



Michigan Department of Treasury

www.michigan.gov/stateequalization

eEqualization Website Instructions

Millage Rate Entry

This is a 'Living Document' that will be revised throughout the year to reflect additional changes made to the new process.

Last Updated February 29, 2016

Introduction

The addition of millage rate entry to the eEqualization website will replace the L-4402 Apportionment Report now submitted to Treasury.

Important Note: For 2015 only, millage rates will need to be reported to the State on both; 1) the Excel version L-4402 Apportionment Report, and 2) the eEqualization website. This is to help ensure that the new website expansion is functioning properly.

Starting with the 2016 tax year the Excel version L-4402 Apportionment Report will be discontinued and millage entry will be done exclusively on the eFile website.

Coming soon ...

The website will offer an option to print an Apportionment Report based on data entered and uploaded. The report is currently available in draft mode and is being checked for accuracy. Changes are still being made where needed.

The website will offer a millage search feature. Millage rates for the entire State will be available for our perusal. For example - If you're a county who has never levied a veterans' millage before and you have questions about it, you can check to see what other counties are levying veterans' millage and contact them. - OR - Maybe a city manager wants to see what millage other cities in their area are levying so it can be compared. - OR - Some outside organization is inquiring on various types of millage being levied in your county. – Whatever the inquiry, the information will be available to everyone.

Contents

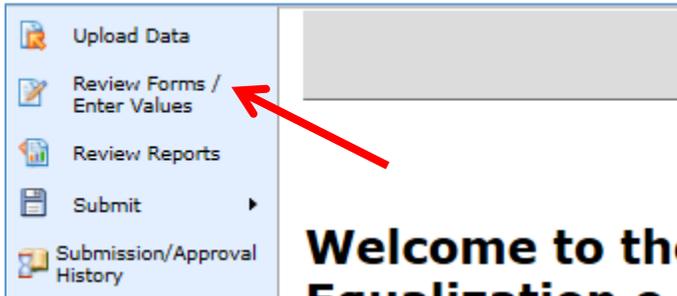
	<i>Page</i>
Introduction	1
Entering County Millage	3
Adding New County, Township, City or Village Millage	4
Millage Rate Type	4
Deleting Millage No Longer Levied	4
Entering Township, City and Village Millage	5
Entering Township, City and Village Special Assessment Millage	6
Adding New Special Assessment Millage	7
Entering Local School District Millage	8
Entering Intermediate School District (ISD) Millage	9
Entering Community College Millage	10
Entering Authority Millage	10
Adding a New Taxing Authority (Local School District, ISD, Community College, or Authority)	11
Additional Comments	12
Submission	12
L-4029 Tax Rate Requests	12
Apportionment Report / Millage Reports	13
Questions or Problems?	14

Millage Rate Entry



Login to the eEqualization website at www.michigan.gov/stateequalization

On the eFile site, Millage Entry can be found under the 'Review Forms / Enter Values' section:

