable, of the city, village, township, county, or regional council of government.

Contact Name: Full name of the individual that can answer any questions for the city, village, township, county, or regional council of government regarding the reimbursement request.

Contact Title/Contact E-Mail Address/Contact Telephone Number/Extension: Information for the contact person that can answer any questions regarding the reimbursement request.

PART 2: APPROVED VENDOR SELECTED BY THE CITY, VILLAGE, TOWNSHIP, COUNTY, OR REGIONAL COUNCIL OF GOVERNMENT

The vendors that have been approved by the Michigan Department of Technology, Management and Budget for reimbursement are Munetrix and Forecast5. Check the appropriate box for the vendor which the city, village, township, county, or regional council of government has entered into a licensing agreement.

PART 3: FINANCIAL DATA ANALYTIC TOOL LICENSING AGREEMENT INFORMATION

Start Date: Indicate the date the licensing agreement starts (i.e. the date that the city, village, township, county, or regional council of government can start using the financial data analytic tool under the current licensing agreement).

End Date: Indicate the date the licensing agreement ends (i.e. the date that the city, village, township, county, or regional council of government will no longer be able to use the financial data analytic tool under the current licensing agreement).

Length of Agreement: Number of years the city, village, township, county, or regional council of government is authorized to use the financial data analytic tool under the current licensing agreement.

Total Cost: The city's, village's, township's, county's, or regional council of government's total cost of the financial data analytic tool being used under the signed current licensing agreement with the approved financial data analytic tool vendor.

PART 4: REQUIRED ATTACHMENTS

Check each box related to the required attachment that the city, village, township, county, or regional council of government is submitting to the Michigan Department of Treasury.