

BS&A .Net Software Instructions **page 2**

BS&A Pervasive Software Instructions **page 5**

Clarification on What to Submit **page 8**

Important Notes:

- **Run this from the 2013 assessment roll BEFORE rolling it over to 2014**
- **The 4626 form is due June 15, 2013.**
- **For Townships: Do Not exclude village values from the report**

If you don't have internet access, print the form and Fax or mail to :

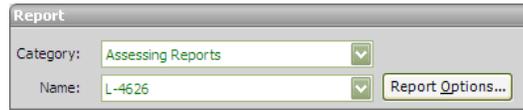
Fax (517) 241-2621

Assessment & Certification Division, PO Box 30790, Lansing, MI 48909

.Net Instructions

pgs 2-4

1. Select 'Reports'
2. Select 'Assessing Reports'
3. Select 'L-4626' from the reports listed



Report Options:

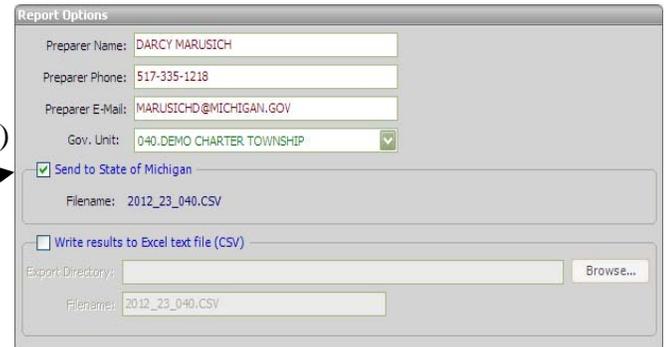
Preparer Name: (Enter your name here)

Preparer Phone: (Enter your phone # here)

Preparer Email: (Enter your email address here)

Important: Send to State of Michigan

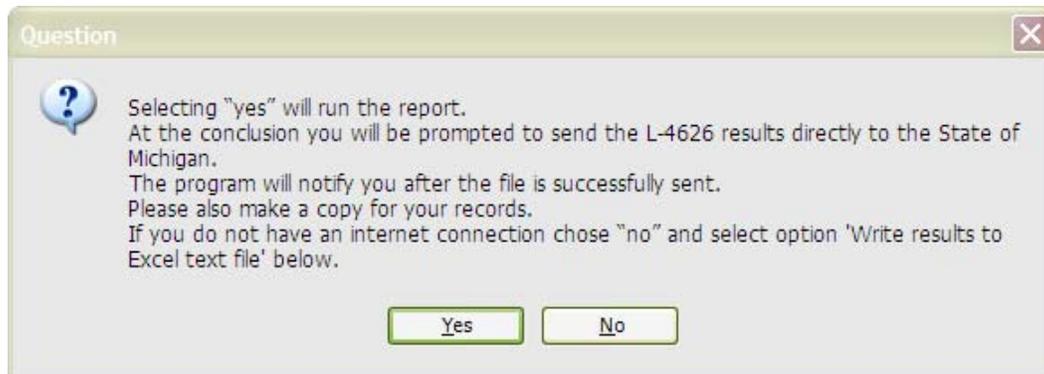
Send to State of Michigan **Green check**



If you do not see the 'Send to State' option, run an update of your software.

Close

When you click the Close button, a Send to State a confirmation box will pop-up.



Important: Submit the 4626 via the method above. Do Not submit the form to the ftp from the Help Menu.

.Net Instructions

pgs 2-4

If you do not have an internet connection and chose to 'Write results to Excel text file (CSV)', you will need to 'Browse' your computer and select a location to save the file. Remember the file location you select. Later you can attach the file to an email and send to:

marusichd@michigan.gov

Report Options

Preparer Name: DARC MARUSICH

Preparer Phone: 517-335-1218

Preparer E-Mail: MARUSICH@MICHIGAN.GOV

Gov. Unit: 040.DEMO CHARTER TOWNSHIP

Send to State of Michigan

Filename: 2012_23_040.CSV

Write results to Excel text file (CSV)

Export Directory: Browse...

