



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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GOVERNOR

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DATE: December 8, 2009

TO: County Equalization Directors

FROM: Assessment and Certification Division

SUBJECT: 2010 State Online filing system for forms L-4023, L-4024 and L-4046

We will again be offering the option of online filing for county forms L-4023, L-4024, and L-4046 in a continued effort to simplify and improve the reporting and processing efficiency for 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 and enables the county to create the county equalization reports, file those 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. Those counties who choose not to file online will still be able to file the traditional paper forms, and will also have individual county accounts created by the Assessment and Certification Division from information provided by the county on the paper L-4023, L-4024 and L-4046 forms. Therefore, each county regardless of how they file, will be able to view the data being relied upon for State Equalization. For this reason, it is highly recommended that you complete the request form to receive your county personal identification number in order to view calculation worksheets and notices posted to your secure accounts.

Please complete and file Form 4606 to obtain a 2010 personal identification number for your county. 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 the 2010 reporting year, we will begin sending the requested Personal Identification Numbers on or around December 15, 2009. For current information and future updates regarding the new online filing system, please visit the following website located at: www.michigan.gov/stateequalization.

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, please contact Kevin VanGieson at 517-241-4338. For all other State Equalization questions, please continue to contact Lori Parr at 517-373-3489.