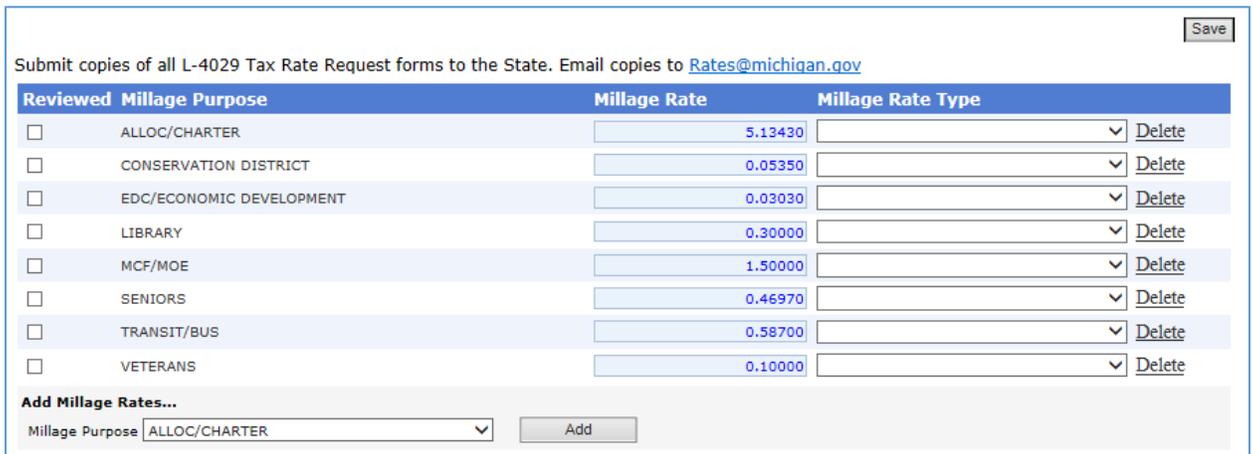


Entering County Millage

1. Click on the 'Enter County Millage Rates' link to go to the county millage screen.



2. Prior year rates will be listed for the county. You will not need to make any changes to the rates if the same millage is being levied for the current year. If the current year millage rate for the specified purpose has changed, click on the millage rate and enter the rate being levied in the current year. See instruction on page 4 for Adding New Millage or Deleting Millage No Longer Levied.



Millage Rate Entry

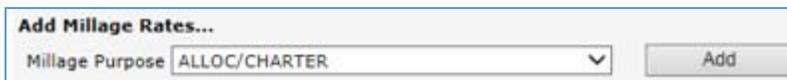
3. A 'Reviewed' checkbox is available for you to use to help keep track of the rates that have been updated. If the box is checked, the entry fields for the row will be disabled. Removing the check mark will reopen the entry fields for that row. Use of the Reviewed checkbox is optional.

Reviewed	Millage Purpose	Millage Rate	Millage Rate Type	
<input checked="" type="checkbox"/>	ALLOC/CHARTER	4.94120		Delete
<input type="checkbox"/>	MEDICAL CARE	0.18960		Delete

4. Once all rates have been updated, click the 'Save' button to save changes.

Adding New County, Township, City or Village Millage

1. To add a new millage rate, click in the dropdown box to activate it.



Scroll to locate your millage purpose and click on it to select it*. Click the 'Add' button to add your selected millage purpose. The millage purpose will be added in alphabetical order to the millage already listed on the screen. Click on the default '0.0000' millage rate and enter the rate being levied in the current year.

* If you do not see your millage purpose listed, please contact the State at 517-335-1218 or Rates@michigan.gov to have it added.

Millage Rate Type:

2. If the millage is a debt millage, make sure and select 'Debt' from the 'Millage Rate Type' dropdown list.



Options for Millage Rate Type:

- Debt
- CH = Charter
- Obligation (For example PA 345 Pension millage)
- ST = Statutory
- PA 298

3. Click the 'Save' button to save your changes.

Deleting Millage No Longer Levied

If a local unit (county, township, city or village) is no longer levying for a millage purpose listed, click 'Delete' at the end of the millage row to remove that specified millage purpose. Click the 'Save' button to save your changes.

Millage Rate Entry

If millage for a local school district, ISD, community college or other authority is no longer being levied, click 'Delete' at the end of the millage row to remove that taxing authority. Click the 'Save' button to save your changes.

Entering Township, City and Village Millage

1. Click on the 'Millage Rates' link that appears on the same line as your desired local unit to go to the local unit millage entry screen.

Enter School and Authority Rates

View County Forms... [County L-4023](#) [County L-4024](#) [County L-4046](#) [Enter County Millage Rates](#)

Unit Code	Unit Name						
01	Alcona	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
02	Caledonia	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
03	Curtis	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates

2. Prior year rates will be listed for the local unit. You will not need to make any changes to the rates if the same millage is being levied for the current year. If the current year millage rate for the specified purpose has changed, click on the millage rate and enter the rate being levied in the current year. See instruction on page 4 for Adding New Millage or Deleting Millage No Longer Levied.

<< Prev Gov. Unit Choose Local Unit... Alcona Next Gov. Unit >>

Jump to: [L-4023](#) [L-4024](#) [L-4046](#) [Special Act Total](#) [L-4626](#) [Save](#)

Submit copies of all L-4029 Tax Rate Request forms to the State. Email copies to Rates@michigan.gov

Reviewed	Millage Purpose	Millage Rate	Millage Rate Type	DNR Tax Auth
<input type="checkbox"/>	ALLOC/CHARTER	0.50550		Delete
<input type="checkbox"/>	FIRE	0.50000		Delete
<input type="checkbox"/>	FIRE	1.00000		Delete
<input type="checkbox"/>	ROADS	0.50000		Delete
<input type="checkbox"/>	ROADS	1.00000		Delete

Add Millage Rates...
 Millage Purpose: [ALLOC/CHARTER](#) [Add](#)

3. A 'Reviewed' checkbox is available for you to use to help keep track of the rates that have been updated. If the box is checked, the entry fields for the row will be disabled. Removing the check mark will reopen the entry fields for that row. Use of the Reviewed checkbox is optional.

