



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

ROBERT J. KLEINE
STATE TREASURER

DATE: September 21, 2009

TO: Assessors, Equalization Directors, and Other Interested Parties

FROM: State Assessors Board

SUBJECT: State Assessors Board Communications

Effective communication is a high priority of the State Assessors Board and its staff. Much of the communication on behalf of the Board is performed by email. In an effort to disseminate information in a timely and effective manner and to improve service, all interested parties are offered the opportunity to receive communications sent by email on behalf of the Board.

A system is in place which allows State Assessors Board messages to be sent by email to assessors, equalization directors, and other interested parties who supply the Board with a valid email address. This system requires that parties wishing to receive electronic correspondence subscribe to a LISTSERV mailing list. To subscribe to the LISTSERV mailing list, the following steps must be completed:

1. Create an email to Listserv@listserv.michigan.gov.
2. In the subject line, type "ListServ Subscription".
3. In the body of the email, type "subscribe Treas-STC-PTD" followed by your first name and your last name.
4. Send the email.

When you have completed the above steps, the system will automatically send you an email message requiring subscription confirmation. You must respond to that email to complete the subscription process. If you do not receive a confirming email message within ten minutes, please contact LaNiece Densteadt by email at DensteadtL@michigan.gov. Once subscribed, you will receive email messages sent on behalf of the Board, as well as email messages sent using the LISTSERV by the State Tax Commission.

You will need to repeat the above process to continue your subscription if your email address changes. At any time, if you wish to unsubscribe, simply send an email from your subscribed email address to Listserv@listserv.michigan.gov and type in the body of the email "signoff Treas-STC-PTD".

All interested parties are encouraged to take advantage of the opportunity to receive electronic communications sent on behalf of the State Assessors Board. Please feel free to contact the offices of the State Assessors Board with any questions at 517-373-8320 or by email at State-Assessors-Board@michigan.gov.