

**Michigan Department of Education  
Office of State Aid and School Finance  
On-line Taxable Value Application**

Submit one copy of this form for each person requiring "Update – Manage County Data" security level access to the Taxable Value Application. A new form must be submitted whenever there is a change to the Designated Individual. Complete all information and return the form as indicated in Step 5 below.

COUNTY: \_\_\_\_\_

**Step 1: Designated Individual**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address - Required

\_\_\_\_\_  
Telephone Number

**Step 2: MEIS Account**

If an MEIS account already exists for the above designee, DO NOT CREATE ANOTHER ONE. Enter the existing account number below. If the individual does not have an MEIS account, go to the following URL: <http://meis.mde.state.mi.us/userman>, click on "Create an MEIS Account" and follow instructions.

**Enter MEIS account number: A 1** \_ \_ \_ \_ \_

**Step 3: Acknowledgement by Designated Individual** ("Update – Manage County Data" Security Level)

I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility.

\_\_\_\_\_  
Signature of Designated Individual

\_\_\_\_\_  
Date

**Current Designee**     **New Designee**     **Replacement Designee**  
Name of former designee: \_\_\_\_\_

**Step 4: Authorization by Treasurer**

I attest that the above named individual is authorized to:

- View, Update, and add New Taxable Value data for our county as allowed within the context of the system.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Date

**Step 5: Mail or fax this form to:**

Sandy Morford  
Michigan Department of Education  
Office of State Aid and School Finance  
P. O. Box 30106  
Lansing, MI 48909                      **FAX: (517) 241-0196**