Reviewed	Millage Purpose	Millage Rate	Millage Rate Type
<input checked="" type="checkbox"/>	ALLOC/CHARTER	4.94120	Delete
<input type="checkbox"/>	MEDICAL CARE	0.18960	Delete

4. Once all rates have been updated, click the 'Save' button to save changes.

Millage Rate Entry

- To go to another township, city or village, select the desired local unit from the 'Choose Local Unit...' dropdown box. You can also click the 'Next Gov. Unit >>>' button to advance to the next local unit in sequential order.

Entering Township, City and Village Special Assessment Millage

If you are aware of any special assessment millage that qualifies, it can be entered on the Millage Rate Data Entry screen under the 'Qualifying Special Assessment Rates' section.

To **qualify** the special assessment millage must meet **ALL 3** of the following criteria:

- The levy must be a MILLAGE based levy. No front foot, flat fee or \$X.XX spread over X years.
- The millage must be levied on REAL PROPERTY ONLY (land and premises). Special assessment millage is NOT levied on personal property.
- The millage must be levied throughout the ENTIRE township, city or village. If levied in a township, it can exclude the village(s) if levied for police, fire or advanced life support (Public Act 28 of 2003).

If the special assessment millage does not meet all 3 criteria, do not enter the special assessment rate.

Note: Key differences between a tax levied for a special purpose and a special assessment:

- Special assessment millage may be placed on a ballot for approval, but more commonly it is established by the local governing body through a special assessment district hearing.
- Special assessment millage is levied on real property only. MCL does not authorize the levy of special assessment millage on personal property.
- Special assessment millage is not subject to the Headlee MRF or Truth in Taxation BTRF.
- Special assessment millage is not required to be requested on the L-4029, however it is a good practice to list it there to ensure it's not missed. If listed, it should be clearly identified as a special assessment levied on real property only.

Entering special assessment rates:

- Prior year special assessment rates will be listed for the local units. You will not need to make any changes to the rates if the same millage is being levied for the current year. If the current year millage rate for the specified purpose has changed, click on the millage rate and enter the rate being levied in the current year. See instruction on page 7 for Adding New Special Assessment Millage or page 4 for Deleting Millage No Longer Levied.

Qualifying Special Assessment Rates					
Reviewed	Qualifying Special Assessment Purpose (and State Assigned Purpose Code)	Public Act, (Number and Year) Compiled Laws or Charter Sections	Total Property Valuation from Special Assessment Roll (Taxable or Assessed) Against Which this Millage was Levied	Millage Rate	Exclude Villages
<input type="checkbox"/>	Fire - 119			0.00000	<input type="checkbox"/>

Add Qualified Special Assessments...

Millage Purpose:

- Enter the PA used to authorize the special assessment levy (if known) under 'Public Act, (Number and Year) Compiled Laws or Charter Sections'.

Millage Rate Entry

3. If you plan on utilizing any of the available apportionment reports, you can enter the taxable or assessed value of all real property where the millage is being levied to generate an estimated special assessment levy for the report. If you do not plan on utilizing the report, you do not need to enter any property values. Enter the property value under 'Total Property Valuation from Special Assessment Roll (Taxable or Assessed) Against Which this Millage was Levied.'
4. If the special assessment millage is being levied in a township, but not in the villages of that township, check the 'Exclude Villages' checkbox.
5. A 'Reviewed' checkbox is available for you to use to help keep track of the rates that have been updated. If the box is checked, the entry fields for the row will be disabled. Removing the check mark will reopen the entry fields for that row. Use of the Reviewed checkbox is optional.

<input checked="" type="checkbox"/>	Drains - 122		0	2.50000
-------------------------------------	--------------	--	---	---------

6. Once all information has been updated, click the 'Save' button to save changes.

Adding New Special Assessment Millage

1. To add a new special assessment millage rate, click in the dropdown box under 'Add Qualified Special Assessments ...' to activate it.

