

## ***New Revised BS&A Instructions – February 2016***

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### **Important Notes:**

- **NEW - Run the 4626 form from the current database after the close of the March Board of Review and submit the electronic CSV file to your county equalization dept along with forms L-4021 and L-4022**
- **NEW - Do Not submit a copy to the State**
- **Form Due after the close of the March Board of Review**
- **Townships: Do Not exclude village values from the report**

**.Net Instructions**

**pgs 2-4**

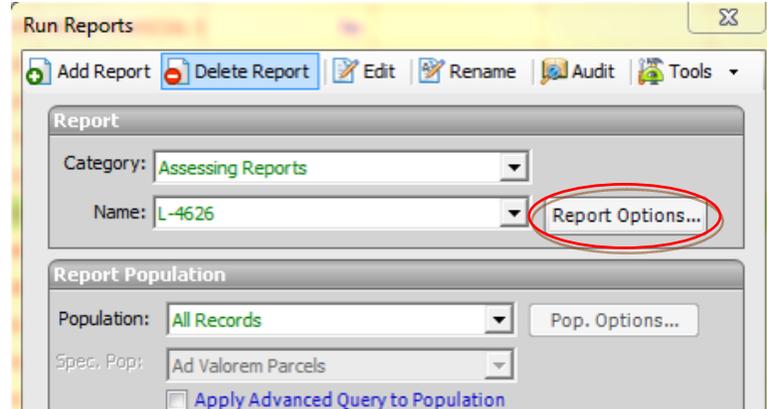
From the File Menu:

- 1. Select 'Reports'
- 2. Select 'Assessing Reports'



- 3. Select 'L-4626' from the reports listed

The correct report population choices will automatically be completed for you.



- 4. Set up your Report Options:

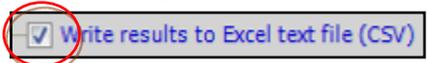
Preparer Name: (Enter your name)  
Preparer Phone: (Enter your phone #)  
Preparer Email: (Enter your email address)  
Govt Unit: Select the appropriate Twp or City

**Important:** Remove the checkmark next to **Send to State of Michigan**  
\*The 2/15/2016 BS&A update will remove this option from the Report Options screen.

DON'T USE - REMOVE CHECKMARK



**Important:** Make sure to put a checkmark next to **Write results to Excel text file (CSV)**



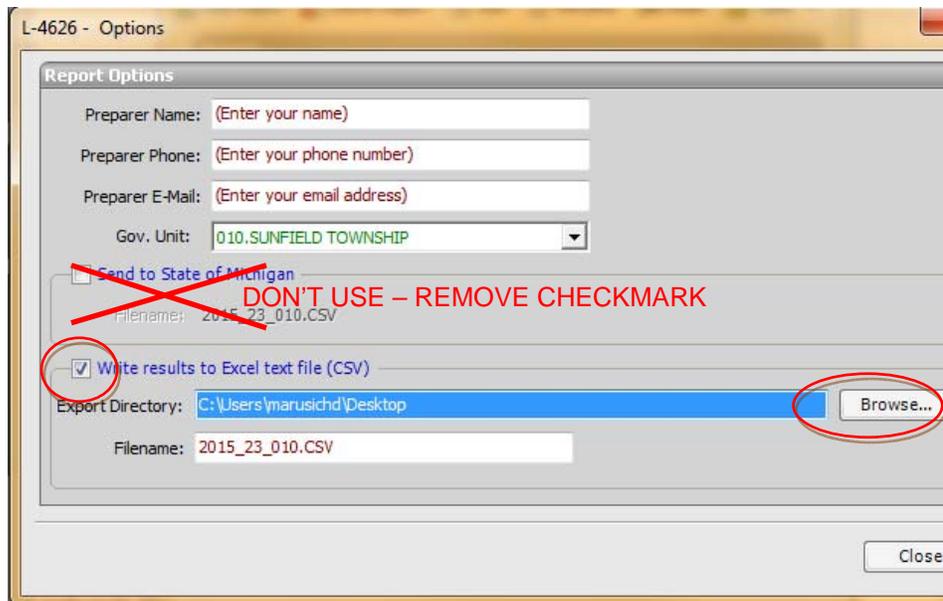
**Important:** Click **Browse** and select the save location in **Export Directory** for the CSV file that will be created.

File Name: Auto fill – Don't change  
(Year\_County #\_LU info)

If you want to use a different name for your file, rename it after it is generated.

Close

\*Remember the file save location you selected so later you can locate the software generated CSV file and attach it to an email to your equalization department.



