

## Directions For Submitting PAC Remittance

What you will need:

- [Visit our PAC remittance webpage.](#)
- All of your contribution information will need to be submitted as a formatted excel document provided at the link here.
- Be prepared to provide the check amount and check # that corresponds with the contribution information you are submitting.
- Ensure your check is made out to the correct fund and matches the total number of contributions on your excel spreadsheet.
  - Plush animals: State PAC
  - Casual Days: State PAC (if you raise funds via casual days for the state PAC you must record contribution information for each contribution)
  - Lapel Pins: State PAC
  - Casual Days: Federal PAC (Casual Days for the federal PAC does not require contribution information)
  - Grand Raffle: Federal PAC **(Please see your Grand Raffle documents for remittance directions. Raffle checks and forms should not be remitted online)**
  - **Checks made out to MCUL will not be accepted.**
- Checks remitted without proper documentation submitted via the online form will not be accepted and will subsequently be returned.

Checks excluding Grand Raffle should be sent to the PO Box below.

Attn: PAC Accounting

110 W. Michigan Ave. Suite 100

Lansing, MI 48933