Add Qualified Special Assessments...	
Millage Purpose	Ambulance/ALS - 124
	<input type="button" value="Add"/>

Locate your special assessment millage purpose and click on it to select it*. Click the 'Add' button to add your selected millage purpose. Millage will be added in alphabetical order to the millage already listed on the screen. Click on the default '0.0000' millage rate and enter the rate being levied in the current year.

*If you do not see your millage purpose listed, please contact the State at 517-335-1218 or Rates@michigan.gov to have it added.

2. Enter the PA used to authorize the special assessment levy (if known) under 'Public Act, (Number and Year) Compiled Laws or Charter Sections'.
3. If you plan on utilizing any of the available apportionment reports, you can enter the taxable or assessed value of all real property where the millage is being levied to generate an estimated special assessment levy for the report. If you do not plan on utilizing the report, you do not need to enter any property values. Enter the property value under 'Total Property Valuation from Special Assessment Roll (Taxable or Assessed) Against Which this Millage was Levied.'
4. If the special assessment millage is being levied in a township, but not in the villages of that township, check the 'Exclude Villages' checkbox.
5. Click the 'Save' button to save your changes.

Millage Rate Entry

Entering Local School District Millage

1. Click on the 'Enter School and Authority Rates' link to go to the millage entry screen.

Enter School and Authority Rates 

View County Forms... [County L-4023](#) [County L-4024](#) [County L-4046](#) [Enter County Millage Rates](#)

Unit Code	Unit Name						
01	Alcona	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
02	Caledonia	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
03	Curtis	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates

2. Prior year rates will be listed for the local school district(s). You will not need to make any changes to the rates if the same millage is being levied for the current year. If a current year millage rate for the specified school district has changed, click on the millage rate and enter the rate being levied in the current year. If needed see instruction on page 11 for Adding New Taxing Authorities (School Districts) or page 4 for Deleting Millage No Longer Levied.

Submit copies of all L-4029 Tax Rate Request forms to the State. Email copies to Rates@michigan.gov

Schools

Reviewed	Code	School District Name	Total Hold Harmless / Supplemental Oper Rate	Total Whole Non Homestead Oper Rate	Total Debt	Sinking Fund / Bldg Site	Total Non Homestead Oper Rate for Comm. Pers.	Total Recreational Rate	
<input type="checkbox"/>	01010	ALCONA COMMUNITY SCHOOLS	<input type="text" value="0.00000"/>	<input type="text" value="18.00000"/>	<input type="text" value="1.25000"/>	<input type="text" value="0.00000"/>	<input type="text" value="6.00000"/>	<input type="text" value="0.00000"/>	Delete
<input type="checkbox"/>	68030	FAIRVIEW AREA SCHOOL DIST.	<input type="text" value="0.00000"/>	<input type="text" value="18.00000"/>	<input type="text" value="0.51000"/>	<input type="text" value="1.00000"/>	<input type="text" value="6.00000"/>	<input type="text" value="0.00000"/>	Delete
<input type="checkbox"/>	35010	OSCODA AREA SCHOOLS	<input type="text" value="0.00000"/>	<input type="text" value="18.00000"/>	<input type="text" value="1.93000"/>	<input type="text" value="1.00000"/>	<input type="text" value="6.00000"/>	<input type="text" value="0.00000"/>	Delete

Add Millage...
 School:

If you need a school added to the dropdown list, please contact Darcy Marusich at 517-335-1218

3. For school districts that levy a **Hold Harmless/Supplemental** millage, do **not** deduct the HH/Supp millage from the NonHomestead millage. Enter the full amount of NH Operating millage being levied.

Schools

Code	School District Name	Total Hold Harmless / Supplemental Oper Rate	Total Whole Non Homestead Oper Rate	Total Debt	Sinking Fund	Total Non Homestead Oper Rate for Comm. Pers.	Total Recreational Rate	
63010	BIRMINGHAM	<input type="text" value="9.32400"/>	<input type="text" value="18.00000"/>	<input type="text" value="3.90000"/>	<input type="text" value="0.00000"/>	<input type="text" value="15.32400"/>	<input type="text" value="0.00000"/>	Delete



4. A 'Reviewed' checkbox is available for you to use to help keep track of the rates that have been updated. If the box is checked, the entry fields for the row will be disabled. Removing the check mark will reopen the entry fields for that row. Use of the Reviewed checkbox is optional. (See the image on the next page.)

