



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

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GOVERNOR

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STATE TREASURER

**DATE:** January 5, 2011

**TO:** State Assessed Companies (Telephone, Rail Car, and Railroad)

**FROM:** Assessment and Certification Division

**SUBJECT:** 2011 PIN Request for State Assessed Annual Property Reporting System

In a continued effort to simplify and improve the reporting and processing efficiency for 2011 Annual Property Reports submitted by State assessed companies under Public Act 282 of 1905, we will again be offering the option of online electronic filing. Each State assessed company will have its own secure, online account which can be accessed with a personal identification number (PIN). This PIN serves as an electronic signature and enables the company to file Annual Property Reports and related credit applications online, to view the interactive calculation worksheets as they are produced, and to print hard copies of the filing for their records. In addition, all individual tax notices will be posted to the individual online accounts and can be viewed and printed once the tentative and final calculations have been completed. Those companies who choose not to file electronically will still have an individual account created by the Assessment and Certification Division from information which they provide on the conventional paper Annual Property Reports, but will still need a personal identification number in which to view calculation worksheets and tax notices posted to their secure accounts.

Personal identification numbers are changed on an annual basis to maintain the privacy and security of your company account.

- The 6 digit **PIN** issued for use in 2010 will NOT be valid for 2011.
- The 14 digit **Parcel Number** that identifies your company will remain the same for 2011.

<b>PARCEL NUMBER:</b>	9X-XX-XX-XX-XXX-XXX Remains the same for 2011
<b>PIN:</b>	XXXXXX will change for 2011

**Please complete and mail the attached request Form 4435 for 2011 to obtain a personal identification number for your company.** The secure personal identification number protects the account and restricts access so that only the person who the company authorizes may access or view the information submitted to the State. For current information regarding the State Assessed Annual Property Reporting System, please visit the following website located at: [www.michigan.gov/stateassessedproperty](http://www.michigan.gov/stateassessedproperty) . Once we receive and process Form 4435, the requested PIN letters will be sent by US mail beginning the first week of February 2011.

We are excited about the opportunity to provide you with modern, efficient methods to simplify and streamline the reporting processes, and look forward to your participation. If you have any questions, please feel free to contact Kevin VanGieson with the Assessment and Certification Division at 517-241-4338.