Filename: 2012_23_040.CSV

****IMPORTANT:** Before running the report, check Report Population.

Report Population:

Population: All Records

Spec. Pop.: **Ad Valorem Parcels**
(Do not include special acts)

Report Population

Population: All Records Pop. Options...

Spec. Pop.: Ad Valorem Parcels

Apply Advanced Query to Population

Advanced Query...

Sort Index: Parcel Number...

.Net Instructions

pgs 2-4

4. Run Report

A paper version will print to the screen. You can print this for yourself if you like.

If you selected to 'Write results to Excel text file (CSV)', a CSV file will simultaneously be generated and saved to your specified location.

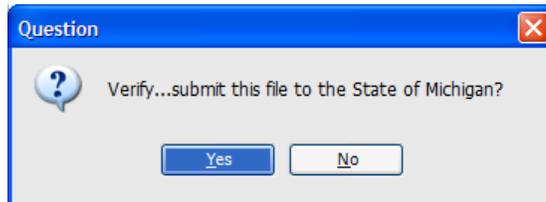
When you close the paper version screen, if you selected to 'Submit to State' you will see a pop-up box asking if you want to submit. If you select Yes, the file will be sent and you will receive confirmation that it has been successfully uploaded and . . . you're done.

Assessing Officer's Report of Taxable Values as of State Equalization in May
County Name, Local Unit Name
23-040 EATON - DEMO CHARTER TOWNSHIP

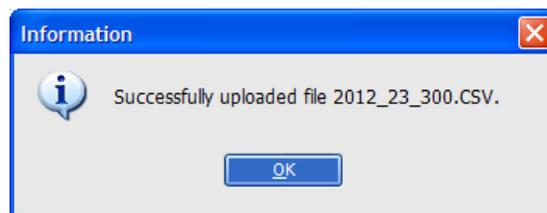
State code and name of each school district (SD) in the local unit

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) ONLY
Taxable Value of ALL Renaissance Zone property expiring December 31, 2012
Taxable Value of CUI Renaissance Zone property expiring December 31, 2012
Taxable Value of ALL Renaissance Zone property expiring December 31, 2013
Taxable Value of CUI Renaissance Zone property expiring December 31, 2013
Taxable Value of ALL Renaissance Zone property expiring December 31, 2014
Taxable Value of CUI Renaissance Zone property expiring December 31, 2014

Villages in the Township	All Classes of TV Excluding Renaissance Zone Property	All 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



Note: I will not be sending an email confirmation when you submit through the BS&A ftp site, so please look for the 'Successfully uploaded file' pop-up box to confirm your submission. The confirmation will look something like this:



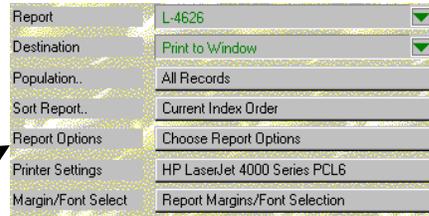
Pervasive Instructions

pgs 5-7

1. Select 'Reports'
2. Select 'Assessing Reports'
3. Select 'L-4626' from the reports listed

Report Setup Window:

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



4. Set up your Report Options:

****IMPORTANT: Before running report, check Special Population.**

Special Population: **Ad-Valorem Parcels**
(Do not include special acts)

Preparer Name: (Enter your name here)
Preparer Phone: (Enter your phone # here)
Preparer Email: (Enter your email address here)