Millage Rate Entry

Reviewed	Code	School District Name	Total Hold Harmless / Supplemental Oper Rate	Total Whole Non Homestead Oper Rate	Total Debt	Sinking Fund	Total Non Homestead Oper Rate for Comm. Pers.	Total Recreational Rate	
<input type="checkbox"/>	46020	ADDISON	0.00000	18.00000	2.95000	0.00000	6.00000	0.00000	Delete
<input checked="" type="checkbox"/>	46010	ADRIAN	0.00000	18.00000	4.90000	0.00000	6.00000	0.00000	Delete
<input type="checkbox"/>	46040	BLISSFIELD	0.00000	18.00000	0.00000	0.00000	6.00000	0.00000	Delete
<input checked="" type="checkbox"/>	46050	BRITTON DEERFIELD	0.00000	18.00000	3.97000	0.00000	6.00000	0.00000	Delete

- Once all rates have been updated, click the 'Save' button to save changes.

Entering Intermediate School District (ISD) Millage

- Click on the 'Enter School and Authority Rates' link to go to the millage entry screen.

[Enter School and Authority Rates](#) 

View County Forms... [County L-4023](#) [County L-4024](#) [County L-4046](#) [Enter County Millage Rates](#)

Unit Code	Unit Name						
01	Alcona	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
02	Caledonia	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
03	Curtis	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates

- Prior year rates will be listed for the intermediate school district(s). You will not need to make any changes to the rates if the same millage is being levied for the current year. If a current year millage rate for the specified intermediate school district has changed, click on the millage rate and enter the rate being levied in the current year. If needed see instruction on page 11 for Adding New Taxing Authorities (ISDs) or page 4 for Deleting Millage No Longer Levied.

ISDs

Code	Intermediate School District Name (ISD)	ISD Allocated Rate	ISD Total Vocational	Special Ed Rate	ISD Total Debt Rate	ISD Enhancement Rate	
04000	ALPENA-MONTMORENCY-ALCONA	0.21390	0.00000	1.97430	0.00000	0.00000	Delete
72000	C.O.O.R.	0.25300	0.00000	0.63290	0.00000	0.00000	Delete
35000	IOSCO	0.21210	0.00000	0.63710	0.00000	0.00000	Delete

Add Millage...
 ISD

- A 'Reviewed' checkbox is available for you to use to help keep track of the rates that have been updated. If the box is checked, the entry fields for the row will be disabled. Removing the check mark will reopen the entry fields for that row. Use of the Reviewed checkbox is optional.

Reviewed	Code	Intermediate School District Name (ISD)	ISD Allocated Rate	ISD Total Vocational	Special Ed Rate	ISD Total Debt Rate	ISD Enhancement Rate	
<input type="checkbox"/>	30000	HILLSDALE	0.26740	0.89180	3.00000	0.00000	0.00000	Delete
<input checked="" type="checkbox"/>	38000	JACKSON	0.34220	2.14140	6.27640	0.00000	0.00000	Delete

Millage Rate Entry

- Once all rates have been updated, click the 'Save' button to save changes.

Entering Community College Millage

- Click on the 'Enter School and Authority Rates' link to go to the millage entry screen.

Unit Code	Unit Name						
01	Alcona	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
02	Caledonia	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
03	Curtis	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates

- Prior year rates will be listed for the community colleges. You will not need to make any changes to the rates if the same millage is being levied for the current year. If a current year millage rate for the specified community college has changed, click on the millage rate and enter the rate being levied in the current year. If needed see instruction on page 11 for Adding New Taxing Authorities (community college) or page 4 for Deleting Millage No Longer Levied.

Code	Community College Name	Total Operating Rate	Total Debt Rate
20600	KIRTLAND CC	<input type="text" value="2.10930"/>	<input type="text" value="0.12000"/> Delete

Add Millage...
 CC

- A 'Reviewed' checkbox is available for you to use to help keep track of the rates that have been updated. If the box is checked, the entry fields for the row will be disabled. Removing the check mark will reopen the entry fields for that row. Use of the Reviewed checkbox is optional.

