



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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GOVERNOR

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STATE TREASURER

DATE: March 13, 2012

TO: Equalization Directors, Assessors and Interested Parties

FROM: State Tax Commission

SUBJECT: State Tax Commission Electronic Communications - ListServ

Communicating effectively is a high priority of the State Tax Commission. Much of the communication sent on behalf of the Commission is done so by email. In an effort to disseminate information in a timely and effective manner, the Commission offers the opportunity to receive their communications by email.

The ListServ system allows the State Tax Commission to send communications by email to assessors, equalization directors, and other interested parties who supply the Commission with a valid email address. The system requires that parties subscribe to the 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. Type in the body of the email "Subscribe Treas-STC-PTD"
4. Type in the body of the email your first and last name
5. Send the email

Once the completed request to join the ListServ is received it will be reviewed. Upon completion of the review, an email message requiring subscription confirmation will be sent. A response to that email must be received in order to complete the subscription process. If a confirming email message is not received by the requestor within ten minutes, please contact Kyle Ten Broeke by email at TenBroekeK@michigan.gov. Once the subscription is approved, you will begin receiving electronic communications sent on behalf of the Commission.

If your email addresses changes, the above process will need to be repeated in order to continue your subscription. To unsubscribe to the ListServ, simply send an email at any time from your subscribed email address to Listserv@listserv.michigan.gov and type in the body of the email "Signoff Treas-STC-PTD."

The Commission encourages equalization directors, assessors and interested parties to take advantage of the opportunity to receive the Commission's electronic communications. Please feel free to call Kyle Ten Broeke at 517-335-2532 with any questions regarding the ListServ system.