

State of Michigan Treasury Report 4626  
Assessing Officer's Report of Taxable Values as of State Equalization in May  
Submit using BS&A Software:

[BS&A .Net Software Instructions](#)      [page 2](#)

[BS&A Pervasive Software Instructions](#)      [page 4](#)

**Important Notes:**

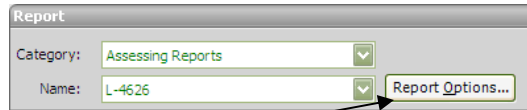
- **Run this from the 2011 assessment roll BEFORE rolling it over to 2012**
- **The 4626 form is due June 15, 2011.**

If you don't have internet access, print the form and Fax or mail to :  
Fax (517) 241-2621  
Assessment & Certification Division, PO Box 30790, Lansing, MI 48909

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**.Net Instructions:**

1. Select 'Reports'
2. Select 'Assessing Reports'
3. Select 'L-4626' from the reports listed

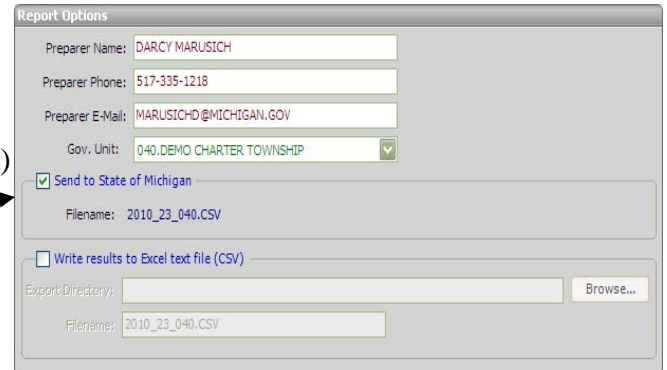


Report Options:

Preparer Name: (Enter your name here)  
 Preparer Phone: (Enter your phone # here)  
 Preparer Email: (Enter your email address here)

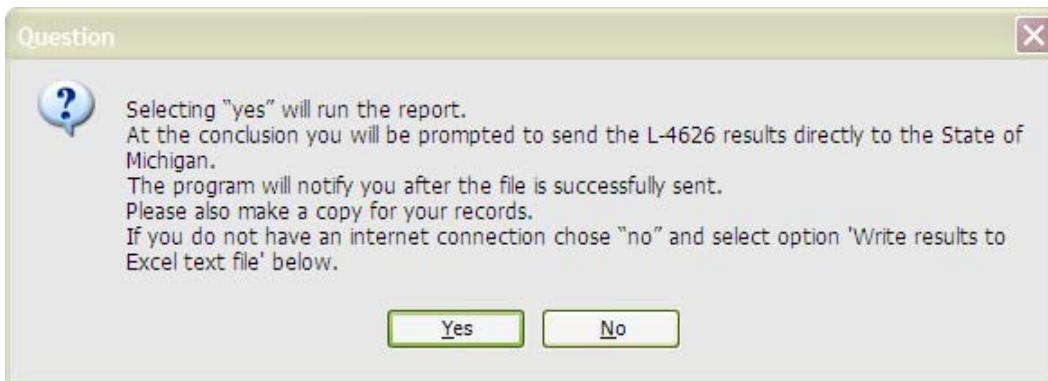
**Important: Send to State of Michigan**

**Send to State of Michigan** **Green check**



If you do not see the 'Send to State' option, run an update of your software.

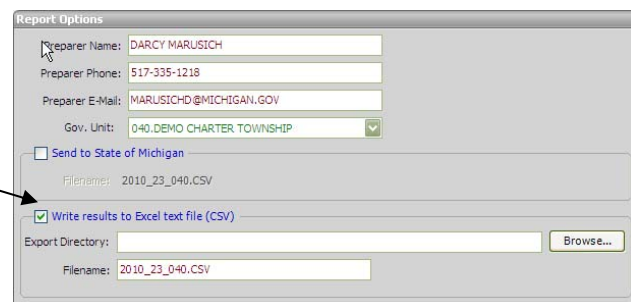
Upon selecting to 'Send to State' a confirmation box will pop-up. (See below)



If you do not have an internet connection and chose to 'Write results to Excel text file (CSV)', you will need to 'Browse' your computer and select a location to save the file.

