



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

DATE: March 5, 2020

TO: Local Assessing Officer of Record

RE: Form 4626 – The 2020 Assessing Officer’s Report of Taxable Values as of State Equalization in May

PLEASE READ THE ENTIRE CONTENT OF THIS COMMUNICATION TO ENSURE 4626 IS SUBMITTED PROPERLY

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. It is listed under the **Related Material** heading of the State Equalization website and is titled **2020 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 Jessica Erhardt (517) 335-7556.

Sincerely,

Jessica Erhardt, Departmental Technician
Property Services Division