

**E-filing Instructions for Entering the local L-4023s to create your
County L-4023 Analysis for Equalized Valuations Report**

This Form is due **on or before the Third Monday in April**. (STC Rule 209.41(8) as authorized by MCL 211.150)

Begin data entry of the L-4023 by clicking on the local unit form link which is located to the right of the local unit name. At the top of the screen there is a dropdown menu titled "Choose Local Unit" which allows you to navigate between local units easily to enter the local L-4023s in whatever order you receive them. You may also use the **<Previous Gov. Unit>** or the **<Next Gov. Unit>** buttons to navigate in numerical order if you choose to enter the data in unit order.

At the top of the screen you should note that the County Number, County Name, Local Unit Number and Local Unit Name will be pre-filled for you in the top banner on each screen. Verify that you are in the correct local unit before proceeding. The form will default to the real property page of the report first. At the top left corner of the worksheet, there are two tabs which allow you to navigate between the real property and personal property pages of the form.

Line xx0 This line will be pre-filled with the classification name for each section of the form. (i.e. AGRICULTURAL, COMMERCIAL, etc...)

Line xx1 The prior year **parcel count** and **assessed value** boxes will be pre-populated by the program. Please verify your starting numbers to the ending numbers found on last years line xx8. **If there is a discrepancy in the beginning assessed value, please contact the Assessment and Certification Division at 517-373-3489.** If you encounter a class of property where there was no prior balance, you will not be able to enter values on lines 1, 2 and 4, but may enter any "new" value on line 6. If the assessed value of the new should come in at a percentage of true cash value other than 50%, you will need to click on the asterisk to the right of the true cash value on line 6 and check the blended ratio checkbox. Enter a description in the comments box explaining why the "new" is being brought in at a rate other than 50% of true cash value. Click the save button and then proceed to enter the true cash value. The % will be automatically calculated by the program. Click on the True Cash Value box to enter the starting true cash value as determined from the equalization study. Tab to the **REMARKS** column and select one of the standard abbreviations from the drop down menu.

Real Property		Personal Property	
CS	County Study	AU	Audit
ES	Estimated (L-4023)	CS	County Study
NW	New Class	ES	Estimated (L-4023)
RA	Complete re-appraisal	NW	New Class
CT	Transfer from another class	RV	Record Verification
NC	None Classified	CT	Transfer from another class
		NC	None Classified

The % ratio will be automatically calculated by the program, and will represent the beginning assessed value divided by the true cash value from the L-4018. The ratio will be rounded to four places (50.00% or 0.5000).

Line xx2

LOSS

Tab to the loss box in the assessed column and enter the assessed value of the loss. **This number should be entered as a positive number. Do not use a – (minus) sign or parentheses.** A loss may be the result of several events including splits in a retiring number, combining several parcels, or changing the classification of one or more parcels. (See instructions for the form L-4022 for a definition of LOSS).

Line xx3

No need to enter anything. All numbers will be automatically calculated. The ratio will be the same ratio listed on line xx1 and xx2.

Line xx4

ADJUSTMENT

Tab to the adjustment box in the assessed column and enter the value. Precede the adjustment with a – (minus sign) if it is a minus adjustment. If it is a positive adjustment, no sign should be used. (See instructions for the form L-4022 for a definition of ADJUSTMENT).

Line xx5

No need to enter anything. All numbers will be automatically calculated. The calculated ratio is the assessed value divided by the true cash value rounded to four decimal places.

Line xx6

NEW

Tab to the new box in the assessed column and enter the assessed value of new parcels. This may be the result of several events including splits, new subdivisions, annexation, parcels transferred from another class, and new construction. (See instructions for the form L-4022 for a definition of NEW). The **NEW TRUE CASH VALUE** will be calculated by the program when you tab to the next field, and will equal the new assessed value divided by the ratio indicated on line xx6.

Note: if the new assessed value is the result of a class change or an annexation and the property comes into the class at a different ratio than indicated on line xx5, a blended ratio will be needed. If this is the case, click on the asterisk to the right of the true cash value. A box will open for you to check that a blended ratio is used, and to type in a comment. Place a checkmark in the box and fill in the comment to describe why you are using the blended ratio. Please make sure to click on the SAVE tab at the top of the box before closing to go back to the L-4023 entry. This will enable you to enter the true cash value on line xx6. If you are still unable to enter the TCV, click on the asterisk to verify that you have a checkmark in the blended ratio box and press save again.

Line xx7 This field defaults to zero. There are two limited situations where you may need to change the zero to some other value:

First scenario: When a complete re-appraisal has been instituted and completed, and where the equalization department has conducted a study of that re-appraisal and finds it to be reliable and accurate, true cash value may be added or deducted on this line in the **TRUE CASH VALUE** column. A complete re-appraisal is defined as all of the following: a field inspection of all properties in the unit, measurement of all new buildings, properly calculated and applied economic condition factors, proper land value study, and calculation of property values using approved methodology.