**.Net Instructions**

**pgs 2-4**

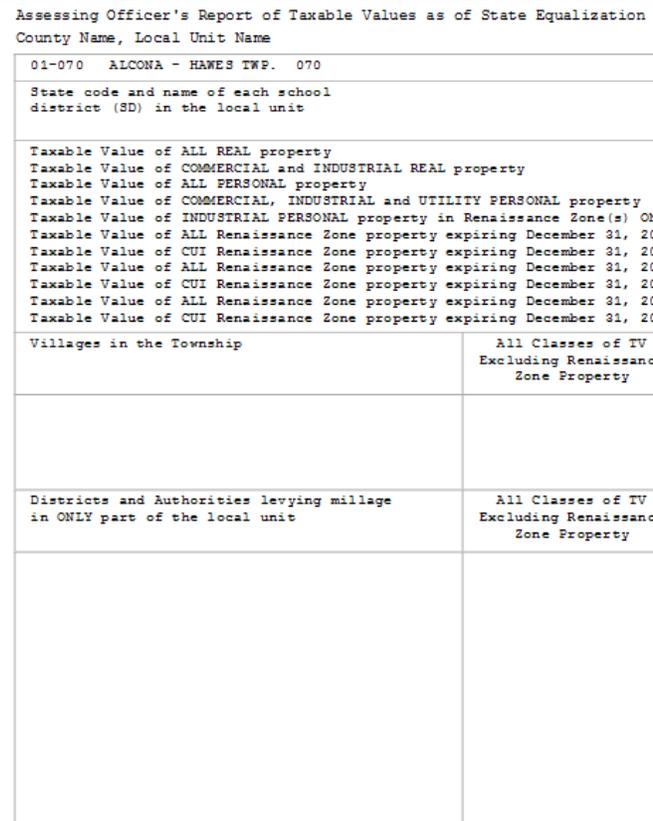
- 5. If printing the form, check the Printer Settings. Make sure the printer is set to print in Landscape format.



- 6. Click OK to run the report.

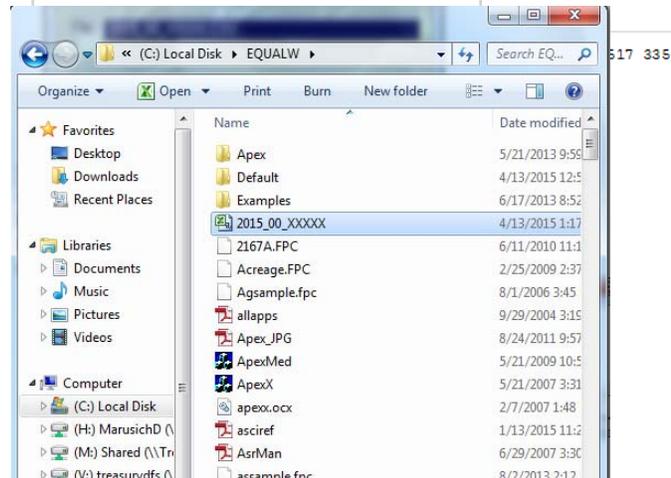
A paper version of the form will appear on the screen. You can print a copy for yourself if you like.

**Important:** This report is to be submitted to your equalization department for them to upload into the eEqualization system online. They cannot upload a paper or pdf copy. They cannot upload a CSV file you exported yourself from the screen generated form. They will need the CSV file automatically created by the BS&A software. When this form appears on your screen, the needed CSV file will automatically be created for you and deposited in the save location Path you selected under Report Options. Retrieve the CSV file from this save location and email to your equalization department.



The CSV file you need to submit can be found in your save location, named in the following manner:

**Year\_CountyNumber\_LocalUnit[.csv]**  
(ie: **2015\_32\_12**) OR (ie: **2015\_32\_12.csv**)



**.Net Instructions**

**pgs 2-4**

If you have any problems or questions, you can check with Darcy Marusich at the State of Michigan at (517) 335-1218 or with BS&A at (517) 641-8900

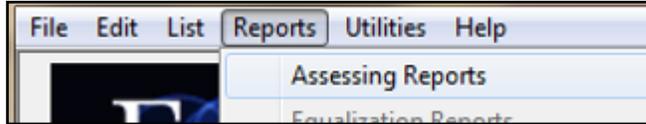
**Important:** If you should have to rerun the report and generate a new CSV file, first delete any existing CSV file. Once a CSV file is created, it will not be replaced with a newer version.