Reviewed	Code	Community College Name	Total Operating Rate	Total Debt Rate
<input checked="" type="checkbox"/>	99600	HENRY FORD CC	<input type="text" value="4.00000"/>	<input type="text" value="0.18000"/> Delete
<input type="checkbox"/>	82600	SCHOOLCRAFT CC	<input type="text" value="1.79670"/>	<input type="text" value="0.00000"/> Delete

- Once all rates have been updated, click the 'Save' button to save changes.

Entering Authority Millage

- Click on the 'Enter School and Authority Rates' link to go to the millage entry screen. (See the image on the next page.)

Millage Rate Entry

[Enter School and Authority Rates](#) 

[View County Forms...](#) [County L-4023](#) [County L-4024](#) [County L-4046](#) [Enter County Millage Rates](#)

Unit Code	Unit Name						
01	Alcona	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
02	Caledonia	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
03	Curtis	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates

- Prior year rates will be listed for the authorities. You will not need to make any changes to the rates if the same millage is being levied for the current year. If a current year millage rate for the specified authority has changed, click on the millage rate and enter the rate being levied in the current year. If needed see instruction on page 11 for Adding New Taxing Authorities or page 4 for Deleting Millage No Longer Levied.

Authorities/Part Unit Millages

Authority Name	Oper Millage Rate	Debt Millage Rate	
DDA - ALPENA	<input type="text" value="2.00000"/>	<input type="text" value="0.00000"/>	Delete

Add Authority...

Authority Name

- A 'Reviewed' checkbox is available for you to use to help keep track of the rates that have been updated. If the box is checked, the entry fields for the row will be disabled. Removing the check mark will reopen the entry fields for that row. Use of the Reviewed checkbox is optional.

Reviewed	Authority Name	Oper Millage Rate	Debt Millage Rate	
<input checked="" type="checkbox"/>	ART - WAYNE COUNTY	<input type="text" value="0.20000"/>	<input type="text" value="0.00000"/>	Delete
<input type="checkbox"/>	DDA - DETROIT	<input type="text" value="0.98870"/>	<input type="text" value="0.00000"/>	Delete

- Once all rates have been updated, click the 'Save' button to save changes.

Adding a New Taxing Authority (Local School District, ISD, Community College or Authority)

- To add a new local school district, local school transfer district, ISD, community college or other authority, click in the 'Add Millage' dropdown box associated with the corresponding section to activate it.

Add Millage...

School

If you need a school added to the dropdown list, please contact Darcy Marusich at 517-335-1218

(Example of Schools section)

Scroll to locate the desired taxing authority and click on it to select it*. Click the 'Add' button to add your selected taxing authority. The taxing authority will be added in alphabetical order to the taxing authorities listed on the screen. Click on the default '0.0000' millage rate(s) and enter the rate(s) being levied in the current year.

*If you do not see the desired taxing authority listed, please contact the State at 517-335-1218 or Rates@michigan.gov to have it added.

Millage Rate Entry

2. Click the 'Save' button to save your changes.

Additional Comments

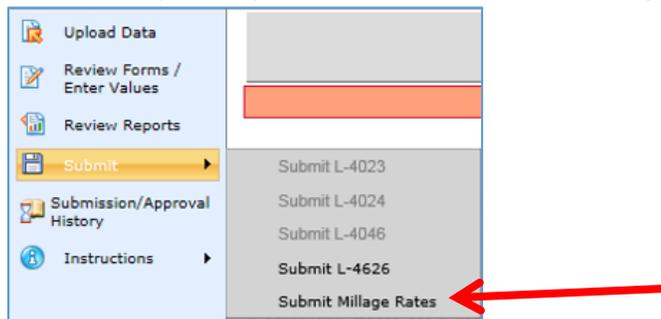
There is an 'Additional Comments' section at the bottom of every millage entry screen for you to use if you need to provide additional information pertaining to the millage that was entered. The State may also enter comments here to identify any special conditions regarding the levy of a millage.

Submission

Millage rates can be entered or updated at any time throughout the year, May through November.

The due date for submission of all millage rates is **November 30th** after any new millage resulting from the November election has been added.

1. After all entry is complete, click Submit / Submit Millage Rates.



L-4029 Tax Rate Requests

Copies of all L-4029 Tax Rate Requests will still need to be submitted to the State. Please submit the L-4029s all together at the same time you make your eFile submission. If an L-4029 has been revised after your submission, please submit a copy of the revised L-4029.

