



STATE OF MICHIGAN  
BUREAU OF ELECTIONS  
LANSING

## TERMINATION PROCEDURE FOR LOBBY REGISTRANTS

A lobbyist or lobbyist agent may request to terminate their Lobby Registration when they no longer meet the definition of a lobbyist or lobbyist agent. In order to terminate the registration, the registrant **MUST** submit a final completed Financial Report Summary form with a requested date of termination indicated. Until the registrant submits a completed report with a **requested termination date** indicated, the registrant must continue to file reports on January 31<sup>st</sup> and August 31<sup>st</sup> each year.

Pursuant to MCL 4.417 (7) (4) "A lobbyist shall file a notice of termination with the secretary of state within 30 days after ceasing lobbying, but this will not relieve the lobbyist of the reporting requirements of this section for that reporting period. A lobbyist agent shall file a notice of termination with the secretary of state within 30 days after ceasing to lobby for a lobbyist."

The final Financial Report Summary form filed must indicate a requested termination date and must disclose all lobbying activity and expenditures from the beginning of the reporting period until that requested date of termination. Each registrant must submit a final Financial Report Summary. Adding or deleting an employee on a report does **NOT** terminate that employee's Lobby Registration.

### OUTSTANDING NOTICES

Any Failure to File, Late Filing Fee, or Error and Omission notices sent concerning missing reports due **PRIOR** to the effective date of termination must be resolved before a termination will be processed. Any Late Filing Fees that remain owed will be referred to the Michigan Department of Treasury for collection if not paid. Any Failure to File or Error and Omission notices not resolved will be referred to the Attorney General. Any Failure to File, Late Filing Fee, or Error and Omission notices sent concerning missing reports due **AFTER** the approved effective date of termination will be voided.

### PRESERVATION OF RECORDS

Pursuant to MCL 4.419 (9) (1) "A lobbyist or a lobbyist agent acting on behalf of the lobbyist, and a lobbyist agent acting on his or her own behalf, shall obtain and preserve all accounts, bills, receipts, books, papers, and documents necessary to substantiate the reports required to be made pursuant to section 8 for 5 years after the report containing those items is filed. These records shall be made available for inspection upon request by the secretary of state after reasonable notice."