



STATE OF MICHIGAN  
DEPARTMENT OF STATE  
LANSING

Find this document on line at:

[www.michigan.gov/elections](http://www.michigan.gov/elections)

Select "[Campaign Finance Disclosure](#)" on the left

Find it under "[Spotlight](#)"

**Michigan Campaign Finance Act  
Getting Started as a Ballot  
Question Committee  
February 2015**

If you are receiving contributions or making expenditures for a ballot proposal or question on the ballot you are required to file under Michigan's Campaign Finance Act.

1. Determine your filing official:

- If you are supporting/opposing a statewide question, file with the [Bureau of Elections](#).
- If you are supporting/opposing a question that is not statewide, but in more than one county, file with the [County Clerk's Office](#) where the greatest number of voters that can vote on the question reside.
- If you are supporting/opposing a question that is wholly contained in one county, file with that [County Clerk's Office](#).

2. State filers: Read the yearly [memorandum](#) sent by the Bureau of Elections on filing requirements.

3. Regardless of whom you will file with, fill out and file the [Statement of Organization](#) to register the committee. You will receive a committee ID number to use on all of your filings and documents; make sure your mailing address and email address is kept up to date so you receive all of the mail sent to you. File on time as late fees apply.

**Bank Accounts:** The committee must have a separate account in a bank, savings and loan or credit union to receive contributions. Do not commingle committee funds with any other funds. We do not issue FEIN numbers and we are not able to provide advice on the process of opening an account. Each financial institution has rules and regulations. IRS and State Treasury information can be found in [Appendix Z](#).

4. Apply for the [Reporting Waiver](#) if you do not expect to spend or receive in excess of \$1000.00 per election.

5. Pick a responsible and detail oriented treasurer; the duties of the Treasurer are substantial and are covered in [Appendix A](#).

6. Attend Trainings: The Bureau of Elections conducts webinar trainings on the Michigan Campaign Finance Act and MERTS Electronic Filing Program. The [webinar schedule](#) is posted on our website.

7. Read the [BQ Manual and Appendices](#).
8. Learn about [contributions](#) and [expenditures](#) and what you will be required to report for contributors and vendors used during the campaign.
9. Know what you are required to file and the [filing deadlines](#); avoid late filing fees, file on time! Check our [Yellow Banner](#) often.
10. Understand the Electronic Filing requirements for State Level Filers. Go to [www.mertsplus.com](http://www.mertsplus.com) and the [Bureau Website](#) for more information.
11. Review and understand the [paper Campaign Statement Forms](#) if you are not required to file electronically.
12. Be aware of [Late Contribution Reporting](#) as late filing fees are substantial.
13. There are no limits on what a legal contributor can give to a Ballot Question Committee.
14. Know what contributions are prohibited as listed in [Appendix O](#) and [Appendix I](#).
15. Monitor your records [on line](#) if you file with the Bureau of Elections: Enter your Committee ID to track your activity. If you file with the County Clerk, contact their offices for information on your committee records.
16. Don't forget to put Identifiers on your publications as explained in [Appendix J](#).
17. Book mark these two web pages and read the material on them: [Ballot Question Committee Information](#) and [General Information on the MCFA](#).
18. Read the notices sent and check your PO and mail boxes daily – contact us if you have any questions or concerns: [Disclosure@michigan.gov](mailto:Disclosure@michigan.gov) or 517-373-2540 or if appropriate, contact your [County Clerk's Office](#). Follow us on Twitter @MichCFR.
19. Dissolve the committee when the committee activity stops. Inactive committees must gain a [Reporting Waiver](#), continue to file campaign statements or [dissolve](#). Don't let fees accrue; work with us to wrap up the committee.

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.  
Richard H. Austin Building, 1st Floor  
430 West Allegan Street  
Lansing, Michigan 48933