Second scenario: Line xx1 is not based on a reliable and accurate study. When this occurs and the ratio exceeds 50%, the ratio shall be reduced to 50% by adding true cash value on line xx7 (refer to Bulletin 13 of 1996) and submit a full explanation. Any exception to this procedure of reducing the ratio to 50% must be accompanied by a complete explanation of the assessor's justification of assessments above the constitutional maximum level.

NOTE: For either scenario click on the asterisk to the right of the true cash value. A comments box will open for your explanation. Please make sure to click on the SAVE tab at the top of the box before closing to go back to the L-4023 entry.

Line xx8 **TOTAL**
Tab to the No. Pcls. box to enter the number of total parcels for the class. **All other values on Line xx8 will be automatically calculated.** The calculated Line xx8 assessed value total will equal the sum of the assessed values from Line xx5 and Line xx6. The calculated Line xx8 true cash value will equal the sum of the true cash values from Line xx5, Line xx6, and Line xx7. The calculated ratio will equal the Line xx8 assessed value divided by Line xx8 true cash value, rounded to four places.

Line xx9 **No need to enter anything.** The program will automatically calculate the computed 50% of the true cash value by multiplying the TRUE CASH VALUE indicated on line xx8 by 50% rounded to the nearest dollar. The program will automatically calculate the Recommended CEV by analyzing the ratio on line xx8. If the ratio on line xx8 is equal to or greater than 0.4900 but equal to or less than 0.5000 the program will enter the assessed value from line xx8 on the Recommended CEV line. If the ratio is less than 0.4900 or greater than 0.5000, the program will enter 50% of the true cash value from line xx8.

Repeat line xx0 thru xx9 for each classification of the remaining Real Property Classifications. When you are done with the Real Property, click the **<Personal Property>** tab at the top left of the worksheet to

open the personal property screen. Enter the personal property data for each classification in the same manner.

REAL PROPERTY TOTALS

Line 800 **No need to enter anything.** All numbers will be automatically calculated. The parcel number will be the sum of all current year real parcels reported above. The total assessed value equals the sum of all lines x08 for the real property assessed values. The total true cash value should equal the sum of all lines x08 for real property true cash values. The ratio will be calculated by the program as the total assessed value on line 800 divided by the total true cash value rounded to four decimal places.

Line 809 **No need to enter anything.** All numbers will be automatically calculated. The Total Computed 50% of True Cash Value should equal 50% of the Total True Cash Value on line 800. The Total Recommended CEV will equal the sum of the recommended CEVs for all six classes of real property (Lines x09).

PERSONAL PROPERTY TOTALS

Line 850 **No need to enter anything.** All numbers will be automatically calculated. The assessed amount calculated by the program will equal the sum of all lines x58 for the personal property assessed values, and the true cash value amount calculated by the program will equal the sum of all lines x58 for true cash values. The ratio calculated will represent the total assessed value divided by the total true cash value rounded to four decimal places.

Line 859 **No need to enter anything.** All numbers will be automatically calculated. The Total Computed 50% of True Cash Value will equal 50% of line 850 Total True Cash Value. The Total Recommended CEV will equal the sum of the Recommended CEVs for all classes of personal property (lines x59).

REAL AND PERSONAL PROPERTY TOTALS

Line 900 **No need to enter anything.** All numbers will be automatically calculated. The No. Parcel equals the sum of all current year real and personal parcels. The assessed value is the sum of the real and personal assessed values from lines 800 and 850. The taxable value equals to the sum of the real and personal true cash values from lines 800 and 850.

Once you have entered and saved all of the local unit L-4023s, you can review your county compilation of the L-4023s by pressing the **<Review Reports>** button in the left hand column, choose the L-4023 report from the dropdown menu of reports available, and click on the **<Run Report>** button. You may re-run these reports as many times as necessary to review your work during the report building process.

Submitting the County L-4023 Analysis for Equalized Valuations Report

Once you have entered all of the local unit L-4023s and have reviewed your County report for accuracy, you are now ready to submit your report to the State. You will need to click on the **<Submit>** button in the left hand column of the screen, choose the **<Submit L-4023>** button from the dropdown menu. **Once you submit your report you will not be able to revise the report yourself. Any subsequent changes will have to be made by contacting the Assessment and Certification Division.** When you press the submit button, you will be prompted by a pop-up message to confirm that you are the person authorized to submit the report and that you are ready to send the final version of your report to the State for processing. If you are the person authorized to submit this report, select **<OK>** and this will transmit your report to the State. You will receive a prompt confirming that your data was successfully submitted to the State. If at any time you wish to return to the site to view your reports, you may do so by using your PIN. You may also print copies of your reports for your records if you so desire.

If you have submitted the final report and later discover that a change needs to be made, you must contact the Assessment and Certification Division at 517-373-3489 to make arrangements for error correction.