

2012 Electronic Signature Declaration for Annual State Equalization Reports For Electronic Filing of Forms L-4023, L-4024, and L-4046

INSTRUCTIONS: Any County Equalization Director desiring to use an electronic signature on annual equalization reports or to gain access to an individual secure online account, must properly complete this form and mail it to the Assessment and Certification Division (mailing address at bottom of this form). Upon receipt of a properly completed form, the Assessment and Certification Division will issue a personal identification number (PIN) by conventional mail to the person who signs this form. This PIN may then be used in lieu of an actual signature when filing annual equalization reports electronically.

County Name on Report and Office Address (City, State, ZIP Code)	Name of Equalization Director
	E-mail Address
	Telephone Number

THIS FORM IS CONFIDENTIAL AND INFORMATION ON THIS FORM IS TO BE USED ONLY IN THE EQUALIZATION PROCESS.

DECLARATION

I, _____, being duly sworn, depose and say that the equalization forms submitted using the personal identification number assigned to me by the Assessment and Certification Division, which contain the county property information required under MCL 209.1 et. seq. and MCL 211.1 et. seq. to be reported for state equalization purposes for the reporting period for the county for which such account has been created, are true and accurate to the best of my knowledge.

(print legibly)

In addition, by affixing my signature below, I do hereby affirm that I am a person duly authorized to procure a confidential personal identification number on behalf of the County, by virtue of the authority granted to me as County Equalization Director.

Equalization Director Signature (must be actual signature)	Date
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REQUIRED NOTARIZATION

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

FOR ASSESSMENT AND CERTIFICATION DIVISION USE ONLY

User Name	PIN Number	Date of PIN Issuance
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If you have any questions, visit www.michigan.gov/stateequalization or contact the Assessment and Certification Division at (517) 241-4338.

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

Annual State Equalization Reports Electronic Signature Instructions

1. Any County Equalization Director desiring to use an electronic signature on an annual equalization report or to gain access to an individual secure online account, must properly complete Form 4606, Electronic Signature Declaration for Annual Equalization Reports and mail to: Michigan Department of Treasury, Assessment and Certification Division, P.O. Box 30790, Lansing, MI 48909-8290.

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 County Equalization Director who signed the form. Personal identification numbers are to be treated as confidential information (to be disseminated only for use in the equalization process) and will not be issued over the telephone. Upon written request, personal identification numbers may be issued 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, the county may use this number in lieu of an actual signature on annual equalization 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 equalization data for those who use the simplified online reporting process, and these accounts will also be viewable for those who wish to view the tentative and final values.