



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

DATE: August 3, 2009
TO: Registered Lobbyists and Lobbyist Agents
FROM: Michigan Department of State, Bureau of Elections
SUBJECT: 2009 SUMMER AND WINTER FINANCIAL REPORTS

Please keep this memo for future reference as it contains detailed information on both the 2009 Summer and Winter Financial Reports. This memo is available on the Department of State's Web site at www.Michigan.gov. A postcard reminder will be sent to you prior to the Winter Financial Report due date.

Each Lobbyist and Lobbyist Agent registered under the Lobby Registration Act must file a Lobby Registration Financial Report by 4:00 p.m. on the due date. Each report must be submitted even if there are no lobbying activities or expenditures to disclose for the period covered by the report.

See page 2 of this memo for information on filing your Lobby Financial Report electronically!

2009 Summer Report Filing Deadline and Coverage Dates

- The 2009 Summer Report is due on August 31, 2009 by 4:00 p.m.
- The 2009 Summer Report covers the period from January 1, 2009 through July 31, 2009.

2009 Winter Report Filing Deadline and Coverage Dates

- The 2009 Winter Report is due on February 1, 2010 by 4:00 p.m.
- The 2009 Winter Report covers the period from August 1, 2009 through December 31, 2009.

File on Time!

A report that is hand-delivered, mailed by first class mail or sent via an overnight delivery service must reach this office before 4:00 p.m. on the due date. Be sure to allow ample mailing time if sending first class. A report that is sent by registered or certified mail and postmarked two or more calendar days before the filing deadline will be accepted as timely regardless of when it arrives.

Late Filing Fees

A \$22.00 late filing fee will be assessed each calendar day a required report is late, up to a maximum fee of \$660.00 (30 calendar days late).

Terminating a Registration

A registrant that no longer meets the definition of a Lobbyist or Lobbyist Agent may request termination by completing Item 5d on the Financial Report Summary form.

Required Disclosure and Thresholds for 2009

- The Financial Report Summary form must be filed by all registrants. *This form must be filed even if there are no lobbying activities or expenditures to disclose for the reporting period.* A brief description of any lobbying activity during the period or an indication that there was no activity must be provided under Item 6. Any lobbying expenditures are disclosed by category under Item 7.
- The Itemized Expenditures form is filed with the Financial Report Summary form only if the registrant meets the thresholds for itemizing:
 - 1) financial transactions of \$1,125.00 or more for 2009; or
 - 2) travel and lodging expenditures for public officials in excess of \$725.00 for 2009; or
 - 3) food and beverage expenditures for individual public officials in excess of \$56.00 per month in 2009; or
 - 4) group food and beverage expenditures for public officials in excess of \$350.00 for the year to date for 2009.

The total of all food and beverage expenditures is always disclosed on the Financial Reports Summary form under Item 7a, Food and Beverage for Public Officials.

Electronic Filing Program Available

The Lobby Electronic Filing Program or “e-Lobby” is available for filing the Lobby Financial Report Summary, Itemized Expenditures form and amendments online through an Internet form. The form is fast and easy to use. Go to www.Michigan.gov/sos to find more information on filing electronically or contact the Bureau of Elections. (Contact information is provided below.)

Paper Reporting Forms

The Financial Report Summary and the Itemized Expenditure forms are available at www.Michigan.gov/sos.

Confirmation of Employee and Employer Information

It is important that our records are accurate. Please take a moment to verify that we are displaying your most current employee and employer information. Visit our website at www.michigan.gov/sos and use the Lobby Search Engine to verify this information. Requests to update the information can be emailed to Amy Bensinger at bensingera@michigan.gov.

Questions? If you have any questions, please phone us at (517) 373-2540 or write us at the address below. The following address may also be used to send reports by first class, registered or certified mail.

Michigan Department of State, Bureau of Elections
Post Office Box 20126
Lansing, Michigan 48901-0726

Use the following address if you choose to use an overnight delivery service for the submission of your filing:

Richard H. Austin Building-1st Floor
430 W. Allegan Street
Lansing, Michigan 48918