Important: FTP file to STC when done

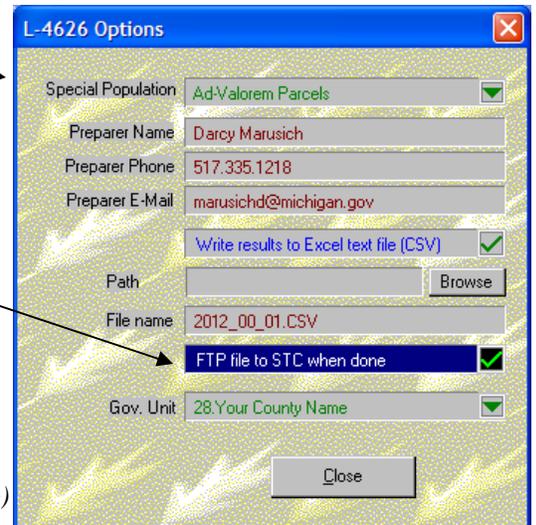
FTP file to STC when done **Green check**

If you do not see the 'FTP file to STC when done' option, run an update of your software.

File Name: Auto fill – Don't change (Year_County #_LU info)

Govt Unit: Select the appropriate Twp or City

Close



Important: Submit the 4626 via the method above. Do Not submit the form to the ftp from the Help Menu.

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

Click OK



Pervasive Instructions

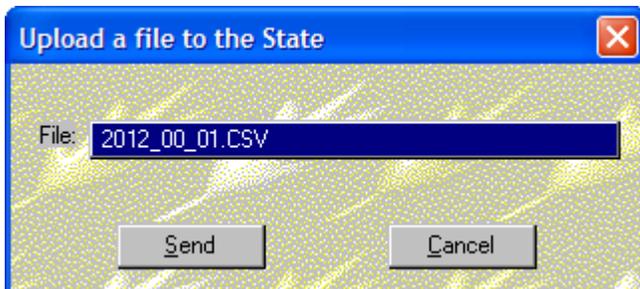
pgs 5-7

A paper version will print to the screen. You can print this for yourself if you like.

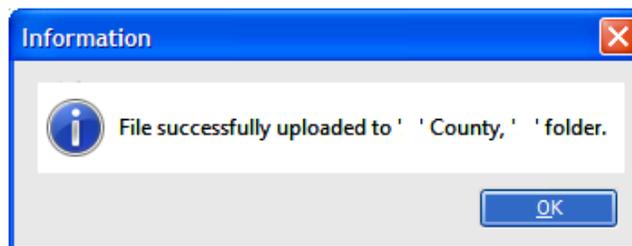
If you selected to 'Write results to Excel text file (CSV)', a CSV file will simultaneously be generated and saved to your computer.

When you close the paper version screen, if you selected to 'FTP file to STC when done' you will see a pop-up box asking if you want to submit. If you select 'Send', the file will be sent and you will receive confirmation that it has been successfully uploaded and . . . you're done.

Assessing Officer's Report of Taxable Values as of State Equalization in May		
County Name, Local Unit Name		
23-040 EATON - DEMO CHARTER TOWNSHIP		
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) ONLY		
Taxable Value of ALL Renaissance Zone property expiring December 31, 2012		
Taxable Value of CUI Renaissance Zone property expiring December 31, 2012		
Taxable Value of ALL Renaissance Zone property expiring December 31, 2013		
Taxable Value of CUI Renaissance Zone property expiring December 31, 2013		
Taxable Value of ALL Renaissance Zone property expiring December 31, 2014		
Taxable Value of CUI Renaissance Zone property expiring December 31, 2014		
Villages in the Township	All Classes of TV Excluding Renaissance Zone Property	All Classes of for Renaissance Zone Property
Districts and Authorities levying millage in ONLY part of the local unit	All Classes of TV Excluding Renaissance Zone Property	All Classes of for Renaissance Zone Property



Note: I will not be sending an email confirmation when you submit through the BS&A ftp site, so please look for the 'Successfully uploaded file' pop-up box to confirm your submission. The confirmation will appear something like this:



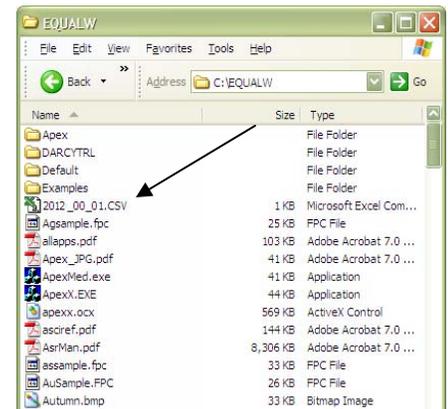
Pervasive Instructions

pgs 5-7

If you selected to 'Write results to Excel text file (CSV)', the CSV file was created and placed in your C: drive. If you chose not to submit the CSV file to the FTP site, you will need to email it to the State.

