



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

**DATE:** February 29, 2016

**TO:** Local Assessing Officer of Record

**RE:** Form 4626 – The 2016 Assessing Officer’s Report of Taxable Values as of State Equalization in May

**PLEASE READ THE ENTIRE CONTENT OF THIS COMMUNICATION  
4626 SUBMISSION HAS CHANGED**

This memo serves to notify you that the above mentioned form 4626 should be submitted **immediately after the close of March Board of Review** to your **local equalization department** using one of the three submission options below:

**Filing Options – Pick One:**

1. **BS&A Users:** Read **REVISED** enclosed instructions.

**-OR-**

2. **Manatron/Thomson Reuters Users:** Check with your software provider for instructions on producing the acceptable CSV file needed for county upload to the online eEqualization system.

**-OR-**

3. **Other:** A Microsoft Office Excel version of this form has been created and is available on the State of Michigan website at; 1) the **Forms and Instructions** section of our website under the **Assessors** category, or 2) at [www.michigan.gov/stateequalization](http://www.michigan.gov/stateequalization). It is listed under the **Related Material** heading of the State Equalization website and is titled **4626 Assessing Officer’s Report of Taxable Values as of State Equalization**. When downloading the Excel spreadsheet from the web, please select to Save the file to your computer before opening it. Once the file is saved to your computer open it directly from the computer location where you saved it.

**Do not submit the 4626 to the State of Michigan. Submit the 4626 directly to your county equalization dept. along with the L-4021 and L-4022 submissions.**

If you have questions or have any difficulty accessing the Excel file after you have read all instructions, you may obtain assistance from the Property Services Division by calling Darcy Marusich (517) 335-1218.

Sincerely,

Handwritten signature of Darcy Marusich in cursive.

Darcy Marusich, Departmental Technician  
Property Services Division