

Facsimile Signature Declaration for Real and Personal Property Statements

Issued under Public Act 267 of 2002. Filing is voluntary.

Name and Address (City, State, ZIP Code) of Person Authorized Below to Obtain this Request	Taxpayer Name
	Contact E-mail Address
	Contact Telephone Number
Place the Facsimile Signature below (Do <u>not</u> place an actual signature here)	

INSTRUCTIONS: Michigan Compiled Law 211.19 allows the use of a facsimile signature on a Real Property Statement and on a Personal Property Statement (Form 632 - L-4175). An individual desiring to use a facsimile signature on a Real or Personal Property Statement must first properly complete this form and submit it to the Assessment and Certification Division of the Michigan Department of Treasury. After this form has been properly completed and received by the Assessment and Certification Division, the individual submitting this form may use the facsimile signature contained on this form in lieu of his or her actual signature on Real or Personal Property Statements (filed non-electronically), until the expiration date for the facsimile signature. **The expiration date for use of the facsimile signature will be one year from the date a properly completed Form 3980 is reviewed by the Assessment and Certification Division.** A facsimile signature is a copy or reproduction of an original signature.

The State Tax Commission has adopted a procedure for acceptance of facsimile signatures by local tax collecting units. This procedure is provided on page 2 of this form. The user of this form is strongly urged to read this procedure before completing this form.

DECLARATION

State of _____	County _____
ss	
I, _____, being duly sworn, depose and say that each Real Property Statement containing the facsimile signature printed above is true and complete statement of all real property owned by me in the assessing district for which the statement is made on the date of the statement. I further depose and say that each Personal Property Statement containing this facsimile signature is a true and correct statement of all tangible personal property owned or held by _____ in the assessing district for which the statements is made on the 31st day of December immediately preceding the year of the personal property statement.	
Must be signed by owner, partner, corporate officer, or a duly authorized agent with attached Power of Attorney, Letter of Authority, etc.	
Signed (actual signature)	Title

REQUIRED NOTARIZATION

Subscribed and sworn to before me this _____ day of _____, 20_____.	
Notary Public, State of _____	County _____
ss	
Signature of Notary Public	My Commission Expires
Printed Name of Notary Public	Acting in the County of

FOR ASSESSMENT AND CERTIFICATION DIVISION USE ONLY

Date of Review	Review Code
<input type="checkbox"/> Properly Completed <input type="checkbox"/> Not Properly Completed	Facsimile Signature Expiration Date

Mail the ORIGINAL declaration to:
Michigan Department of Treasury
Assessment and Certification Division
P.O. Box 30790
Lansing, MI 48909-8290

If you have any questions, contact the Michigan Department of Treasury, Assessment and Certification Division at (517) 373-0500.

Instructions for Completing Form 3980, Facsimile Signature Declaration for Real and Personal Property Statement

FACSIMILE SIGNATURE POLICY

"1. An individual desiring to use a facsimile signature on a Real or Personal Property Statement shall first properly complete Form 3980, *Facsimile Signature Declaration for Real and Personal Property Statements*, and submit this form to the Assessment and Certification Division of the Michigan Department of Treasury. This form is hereby incorporated as part of the State Tax Commission procedure for acceptance of electronic and facsimile signatures by local tax collecting units. Form 3980 will not be treated as confidential information.

2. It shall be the responsibility of the individual submitting this form to verify that the form was properly completed and has been received by the Assessment and Certification Division. The Assessment and Certification Division will be the sole authority whether a Form 3980 has been properly completed. A copy of the Form 3980 containing the Assessment and Certification Division's review determination can be obtained upon request to document the Assessment and Certification Division's acceptance of the form as having been properly completed (if properly completed).

3. After the form has been properly completed by the individual submitting the form and has been received by the Assessment and Certification Division, the individual may use this facsimile signature in lieu of his or her actual signature on Real and Personal Property Statements which are not filed electronically, until the expiration date for the facsimile signature. The expiration date for use of the facsimile signature will be one year from the date a properly completed Form 3980 is reviewed by the Assessment and Certification Division.

4. Local tax collecting units shall accept a facsimile signature (prior to the expiration date of the facsimile signature) for which a properly completed Form 3980 has been received by the Assessment and Certification Division. In such cases, the facsimile signature shall be accepted in place of an actual signature on a Real or Personal Property Statement which has been filed non-electronically.

Properly completed Forms 3980 filed by February 1 will be processed by the Assessment and Certification Division by February 15 (five days before the statutory filing deadline for Personal Property Statements). Even if properly completed Forms 3980 are received after February 1, every attempt will be made to process them by February 20. However, these forms will be processed on a first-come-first-served basis with no guarantee of processing prior to February 20." (Emphasis added.)