



STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
MICHIGAN EMPLOYMENT RELATIONS COMMISSION  
BUREAU OF EMPLOYMENT RELATIONS

## UNION ACCOUNT CREATION FORM

**If your Union account does not exist in the MERC e-File search results, complete and submit this form to have an account created.**

NAME OF UNION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PHONE NUMBER (     ) \_\_\_\_\_

Prior Audits filed before? Yes \_\_\_ No \_\_\_ If so, under what R number \_\_\_\_\_

*Person submitting this Union Account Creation form:*

Please type or print

FIRST \_\_\_\_\_ LAST \_\_\_\_\_

TITLE \_\_\_\_\_ (e.g. President, Vice President, Treasurer, Member)

PHONE (     ) \_\_\_\_\_ FASCIMILE (     ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

*Please return this completed form to MERC via e-mail to: [unionaudits@michigan.gov](mailto:unionaudits@michigan.gov)*

- 1. All Union Audits are submitted via the MERC e-File system (effective 3/4/19).*
- 2. Search for the Union's Account in the search bar at the top of the search page.*
- 3. Select the correct Union Account under the "Entities" section of the search results.*
- 4. At the top right of the Union Account page, hit the "File Union Audit" link and follow directions.*