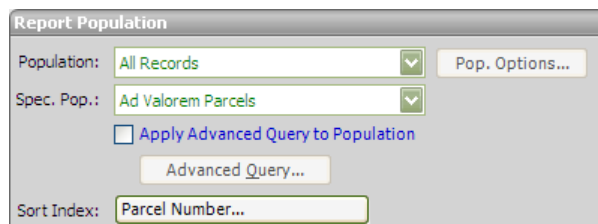
Remember the file location you select. Later you can attach the file to an email and send to:

[marusichd@michigan.gov](mailto:marusichd@michigan.gov)



Report Population:

Population: All Records  
 Spec. Pop.: **Ad Valorem Parcels**  
 (Do not include special acts)



4. Run Report

*Instructions continued on next page . . .*

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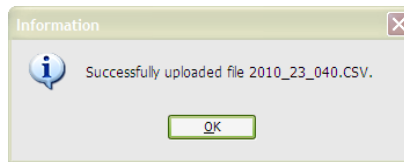
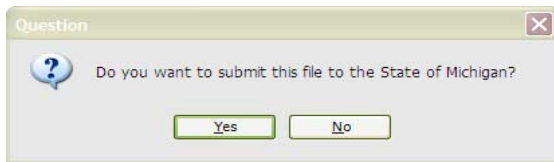
[.Net Instructions:](#)

A paper version will print to the screen. You can print this for yourself if you like.

A CSV file will simultaneously be generated and saved to your specified location if you selected to do so.

When you close the paper version screen, if you selected to 'Submit to State' you will see a pop-up box asking if you want to submit. If you select Yes, the file will be sent and you will receive confirmation that it has been successfully uploaded and you're done.

Assessing Officer's Report of Taxable Values as of State Equalization in May		FILE THIS FOR
County Name, Local Unit Name		JUNE 19th, 2010
23-040	WADON - 2500 CHARTER TOWNSHIP	Total Taxable Value
State code and name of each school district (SD) in the local unit		Excluding Equalization Zone Property
Taxable Value of ALL REAL property		See Property
Taxable Value of COMMERCIAL and INDUSTRIAL REAL property		\$4,441,000
Taxable Value of ALL PERSONAL property		\$0,000,000
Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property		\$0,000,000
Taxable Value of INDUSTRIAL, PERSONAL property in Reassessment Zone(s): ONLY		\$0,000,000
Taxable Value of All Reassessment Zone property expiring December 31, 2010		
Taxable Value of CUI Reassessment Zone property expiring December 31, 2011		
Taxable Value of All Reassessment Zone property expiring December 31, 2012		
Taxable Value of CUI Reassessment Zone property expiring December 31, 2012		
Villages in the Township:	All Classes of TV Excluding Equalization Zone Property	All Classes of TV for Equalization Zone Property ONLY
		CUI Classes of TV Excluding Equalization Zone Property
		CUI Classes of TV for Equalization Zone Property
Dispersed and Substructure bearing millage in OCI part of the local unit	All Classes of TV Excluding Equalization Zone Property	All Classes of TV for Equalization Zone Property ONLY
		CUI Classes of TV Excluding Equalization Zone Property
		CUI Classes of TV for Equalization Zone Property



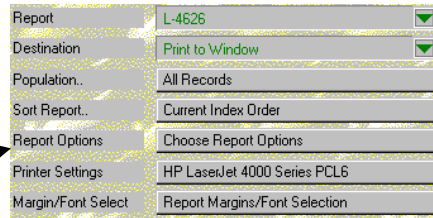
State of Michigan Treasury Report 4626  
Assessing Officer's Report of Taxable Values as of State Equalization in May  
Submit using BS&A Software:

**Pervasive Instructions:**

1. Select 'Reports'
2. Select 'Assessing Reports'
3. Select 'L-4626' from the reports listed

**Report Setup Window:**

Destination: Print to Window  
Population: All Records  
Sort Report: Current Index Order



Report	L-4626
Destination	Print to Window
Population	All Records
Sort Report	Current Index Order
Report Options	Choose Report Options
Printer Settings	HP LaserJet 4000 Series PCL6
Margin/Font Select	Report Margins/Font Selection

**Report Options:**

Special Population: **Ad-Valorem Parcels** (Do not include special acts)  
Preparer Name: (Enter your name here)  
Preparer Phone: (Enter your phone # here)  
Preparer Email: (Enter your email address here)

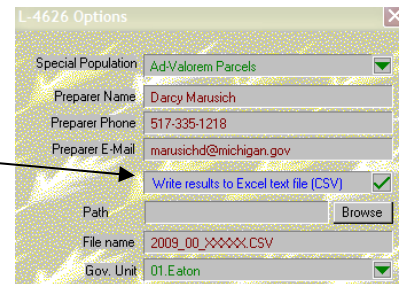
**Important: Write Results to Excel Text file (CSV):**



Write results to Excel text file (CSV)

**Green check**

File Name: Auto fill – Don't change (Year\_County #\_LU info)  
Govt Unit: Select Twp or City



L-4626 Options

Special Population	Ad-Valorem Parcels
Preparer Name	Darcy Marusich
Preparer Phone	517-335-1218
Preparer E-Mail	marusich@michigan.gov
Path	
File name	2009_00_XXXXX.CSV
Gov. Unit	01 Eaton