**Pervasive Instructions**

**pgs 5-7**

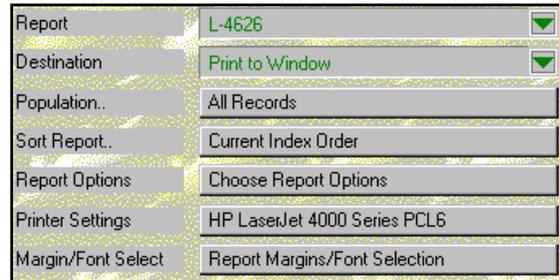
From the File Menu:

- 1. Select 'Reports
- 2. Select 'Assessing Reports



- 3.
- 4. Select 'L-4626' from the reports listed, and make sure the following are selected in the Report Setup Window:

Destination: Print to Window  
Population: All Records  
Sort Report: Current Index Order

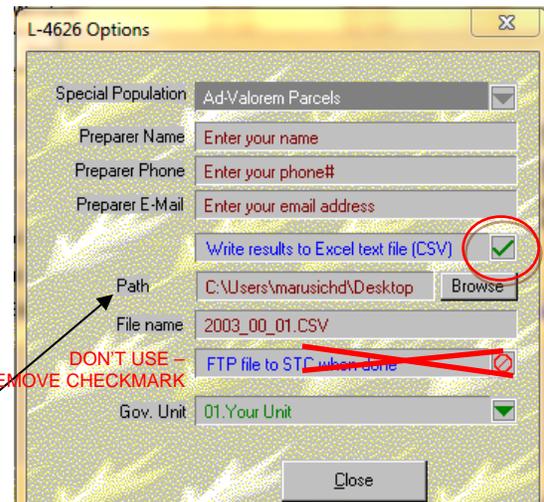


- 5. Set up your Report Options:



Special Population: Ad Valorem Parcels (default)  
(Do not include special acts)  
Preparer Name: (Enter your name)  
Preparer Phone: (Enter your phone #)  
Preparer Email: (Enter your email address)

**Important:** Make sure to put a Green checkmark next to **Write results to Excel text file (CSV)**



**Important:** Click **Browse** and select the save location **Path** for the CSV file that will be created.

**Important:** Remove the checkmark next to **FTP file to STC when done**



File Name: Auto fill – Don't change (Year\_County#\_LU info) If you want to use a different name for your file, rename it after it is generated  
Govt Unit: Select the appropriate Twp or City

Close

\*Remember the file save location you selected so later you can locate the software generated CSV file and attach it to an email to your equalization department.



**Pervasive Instructions**

**pgs 5-7**

- 5. If printing the form, check the Printer Settings. Make sure the printer is set to print in Landscape format.



- 7. Click OK to run the report.

A paper version of the form will appear on the screen. You can print a copy for yourself if you like.

**Important:** This report is to be submitted to your equalization department for them to upload into the eEqualization system online. They cannot upload a paper or pdf copy. They cannot upload a CSV file you exported yourself from the screen generated form. They will need the CSV file automatically created by the BS&A software. When this form appears on your screen, the needed CSV file will automatically be created for you and deposited in the save location Path you selected under Report Options. Retrieve the CSV file from this save location and email to your equalization department.

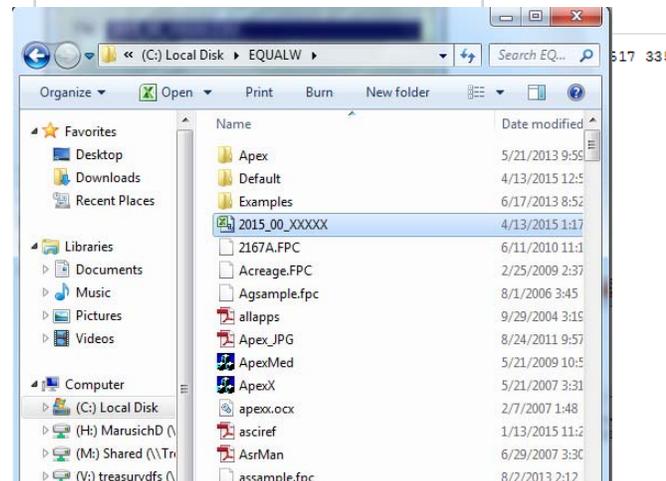
Assessing Officer's Report of Taxable Values as of State Equalization

County Name, Local Unit Name

|  |   |
|--|---|
| 01-070   | ALCONA - HAWES TWP. 070                               |
| State code and name of each school district (SD) in the local unit       |   |
| Taxable Value of ALL REAL property                                       |   |
| Taxable Value of COMMERCIAL and INDUSTRIAL REAL property                 |   |
| Taxable Value of ALL PERSONAL property                                   |   |
| Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property    |   |
| Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zone(s) ON  |   |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 20  |   |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 20  |   |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 20  |   |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 20  |   |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 20  |   |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 20  |   |
| Villages in the Township   | All Classes of TV Excluding Renaissance Zone Property |
| Districts and Authorities levying millage in ONLY part of the local unit | All Classes of TV Excluding Renaissance Zone Property |

The CSV file you need to submit can be found in your save location, named in the following manner:

**Year\_CountyNumber\_LocalUnit[.csv]**  
(ie: **2015\_32\_12**) OR (ie: **2015\_32\_12.csv**)



***Pervasive Instructions***

***pgs 5-7***

If you have any problems or questions, you can check with Darcy Marusich at the State of Michigan at (517) 335-1218 or with BS&A at (517) 641-8900

***Important:*** If you should have to rerun the report and generate a new CSV file, first delete any existing CSV file. Once a CSV file is created, it will not be replaced with a newer version.

