



LATE FILING FEE WAIVER REQUEST FORM

Lobby ID	Full Name of Lobbyist or Lobbyist Agent

REPORTS REQUESTING LATE FILING FEE REVIEW

The required filing or report must be filed in order for the late filing fee waiver to be reviewed.

Report Coverage Year	Report	Date Filed
	<input type="checkbox"/> Summer Financial Report Summary <input type="checkbox"/> Winter Financial Report Summary	

THE GOOD CAUSE REASON, DESCRIPTION AND ADEQUATE SUPPORTING DOCUMENTATION

Attach a brief description of the incident which caused the late filing along with ALL supporting documentation. Supporting documentation must include relevant dates that occur on or extend through the filing deadline to substantiate the waiver. Please check ALL that apply in the sections below.

The persons who these causes relate to are limited to:	
<input type="checkbox"/> "A person required to file." Meaning the: <ul style="list-style-type: none"> <input type="checkbox"/> Individual lobbyist agent; <input type="checkbox"/> the person authorized to sign on behalf of a lobbyist or lobbyist agent which is not an individual; or <input type="checkbox"/> a person whose participation is essential to the preparation of the report or registration (not a person who functions in a clerical fashion for the lobbyist or lobbyist agent). Please Specify: _____ 	<input type="checkbox"/> "A member of the immediate family" of a person required to file. Immediate family means: <ul style="list-style-type: none"> <input type="checkbox"/> a child residing in the individual's household; <input type="checkbox"/> a spouse of the individual; or <input type="checkbox"/> any individual claimed by that individual or individual's spouse as a dependent on federal income taxes.

FIRST CATEGORY OF GOOD CAUSE	ADEQUATE DOCUMENTATION INCLUDES
<input type="checkbox"/> Incapacitating physical illness	A doctor's statement noting the name of the patient, the incapacitating illness and the dates of the illness.
<input type="checkbox"/> Hospitalization	A copy of the hospital bill or doctor's statement showing the patient's name and the dates of the hospitalization.
<input type="checkbox"/> Accident involvement	Medical: a copy of the hospital bill, emergency room services or doctor's statement showing the patient's name, dates and times of medical attention. Delay or vehicle disablement: a police report showing the individual's name, the date and time of the accident and, if applicable, whether or not the vehicle was disabled.
<input type="checkbox"/> Death	A copy of the death certificate or an obituary notice.
<input type="checkbox"/> Incapacitation for medical reasons	Doctor, psychologist, therapist, or chiropractor statement giving the patient's name and the nature of the incapacitation with the relevant dates.
SECOND CATEGORY OF GOOD	ADEQUATE DOCUMENTATION INCLUDES
<input type="checkbox"/> The loss or unavailability of records due to a fire, flood, theft or similar reason.	Police, fire or insurance report containing the date of the occurrence and the extent of the loss or damage.
<input type="checkbox"/> Difficulties in the transmission of the filing because of bad weather or strikes involving transportation.	Relevant weather reports or verification of a transportation systems strike that directly affects systems necessary for filing the report or statement.
<input type="checkbox"/> Other unique, unintentional factors beyond the filer's control not stemming from a negligent act or non-action.	Documentation that substantiates the reason the filing was delayed which includes the name of affected person and any relevant dates. (Please see the Other Considerations section on the next page).

SIGNATURE

Please provide the signature of the individual required to file the particular report upon which the late filing fee was or would be assessed.

Signature	Signatory	Date

INSTRUCTIONS

The Lobby Registration Act gives the Secretary of State the authority to waive the payment of a late filing fee if the request for the waiver is based on "good cause." Please note: The report must be filed before a waiver can be granted.

REQUESTING A LATE FILING FEE WAIVER

A waiver request must be submitted in writing within 6 months of the original assessment and must:

1. Indicate the report(s) for which the late fee(s) were assessed;
2. Indicate the good cause reason(s) for the request (along with a brief description of the incident causing the late filing);
3. Provide adequate documentation which includes relevant dates that occur on or extend through the filing deadline; and
4. Contain the signature of the individual required to file the particular report upon which the late filing fee was assessed.

SUBMITTING THE FORM

1. Complete each section of the form.
2. Mail the form, all adequate documentation and a brief description of the incident which caused the late filing.

Bureau of Elections:

US Mail:

PO Box 20126
Lansing, MI 48901-0726

Overnight Delivery or Visit Our Office:

430 W. Allegan St, 1st Floor - Richard H. Austin
Lansing, MI 48918 -1700

Email: Disclosure@michigan.gov

Web: www.michigan.gov/lobbydisclosure

DETERMINATION OF LATE FILING FEE WAIVER REQUEST

- **Approved:** If a request for a waiver is approved by the Bureau of Elections, the registrant requesting the waiver will be informed in writing and the fees will no longer be owed.
- **Denied:** If a request for a waiver is denied by the Bureau of Elections, the registrant requesting the waiver will be informed in writing of the reason(s) for the denial. **The Bureau of Elections will automatically deny any requests that are not received within 6 months of the original late filing fee assessment.**

Registrants seeking to appeal the Bureau of Elections decision to deny a wavier request may submit a written request including all of the information required in the original waiver request to Legal and Regulatory Services Administration, Richard H. Austin Building 4th Floor, Lansing, Michigan 48918. **Appeals cannot be requested for waiver requests that were automatically denied by the Bureau of Elections for being received more than 6 months after the original late filing fee assessment.**

OTHER CONSIDERATIONS

The following are not acceptable "good cause" reasons to request a waiver (not a complete list):

- not receiving notice of filing requirements
- not being in town
- not picking up mail
- not being aware of law or its requirements
- not being aware of the electronic filing requirements
- not preparing to file electronically in a timely manner
- not knowing where to get forms or software
- not mailing filing until deadline date
- not sending filing to proper filing official
- attempting to file unsuccessfully

Please note that this form is not required to be used in order to be eligible for a good cause waiver of late filing fees.