PDF scans of the L-4029s can be emailed to Rates@michigan.gov.

-OR-

Paper copies of the L-4029s can be mailed to: Michigan Dept. of Treasury
PO Box 30790
Lansing, MI 48909-8290

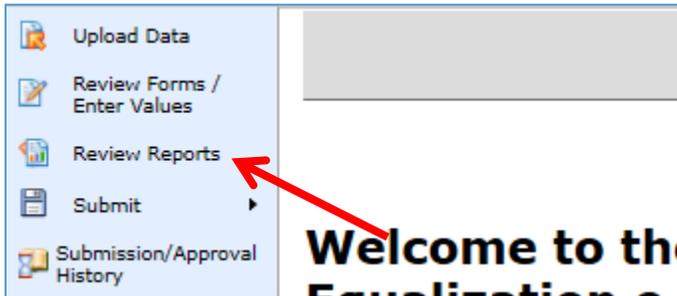
Millage Rate Entry

Apportionment Report

NOTE: As of February 2016, a draft version of the apportionment report is available on the eEqualization website. This report is still being checked for accuracy and changes to the report are still being made as needed.

Counties are not required to use the Apportionment Report contained on this website. It is available for counties to use if desired.

On the eFile site, reports can be found under the 'Review Reports' section:



1. Make the following selections from the dropdown boxes provided:

Category: Select 'Excel Exports'
Report: Select 'Apportionment Report'
Tax Year: Select the desired tax year.
County: Select the desired county.

State E-Filing Reports

Select a Report...

Category:

Report:

Report Options

Tax Year:

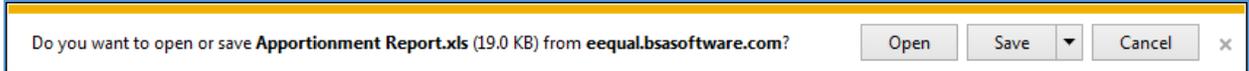
View Prelim. Values (Applies to L-4023, L-4024, and L-4046 Reports only)

County Filters...

County: Display All Display Only Counties Waiting Approval Display Only Counties waiting Submission

2. Click the 'Run Report...' button.
3. It may take a moment for the information on the report to be compiled. When the report is ready a bar will appear at the bottom of the screen that asks, "Do you want to open or save **Apportionment Report.xls** from **eequal.bsasoftware.com**?" (See the image on the next page.)

Millage Rate Entry



4. Choose to 'Open' or 'Save' the report. You may decide to save the report after opening it. The report will open in MS Office Excel.
5. Click the 'Enable Editing' button on the yellow bar at the top of your Excel screen before attempting to make any changes to the report.



The Apportionment Report produced is similar to the report contained in the State 4402 Excel file. It exports directly to Excel and is *very clean*. It contains six worksheets; County and LU, Authorities, School, CC and ISD, Total Rates, and Spec Assmnt. The report uses the rates entered and/or updated on the eFile site and the taxable values from the 4626 uploads to the eFile site. Once downloaded, the county can personalize the report by adding rows or columns, worksheets, charts and graphs, etc.

	A	B	C	D	E	F
1						
					(E) Total County Extra Voted Operating Rate	(F) Est. County EV Oper. Tax Doll
2	(A) County Name	(B) Taxable Value	(C) County Allocated Rate / SET	(D) Est. County Allocated / SET Tax Dollars		
3	Eaton	3,353,542,662.00	5.2149	17,488,389.62	3.8750	12,994,9
4	STATE ED. TAX	3,251,112,231.00	6.0000	19,506,673.37	0.0000	
5						
6						
	(J) Local Unit Name Townships Cities Villages Listed Alphabetically	(K) Taxable Value	(L) Total Allocated / Charter Rate	(M) Est. Local Allocated / Charter Tax Dollars	(P) Total Debt Rate	(O) Est. Local EV / Oper. Tax Doll
7						
8	Bellevue	74,445,987.00	0.8149	60,666.03	0.0000	
9	Benton	93,660,464.00	0.8917	83,517.04	0.0000	184,6
10	Brookfield	46,292,267.00	0.8370	38,746.63	0.0000	

Questions or Problems?

If you have any questions or problems with any portion of the millage entry or the reporting feature, please do not hesitate to contact the State at 517-335-1218 or send an email to Rates@michigan.gov.