**Clarification of What to Submit**

The proper CSV file submission will **not** look like the paper form when it is opened. The following is an image of what the CSV file looks like if it is opened using Microsoft Office Excel. Do not worry about the appearance of the contents of this file. The data from this file is dumped into our system automatically and our system knows where to find the data it needs (no paper form is generated or used from this file).

**Do not send any paper or pdf forms. Only send the CSV file created by the BS&A software.**

**CSV File:**

**This is the file you should submit to your county equalization department:**

|    | A                         | B         | C         | D    | E        | F            | G              | H | I |
|----|---------------------------|-----------|-----------|------|----------|--------------|----------------|---|---|
| 1  | County Code               | Unit Code | Unit Name | Year | Preparer | Phone Number | e-Mail Address |   |   |
| 2  | 17                        | 1050      | DETOUR T  | 2015 |          |              |                |   |   |
| 3  | 4626 Web Excel            |           |           |      |          |              |                |   |   |
| 4  | Property Taxable Value RZ |           |           |      |          |              |                |   |   |
| 5  | All Real                  | #####     |           |      |          |              |                |   |   |
| 6  | C/I Real                  | 2,503,887 |           |      |          |              |                |   |   |
| 7  | All PP                    | 1,655,100 |           |      |          |              |                |   |   |
| 8  | C/I/U PP                  | 1,655,100 |           |      |          |              |                |   |   |
| 9  | Ind. PP                   |           |           |      |          |              |                |   |   |
| 10 | All 75% - Exp 2017        |           |           |      |          |              |                |   |   |
| 11 | C/I/U 75%                 |           |           |      |          |              |                |   |   |
| 12 | All 50% - Exp 2016        |           |           |      |          |              |                |   |   |
| 13 | C/I/U 50%                 |           |           |      |          |              |                |   |   |
| 14 | All 25% - Exp 2015        |           |           |      |          |              |                |   |   |
| 15 | C/I/U 25%                 |           |           |      |          |              |                |   |   |
| 16 |                           |           |           |      |          |              |                |   |   |

**Paper Form:**

**The paper form may be printed for your own records, but is not needed for submission.**

| Assessing Officer's Report of Taxable Values as of State Equalization in May |   |  |   | FILE THIS FORM BY                                      |  |
|--|---|--|---|--|--|
| County Name, Local Unit Name   |   |  |   | JUNE 15th, 2015  |  |
| 01-070 ALCONA - HAWES TWP. 070   |   |  |   | Tax Year: 2015   |  |
| State code and name of each school district (SD) in the local unit           |   |  | Total Taxable Value Excluding Renaissance Zone Property | Total Taxable Value for Renaissance Zone Property ONLY |  |
| Taxable Value of ALL REAL property   |   |  | 70,592,198  |  |  |
| Taxable Value of COMMERCIAL and INDUSTRIAL REAL property                     |   |  | 2,881,100   |  |  |
| Taxable Value of ALL PERSONAL property                                       |   |  | 3,329,900   |  |  |
| Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property        |   |  | 3,329,900   |  |  |
| Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zone(s) ONLY    |   |  |   |  |  |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 2015    |   |  |   |  |  |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 2015    |   |  |   |  |  |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 2016    |   |  |   |  |  |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 2016    |   |  |   |  |  |
| Taxable Value of ALL Renaissance Zone property expiring December 31, 2017    |   |  |   |  |  |
| Taxable Value of CUI Renaissance Zone property expiring December 31, 2017    |   |  |   |  |  |
| Villages in the Township   | All Classes of TV Excluding Renaissance Zone Property | All Classes of TV for Renaissance Zone Property ONLY | CIU Classes of TV Excluding Renaissance Zone Property   | CIU Classes of TV for Renaissance Zone Property ONLY   |  |
|  |   |  |   |  |  |
| Districts and Authorities levying millage in ONLY part of the local unit     | All Classes of TV Excluding Renaissance Zone Property | All Classes of TV for Renaissance Zone Property ONLY | CIU Classes of TV Excluding Renaissance Zone Property   | CIU Classes of TV for Renaissance Zone Property ONLY   |  |
|  |   |  |   |  |  |