To locate the CSV file:

1. Click on the My Computer icon (usually located on your computer desktop).
2. Select the C: drive
3. Open the BS&A folder titled EQUALW
4. The file I'm looking for should be listed close to the top, beneath the last folder icon. If you are able to see file extensions it will have a '.csv' at the end of the name and will be titled as follows:
YEAR_COUNTY_NUMBER_LOCAL_UNIT_INFO.csv
(ie: 2013_32_12) OR (ie: 2013_32_12.csv)



Attach this file to an email and send to: marusichd@michigan.gov

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

IF YOU DON'T GET AN EMAIL RESPONSE FROM DARCY WITHIN 3 DAYS AFTER SUBMITTING YOUR CSV FILE VIA AN EMAIL, RESEND THE FILE. IF YOU STILL DON'T GET A RESPONSE, CALL DARCY AT (517) 335-1218.

NOTE: If you should have to regenerate the CSV file, delete the old CSV file first. Once a CSV file is created, it will not be replaced with a newer file.

Clarification of What to Submit

The CSV file 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 database (no paper form is generated from this file).

Do not send any paper forms if submitting a CSV file.

CSV File:

This is the file you should submit via upload to the FTP site or by email attachment to marusichd@michigan.gov

	A	B	C	D	E	F	G	H
1	County Cd	Unit Code	Unit Name	Year	Preparer N	Phone N	Home-Mail	Address
2		1	1050 GUSTIN TR	2012	Your name	Your phone	Your email	
3								
4	Property Taxable Values							
5	All Real	#####						
6	C/I Real	8,602,191						
7	All PP	4,526,900						
8	C/I/PP	4,526,900						
9	Ind. PP							
10	All 75%							
11	C/I/ 75%							
12	All 50%							
13	C/I/ 50%							
14	All 25%							
15	C/I/ 25%							
16								

Paper Form:

If and only if the above file can't be sent, fax the paper form to the State at (517) 241-2621

Assessing Officer's Report of Taxable Values as of State Equalization in May				FILE THIS FORM BY JUNE 15th, 2012	
County Name, Local Unit Name				Tax Year: 2012	
23-040 EATON - DEMO CHARTER TOWNSHIP					
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			96,361,020		
Taxable Value of COMMERCIAL and INDUSTRIAL REAL property			38,929,160		
Taxable Value of ALL PERSONAL property			9,936,500		
Taxable Value of COMMERCIAL, INDUSTRIAL and UTILITY PERSONAL property			9,936,500		
Taxable Value of INDUSTRIAL PERSONAL property in Renaissance Zone(s) ONLY					
Taxable Value of ALL Renaissance Zone property expiring December 31, 2012					
Taxable Value of CUI Renaissance Zone property expiring December 31, 2012					
Taxable Value of ALL Renaissance Zone property expiring December 31, 2013					
Taxable Value of CUI Renaissance Zone property expiring December 31, 2013					
Taxable Value of ALL Renaissance Zone property expiring December 31, 2014					
Taxable Value of CUI Renaissance Zone property expiring December 31, 2014					
Villages in the Township	All Classes of TV Excluding Renaissance Zone Property	All Classes of TV for Renaissance Zone Property ONLY	CUI Classes of TV Excluding Renaissance Zone Property	CUI 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	CUI Classes of TV Excluding Renaissance Zone Property	CUI Classes of TV for Renaissance Zone Property ONLY	