



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

**DATE:** January 13, 2017

**TO:** County Equalization Directors

**FROM:** Property Services Division, Field Operations Staff

**SUBJECT:** 2017 State Online e-Equalization filing system for forms L-4023, L-4024 and L-4046

Online e-Equalization filing for processing county forms L-4023, L-4024, and L-4046 is now available for reporting and processing annual equalization reports.

Each county will have its own secure, online account which can be accessed with a personal identification number (PIN). The PIN serves as an electronic signature, therefore eliminating paper copies of reports submitted to the State Tax Commission. The county can also create the county equalization reports for approval and signature to the County Board of Commissioners and then file the reports in a secure electronic format, and print hard copies of their filing for their records. The online account will function in a worksheet type format that builds the county reports from the local unit data that is submitted to the counties and entered into the system. Depending on the assessing software that you currently use, some counties will have the added benefit of directly uploading their data into the state online system, where they can create and review their reports prior to submission, thereby eliminating any additional data entry. Check with your software provider as to the availability of this option. The form 4606 **MUST** be completed and submitted by mail to receive your county personal identification number in order to enter or upload data to your secure account.

**Please complete and file the form 4606 to obtain a 2017 personal identification number for your county. (Attached in the email)** The secure personal identification number (PIN) protects the account and restricts access so that only the county equalization director who has the PIN can access and submit data to the State. For current information and future updates regarding the new online filing system, please visit the following website [www.michigan.gov/stateequalization](http://www.michigan.gov/stateequalization). Please watch for emails from BS&A Software regarding any updates for this Electronic State Equalization process.

We are excited about the opportunity to provide you with methods to simplify and streamline reporting processes, and look forward to your participation. If you have any questions on how to obtain your State Equalization PIN, or any e-Equalization filing questions, please contact Lori Parr at 517-373-3489, or email [equalization@michigan.gov](mailto:equalization@michigan.gov).