

Instructions for Form 4620, Equivalent State Equalized Value (SEV) Report

General Instructions

This form is to be filed by all assessors of record at the close of the March Board of Review. This form **MUST** be filed by each assessor of record. In the event that one or more of the units of government listed on the form is affected by a County or State equalization factor, the assessing officer who certified the value of the unit(s) must submit a revised version of this form by May 30. The revised version is to contain final SEV figures for the unit(s) after application of the factor(s). **To account for all local units in the state, level 4 assessing officers must also file this form for the units they certify.** County equalization directors should not file this form unless they are also an assessor of record for one or more local units.

This form is to be filed with the State Assessors Board. Do **NOT** file this form with a County equalization department. Information from the Equivalent State Equalized Value (SEV) Report will be used to determine whether an assessing officer has exceeded his or her certification authority. Line-by-line instructions for completion of this form are provided below.

Name of Assessing Officer

Enter the name of the assessing officer who certified the assessment roll of the unit(s) of government to be listed on the form. This is the assessor of record for the local unit(s) to be listed on the form.

Certification Number and Level

Enter the assessor certification number and the level of certification of the assessing officer who certified the assessment roll of the unit(s) of government to be listed on the form.

Governmental Unit Name

Enter the name of each local governmental unit for which the assessing officer certified the assessment roll for the current tax year. Include the name of the County where the City or Township is located (e.g., City of Mason, Ingham County). **All** local units of government for which the assessing officer certified value for the current year must be included on the form.

Column A

Enter the SEV of commercial and industrial property from the ad valorem roll (for each unit of government listed on the form). Include both real and personal property, including utility personal property. Also include the SEV of property assessed under MCL 211.181 (i.e., Act 189 roll property) that is classified commercial or industrial.

Column B

Industrial facility tax (IFT) roll property is not subject to equalization. It's value is therefore "equivalent" SEV. Enter the total equivalent SEV of all IFT property. Include both real and personal property from the IFT roll.

Column C

Enter the total equivalent SEV (both real and personal property) of commercial and industrial property from all other specific rolls. Do not include value in column C for property assessed on the Act 189 roll or for property assessed on the IFT roll. Act 189 value is entered in Column A.

Column D

Add the values for columns A through C and enter the sum in column D. The form should self calculate the value for column D.

Column E

Enter the total ad valorem SEV. Include all real and personal property assessed on the ad valorem roll. Also include the total SEV of property assessed on the Act 189 roll.

Column F

Enter the total equivalent SEV of all specific rolls. Do not include value for the Act 189 roll. Include both real and personal property, including the total equivalent SEV of the IFT roll.

Column G

Add the total ad valorem and specific roll values from columns E and F and enter the sum in column G. The form should self calculate the value for column G.

Grand Totals (All Units)

Add the figures vertically in columns D and G to obtain grand totals for the report.

Assessing Officer Signature

The assessing officer who signed the assessment rolls of the local unit(s) of government listed on the form must sign the form.

Date

Enter the date the form was signed.

Mailing Address

State Assessors Board
PO Box 30471
Lansing, MI 48909-7971

Forms can also be faxed to (517) 241-3583.