



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
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NUMBERED LETTER 2021-1

SECURITY REPORTS

Issued By: Community Engagement and Finance Division

Bureau of Local Government and School Services

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This numbered letter introduces a revised Security Report, Form 3892, addresses a new method to file the Security Report, provides a new payment voucher for filing fees, and describes how the Security Report will be readily available to the public on our web site.

The Revised Municipal Finance Act, Public Act 34 of 2001, Section 319, and the Agency Financing Reporting Act, Public Act 470 of 2002, Section 7, require municipalities issuing securities under most conditions to file a Security Report with the Department of Treasury within 15 business days of completing the issuance of any municipal security.

Revisions:

The Security Report has undergone major revisions in an effort to fulfill statutory requirements and gather additional borrowing information. Some of the specific changes are the security details, such as the type of sale, source of repayment, structure, rating, and the municipality's debt limit. The Security Report will now include a checklist for supporting documentation and require an explanation for any supporting documentation that was not submitted and may not be applicable. By requiring a complete submission, less time and correspondence will be needed to obtain or inquire about missing documents, as well as avoiding non-compliance with Public Acts 34 and 470. Prior versions of the Security Report will no longer be accepted. To obtain a Security Report Form, go to [Michigan.gov/MunicipalFinance](https://www.michigan.gov/MunicipalFinance), and click on "Municipal Finance Forms."

Document Upload:

Security Reports and supporting documentation are to be uploaded online and shall be submitted together as a single .pdf file. The name of the file should be the six-digit MuniCode followed by "3892SecRpt." For example: 3320203892SecRpt.pdf. Security Reports will no longer be accepted through the U.S. Postal Service, by email, or by hand delivery. We will no longer be accepting Security Reports that are missing supporting documentation or do not provide an explanation as to why the supporting documentation was not included. Those deemed incomplete may not count towards the 15-business day requirement and may result in a subsequent year denial of the municipality's Qualifying Statement.

How to Upload:

To upload a Security Report and supporting documentation, go to Michigan.gov/MunicipalFinance, and click on "Security Report Upload." If not already acquired, users must obtain a new user ID and password by clicking on the "Request Access New User" link on the login page. An instruction link will be available should you require additional assistance. Once logged in and on the form submission page, from the dropdown menus select your County, Municipality Type, Municipality, and for Form select Security Report. Click on "Create Form." On the next page click on "Browse," select your single .pdf to upload, and then click on "Certify and Submit." On the subsequent page, check box to certify that the Chief Administrative Officer is aware of the information included in the filing and has asserted to the user that the filing is complete and accurate in all respects. Click on "Submit." On the final page, click on "OK."

To upload a Security Report for the State of Michigan, 84-0-000, under County select "State Agency" and under Municipality Type select "County and Road Commission." For all other state agencies such as the Michigan Finance Authority, 84-7-532, instead of "County and Road Commission" select "Authority Drain District."

Payment Voucher:

A payment voucher for filing fees is included on the final page of the Security Report. Only Security Reports filed under Public Act 34 of 2001, Section 319(1) owe a filing fee. The filing fee, payable to the "State of Michigan", is equivalent to 0.02% (0.0002) of the principal amount, but not less than \$100 and not greater than \$1,000. If the Qualifying Statement was filed with the Department of Treasury more than six months after the municipality's fiscal year end, a late fee of \$100 shall accompany the first filing thereafter. The voucher and payment are the only part of the Security Report submission that will be accepted via the U.S. Postal Service and shall be mailed using the following address: Community Engagement and Finance Division, P.O. Box 30728, Lansing, MI 48909-8228.

Document Search Web Site:

The Security Report and supporting documentation will now be made available on the Community Engagement and Finance Division's [document search](#) web site. The single

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.pdf submitted will be posted on the web site without changes. Do not include a copy of the check, banking information, or other confidential information as part of the submission.

This numbered letter is issued pursuant to Section 201(b) of the Revised Municipal Finance Act and Section 5 of the Agency Financing Reporting Act, which authorizes the Department of Treasury to issue bulletins or adopt rules to carry out the purposes of the Act.

If you have any questions, please contact our office at
Treas_MunicipalFinance@Michigan.gov or 517-335-7469.