



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MICHIGAN EMPLOYMENT RELATIONS COMMISSION
BUREAU OF EMPLOYMENT RELATIONS
RUTHANNE OKUN
DIRECTOR

UNION ACCOUNT CREATION FORM

If your Union account does not exist in the MERC e-File search results, complete and submit this form to have an account created.

NAME OF UNION: _____

ADDRESS: _____

City _____ State _____ Zip _____

PHONE NUMBER () _____

Prior Audits filed before? Yes ___ No ___ If so, under what R number _____

Person submitting this Union Account Creation form:

Please type or print

FIRST _____ LAST _____

TITLE _____ (e.g. President, Vice President, Treasurer, Member)

PHONE () _____ FASCIMILE () _____

EMAIL ADDRESS _____

Please return this completed form to MERC via e-mail to: unionaudits@michigan.gov

- 1. All Union Audits are submitted via the MERC e-File system (effective 3/4/19).*
- 2. Search for the Union's Account in the search bar at the top of the search page.*
- 3. Select the correct Union Account under the "Entities" section of the search results.*
- 4. At the top right of the Union Account page, hit the "File Union Audit" link and follow directions.*

ONLY AUDITS FILED IN MERC e-FILE WILL BE ACCEPTED.