



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

R. KEVIN CLINTON
STATE TREASURER

DATE: December 5, 2014
TO: State Assessed Companies (Telephone, Rail Car, and Railroad)
FROM: Kevin D. VanGieson of Assessment and Certification Division
SUBJECT: 2015 PIN Request for State Assessed Annual Property Reporting

The State Tax Commission has ordered that all 2015 Annual Property Reports submitted by State assessed companies under Public Act 282 of 1905 will be required to file using the online electronic filing system. Each State assessed company will have its own secure, online account which can be accessed with a personal identification number (PIN). This PIN serves as an electronic signature and enables your company to file Annual Property Reports and related credit applications online, view the interactive calculation worksheets as they are produced, and print hard copies of the filing for your records. In addition, all individual tax notices will be posted to the individual online accounts and can be viewed and printed once the tentative and final calculations have been completed.

Personal identification numbers are changed on an annual basis to maintain the privacy and security of your company account.

- The 6 digit **PIN** issued for use in 2014 will not be valid for 2015.
- The 14 digit **Parcel Number** that identifies your company will remain the same for 2015.

PIN:	XXXXXX will change for 2015
PARCEL NUMBER:	XX-00-00-00-000-XXX remains the same for 2015

Please complete and postal mail the enclosed request Form 4435 for 2015 to obtain a personal identification number for your company. The secure personal identification number protects the account and restricts access so that only the person who your company authorizes may access or view the information submitted to the State. **For current information regarding the State Assessed Annual Property Reporting System, please visit the following website located at: www.michigan.gov/stateassessedproperty.** Once we receive and process Form 4435, the requested PIN letters will be sent by US mail beginning the first week of February 2015.

If you have any questions, please feel free to contact Kevin VanGieson with the Assessment and Certification Division at 517-241-4338 or VanGiesonK@Michigan.gov