

Frequently Asked Questions County Online Equalization Reporting

What is a form 4606?

The form 4606 entitled “Electronic Signature Declaration for Annual State Equalization Reports”, is used to request a secure individual personal identification number for your county to use for equalization reporting.

What is the purpose of the personal identification number (PIN)?

The PIN serves two primary purposes. First, it is used in lieu of a physical signature when you enter or upload your annual equalization reports online. Secondly, it enables access to the individual secure accounts. These accounts will be used for online creation of the county L-4023, Special Acts, L-4024, L-4626, L-4046 and Millage Rates and for online submission of those completed reports to the Property Services Division for State Equalization.

What is the purpose of having an online account?

Each county will have its own secure online account which enables the county to create the county equalization reports, file those reports in a secure electronic format, and print hard copies of their filing for their records. The program also allows the counties to produce and save reports in several different formats which is useful for the counties’ use of data internally for various purposes. In addition, the online account will allow the counties to view the data being relied on for State Equalization.

Who do I call if I have questions about the personal identification number (PIN)?

For questions about the personal identification number, you may contact the Property Services Division (PSD at (517) 373-3489.

What do I do if I lose or forget my personal identification number (PIN)?

If you lose or forget your PIN during the year, you will need to complete a new form 4606 and upon verification of authorization, you will either be issued a new PIN, or your existing PIN will be confirmed for you. For security reasons, new personal identification numbers will be issued for each filing year.

Will we still have the self-calculating excel version of the forms available?

No. The online form will take the place of the prior excel spreadsheets and will be self-calculating and will pre-fill many of the entries for you. You will have the capability of printing off your reports or saving them in various formats including Microsoft Excel, Rich Text Format, PDF, Plain Text, Mht, or as an image.

Can other counties see my information?

Yes –if logged in as a Guest Login, but only for viewing, Your personal identification number (PIN) is specific to your county and your county's secure account, and restricts access to others to enter any information to your county.

What should I do if I think the security of my PIN has been compromised?

Once the PIN is issued, it is your responsibility to maintain the security of the PIN. If the security of your PIN has been compromised, it is your responsibility to immediately contact the Property Services Division at (517) 373-3489 to avoid any unauthorized access. Depending on your situation, you may be required to submit a new form 4606 to recertify authority to obtain a new PIN.

What do I do if I make a mistake completing the online forms, or if my data changes after I have submitted the forms?

If you have not yet submitted your final data you can make changes within the forms/worksheets. The program allows for multiple opportunities for entry/upload and for printing and reviewing your reports prior to submitting them to the State, and will also provide an opportunity to print signature pages for you to obtain the necessary signatures from the Board of Commissioners for the L-4024. Once you have clicked on submit and your data has been transmitted, you must contact the Property Services Division at 517-373-3489 to make changes and/or obtain access to the account.

What am I supposed to do with the signature pages for form L-4024 that I have printed?

You are still required by statute to obtain the required signatures on the L-4024 form, but no longer need to send the hardcopies to the State. You will need to maintain your original hardcopy in your county files to be in compliance with statutory signature requirements. The certified PIN number that you use to access the account serves as a replacement for any other signatures that may be required. **Be sure that you print the county L-4024 form from the eFile reports that you have created to be used for review and signature from the County Equalization Director and the Clerk and Chairperson of the County Board of Commissioners.**

What if I cannot complete all of the reports in one session, can I come back later to finish the reports?

Yes, you can return to the program as many times as needed to work on your reports as long as you have not clicked on the submit to transmit your data. The program allows for you to save your data at any time while working in any form or worksheet, even if you are not ready to submit the final reports. Once you have clicked submit, and your data has been transmitted to the State, you will have to contact the Property Services Division to make any changes and/or obtain access to the account.

Who do I call if I have difficulty completing my Equalization Reports online?

Contact the Property Services Division at 517-373-3489 for assistance.

Why is Personal Property now listed separately by class on the L-4046?

These changes were made to accommodate changes in the law related to the new Michigan Business Tax.

I noticed that the Homestead and Non-Homestead Section of the form has changed. What is the proper way to complete this section?

There have been two additional fields added to the form to accommodate the Industrial Personal Property and the Commercial Personal Property which now qualify for the new millage exemptions under the Michigan Business Tax. These fields will be pre-filled from the data which you enter in the top portion of the form and the values should not be included in the Homestead and Non-Homestead fields. Qualified Forest property has been added to the list of values to be included in the Homestead and Non-Homestead fields of the form. **The sum of the four values in this portion of the form should equal the sum of the Total Real and Personal Property which is listed in the upper section of the form.**

How do I get the forms to print correctly from the online site?

When using an online reporting system, there can occasionally be issues related to printing that are dependent on several different factors, including but not limited to, the type of browser you have, the age of the software version you are using, and what kind of printer you have. For this reason, the program has been developed with several printing options for you to find the method that works best for your particular

needs. You may use the printer function of your browsing program by choosing print from the toolbar at the top of your screen. You may also use the program print function by using one of the two print icons located at the top of the report page. One icon will allow you to print the entire document, and the other icon allows you to print a single page. We have found that choosing to view the reports in a PDF format by using the dropdown menu at the top of the report and choosing PDF, then printing this view by using the browser toolbar at the top of the screen, provides the cleanest report without any unnecessary header and footer data included. If after trying these different options you are still having difficulty, please feel free to contact our office at 517-373-3489 for assistance.