



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

NUMBERED LETTER 2020-2

Issued By: Community Engagement and Finance Division
Bureau of Local Government and School Services

Effective Date: April 8, 2020 (Revised June 2, 2021)

2020-2 Expedited Prior Approval Borrowing Applications

Timely response to borrowing applications received under the Revised Municipal Finance Act, Public Act 34 of 2001, Section 303(7) is important to the Community Engagement and Finance Division. To help expedite applications the following outlines our revised guidelines.

- Upon submitting an application online, a municipality may email a copy of the check for the filing fee and payment voucher to Treas_MunicipalFinance@michigan.gov. This will be accepted as proof of payment.
- A copy of the check and payment voucher should be attached as a single pdf file with the file name being the six-digit muni code followed by "P A check." For example: 332020 P A check.
- The email subject line should also be the six-digit muni code followed by "P A check."
- Do not include a copy of the check with the supporting documents you upload online, as those will be posted on our publicly available web site.
- Mail the live check and payment voucher via United States Postal Service mail as instructed on the voucher.
- Should the live check not be received by the Department of Treasury within one month of the application's submission, the municipality may receive a denial of their subsequent year qualifying statement under Section 303(3)(o). Future applications will also be denied until all filing fees have been paid in full.
- For security report filing fees, continue to send via United States Postal Service mail as is current practice. Do not email a copy of the check for security report filing fees.

If you have further questions, please contact Treas_MunicipalFinance@michigan.gov.