

State Assessed Annual Property Report Electronic Signature Instructions

1. Any state assessed entity desiring to use an electronic signature on an Annual Property Report or to gain access to an individual secure online account, must properly complete Form 4435, Electronic Signature Declaration for Annual Property Reports and mail to: Assessment and Certification Division, Michigan Department of Treasury, P.O. Box 30471, Lansing, MI 48909-7971.

The Assessment and Certification Division will review the submitted form and, if properly completed, will issue a personal identification number by conventional mail to the authorized individual who signed the form. Personal identification numbers are to be treated as confidential information (to be disseminated only for use in the assessment process) and will not be issued over the telephone. Upon written request, personal identification numbers may be issued by facsimile or by electronic mail.

2. Properly completed forms will be verified and processed by the Assessment and Certification Division and personal identification numbers issued within 5 business days of receipt.

3. Upon receipt of the personal identification number from the Assessment and Certification Division, a state assessed entity may use this number in lieu of an actual signature on Annual Property Reports which are filed electronically. Secondly, it enables access to the individual secure accounts. These accounts will be used for online entry and submission of property data for those who choose to use the simplified online reporting process, and these accounts will also be viewable for those who file in paper format who wish to view the calculation "worksheet" and the tentative and final taxable values that will be posted prior to the tax bills being sent through US mail.