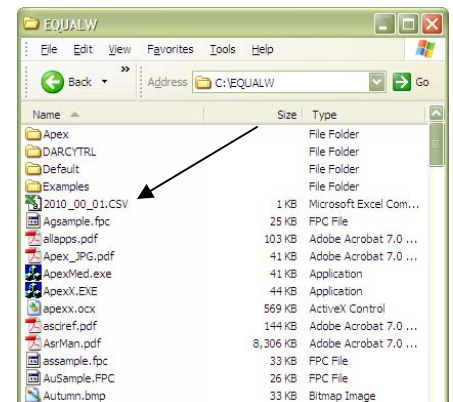
Close

4. Click OK

A paper version will print to the screen. You can print this for yourself if you like. While this form was being generated to your screen, an additional csv file was being created and placed in your C: drive. **The 'csv' is the file I want e-mailed to me, if possible.**

**To locate this file:**

1. Click on the My Computer icon.
2. Select the C: drive
3. Open the BS&A folder titled EQUALW
4. The file I'm looking for should be listed close to the top, beneath the last folder icon. If you are able to see file extensions it will have a '.csv' at the end of the name and will be titled as follows:  
**YEAR\_COUNTY\_NUMBER\_LOCAL\_UNIT\_INFO.csv**  
(ie: 2011\_32\_12) OR (ie: 2011\_32\_12.csv)



Attach this file to an email and send to: [marusichd@michigan.gov](mailto:marusichd@michigan.gov)

If you have any problems or questions, you can check with Darcy at (517) 335-1218 or BS&A at (517) 641-8900

**IF YOU DON'T GET AN EMAIL RESPONSE FROM DARCY WITHIN 3 DAYS AFTER SUBMITTING IT ELECTRONICALLY, RESEND THE FILE. IF YOU STILL DON'T GET A RESPONSE, CALL DARCY AT (517) 335-1218.**

**NOTE: If you should have to regenerate the csv file, delete the old csv file first.**

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**Clarification on What to Submit:**

The 'csv' file will not look like the paper form when it is opened. The following is an image of what the 'csv' file looks like if it is opened using Microsoft Office Excel. Do not worry about the appearance of the contents of this file. The data from this file is dumped into our database (no paper form is generated from this file).

Do not send any paper forms if submitting a 'csv' file.

**CSV File:**

**This is the file you should submit via email attachment to marusichd@michigan.gov**

	A	B	C	D	E	F	G	H
1	County Code	Unit Code	Unit Name	Year	Preparer Name	Phone Number	E-Mail Address	
2		1	1050 GUSTIN TR	2010	Your name	Your phone	Your email	
3								
4	Property Taxable Values							
5	All Real	#####						
6	C/I Real	8 602 191						
7	All PP	4 526 900						
8	C/I/U PP	4 526 900						
9	Ind. PP							
10	All 75%							
11	C/I/U 75%							
12	All 50%							
13	C/I/U 50%							
14	All 25%							
15	C/I/U 25%							
16								

**Paper Form:**

If and only if the above file can't be sent, fax the paper form to me at (517) 241-2621

Assessing Officer's Report of Taxable Values as of State Equalization in May  
 County Name: Local Unit Name: FILE THIS FORM BY: JUNE 18th, 2003  
 Tax Year: 2003

Property Taxable Values (TV): Note: Do not list any millage rates.	Total Taxable Value (TV) Excluding Renaissance Zone Property	Total Taxable Value (TV) for Renaissance Zone Property
Taxable Value of ALL REAL property	2,793,094	
Taxable Value of COMMERCIAL and INDUSTRIAL REAL property	2,389,891	
Taxable Value of ALL PERSONAL property		
Taxable Value of COMMERCIAL, INDUSTRIAL and UTM/ PERSONAL property		
Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zones: ONLY		
Taxable Value of ALL Renaissance Zone property expiring December 31, 2003		
Taxable Value of C/I Renaissance Zone property expiring December 31, 2003		
Taxable Value of ALL Renaissance Zone property expiring December 31, 2004		
Taxable Value of C/I Renaissance Zone property expiring December 31, 2004		
Taxable Value of ALL Renaissance Zone property expiring December 31, 2005		
Taxable Value of C/I Renaissance Zone property expiring December 31, 2005		

Villages in the Township	All Classes of TV Excluding Renaissance Zone Property	All Classes of TV for Renaissance Zone Property	C/I Classes of TV Excluding Renaissance Zone Property	C/I Classes of TV for Renaissance Zone Property

Districts and Authorities Involving Millage in Other Parts of the Local Unit	All Classes of TV Excluding Renaissance Zone Property	All Classes of TV for Renaissance Zone Property	C/I Classes of TV Excluding Renaissance Zone Property	C/I Classes of TV for Renaissance Zone Property