



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

**DATE:** January 11, 2019

**TO:** County Equalization Directors

**FROM:** Property Services Division, Daniel Holland, Manager *DH*

**SUBJECT:** 2019 State Online e-Equalization filing system for forms L-4023, L-4024, L-4046, L-4402 and L-4626

Online e-Equalization filing for processing the above-mentioned county forms is now available for reporting and processing annual equalization reports.

Each county will have its own secure, online account which can be accessed with a personal identification number (PIN). The PIN serves as an electronic signature, therefore eliminating paper copies of reports submitted to the State Tax Commission. The county can also create the county equalization reports for approval and signature to the County Board of Commissioners and then file the reports in a secure electronic format and print hard copies of their filing for their records. The online account will function in a worksheet type format that builds the county reports from the local unit data that is submitted to the counties and entered into the system. Your county should upload the data into the state online system, where reports can be reviewed and created prior to submission, thereby eliminating any additional data entry. If manual entry of your L-4023 data is necessary, please be sure to enter in the Assessed Special Acts on the link for the L-4023. Instructions on the upload and manual process can be found on the eFile equalization site at [www.michigan.gov/stateequalization](http://www.michigan.gov/stateequalization), once you are logged in to your county.

The form 4606 **MUST** be completed and submitted by mail to receive your county personal identification number to enter, upload or view your 2019 data. **Please complete and file the form 4606 (Attached in the email) to obtain a 2019 personal identification number for your county.** The secure personal identification number (PIN) protects the account and restricts access so that only the county equalization director who has the PIN can access and submit data to the State. For current information and future updates regarding the online filing system, please visit the following website [www.michigan.gov/stateequalization](http://www.michigan.gov/stateequalization). Please watch for emails from BS&A Software regarding any updates for this Electronic State Equalization process.

We are excited about the opportunity to provide you with methods to simplify and streamline reporting processes and look forward to your participation. If you have any questions on how to obtain your State Equalization PIN, or any e-Equalization filing questions, please contact Lori Parr at 517-373-3489, or email [equalization@michigan.gov](mailto:equalization@michigan.gov).