

## **E-filing Instructions for Completing the L-4024 Assessed and Equalized Valuations Report**

This form is due **on or before the First Monday in May**. (MCL 209.5(2))

Click on the **<Review Forms/Enter Values>** button on the left side of the screen to get to the primary navigation screen. Click on the **<Worksheet for L-4024>** link to the right of the local unit name which you are entering. At the top of the screen you should note that the County Number, County Name, Local Unit Number and Local Unit Name are pre-filled for you in the top banner on each screen. Verify that you are in the correct local unit before proceeding.

To the left is a list of the real and personal property classifications. The assessed value that was calculated by the L-4023 has been pre-populated into the Assessed Valuation Column, and the County Equalized Valuation has been pre-populated with the Recommended County Equalized Value from the L-4023. The CEV Multiplier will be auto-calculated by the program. It is equal to the County Equalized Value divided by the Assessed Valuation for each class. The Ratio is equal to the Assessed Valuation divided by two times the County Equalized Valuation. ( $AV/(2*CEV)$ ).

Once you have reviewed all of the L-4024 information for each of the local units in your county, you may review the county L-4024 compilation by choosing the **<Review Reports>** button on the left hand column of the screen and choosing the desired report from the report dropdown menu and clicking 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.

Once you have reviewed your county L-4024 for accuracy, MCL 209.5 requires that the equalization director sign the form, as well as obtain signatures on the L-4024 from the Chairperson and Clerk of the County Commission. Before you can submit this form to the State, you must print a copy of the report and obtain the required signatures indicated on the form.

### **How do I get the L-4024 form with signature block to print from the online site?**

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.

### **Submitting the County L-4024 Assessed and Equalized Valuations Report:**

Once you have reviewed your county L-4024 for accuracy and have obtained all of the required signatures, you are ready to submit the Board Approved data to the State. To submit your county L-4024 to the State, you will need to point your cursor at the

**<Submit>** button in the left hand column of the screen, and click on the **<Submit L-4024>** 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 have obtained the required signatures. If you are the person authorized to submit this report, and have obtained the required signatures, 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 should retain the signed paper copies in your county files as proof of statutory compliance.

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.