



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

ROBERT W. SWANSTO
ACTING DIRECTOR

August 18, 2004

Dear Tax Practitioner:

As you may already know, the Tax Tribunal's offices are moving. **Effective August 23, 2004**, our new location will be: Ottawa Building, Second Floor, 611 W. Ottawa Street, Lansing, Michigan.

Our mailing address will remain: P.O. Box 30232, Lansing, MI 48909.

Our new phone number will be (517) 373-3003.

Our new fax number will be (517) 373-1633.

Due to the move, the Tribunal will be unable to transact business on Friday, August 20, 2004, and Monday, August 23, 2004. However, hearings and prehearings will proceed as scheduled.

Note: When appearing at the Tribunal for a hearing or to conduct other business, please be advised that the State of Michigan building security requires that you check in with the guard at the first floor lobby. *Picture identification will be required.* The guard will notify Tribunal staff, who will escort you to the Tribunal's offices. Please allow adequate time for this process.

Please see our web page, www.michigan.gov/taxtribunal for further information, maps, parking facilities, and downtown construction projects.

We look forward to serving you in our new location.