



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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DATE: May 23, 2005

TO: Assessors
Equalization Directors

FROM: State Tax Commission (STC)

SUBJECT Personal Property Examiner Test

The State Tax Commission has received several inquiries about the Personal Property Examiner Test and how to prepare to take the test. This memo is intended to address those questions.

The Personal Property Examiner Test consists of 50 multiple choice questions. It has been the practice of the State Tax Commission to replace questions periodically to keep the test fresh and address changes that have occurred in the prior year.

The Commission recommends that an applicant for the test be familiar with the following:

- How to complete and process personal property forms. This includes a familiarity with the instructions that accompany the personal property statement and other related forms.
- The common exemption provisions related to the assessment of personal property assets.
- Other common statutory provisions which apply to the assessment of personal property, including, but not limited to, such provisions as MCL 211.154, jeopardy assessment and the Headlee Amendment (move-ins).
- A knowledge of very basic accounting concepts, such as how to glean fixed asset information from a balance sheet and the basics of double entry accounting (e.g., assets shown as being placed in service by entering a debit and shown as disposed of by entering a credit, etc.).