

E-filing instructions for Completing the L-4046

This form is due **on or before the Fourth Monday in June.** (MCL 211.27d)

This report is used to submit total Taxable Valuations, broken down by classification, for each township and city within the county. The Taxable Valuations reported here are the final Taxable Valuations as of the fourth Monday in May, not the Tentative Taxable Valuations. Final Taxable Valuations may be different from the Tentative Taxable Valuations when a township or city receives a county and/or state equalization factor more or less than was used to calculate Tentative Taxable Valuations.

The online version of the L-4046 which you will be entering data into is a worksheet set up to be entered by local unit, and was created to resemble the L-4022 for taxable value, which the counties receive from the local units. The data entered into the spreadsheets for each local unit will be automatically consolidated into a county L-4046 to be submitted to the State after all data has been entered for each individual local unit.

Click on the **<Review Forms/Enter Values>** button on the left margin of the screen to get to the main navigation screen. From there, choose the **<Worksheet for L-4046>** link to the right of the unit 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.

In the left hand column of the screen, property classifications are listed for both Real and Personal property. Tab to the fields to the right of each classification and enter the corresponding taxable value from the Local Unit L-4022 for Taxable Value form. If a particular class has no value, enter a zero. **DO NOT LEAVE BLANKS.**

The program will automatically calculate the totals for Real Property, Personal Property, and for the combined Real and Personal property total.

There have been two additional fields added to the Homestead Totals section of the form to accommodate the Industrial Personal Property and the Commercial Personal Property which now qualify for the new millage exemptions under the Michigan Business Tax. These fields will be pre-filled from the data which you enter in the top portion of the form and the values should not be included in the Homestead and Non-Homestead fields. Qualified Forest property has been added to the list of values to be included in the Homestead and Non-Homestead fields of the form. The sum of the four values in this portion of the form should equal the sum of the Total Real and Personal Property which is listed in the upper section of the form.

NOTE: Where there is a partial Homeowner's Principal Residence Exemption or partial qualified agricultural property exemption, split taxable value between Homeowner's Principal Residence and Non-Homestead.

Please make sure to click on the SAVE tab at the top right corner before continuing.

You may use the **<Previous Gov. Unit>** and the **<Next Gov. Unit>** buttons at the top of the screen to navigate thru the Local units in sequential order, or you may use the **<Choose Local Unit>** dropdown menu to jump to a specific local unit for entry.

Once all of your local unit information is entered, choose the **<Review Reports>** button on the left margin and choose the **<L-4046>** report from the dropdown menu, and click on **<Run Report>**. You may re-run these reports as many times as necessary to review your work during the report building process.

Submitting the County L-4046 Taxable Value Report:

Once you have reviewed your county L-4046 report for accuracy, you are ready to submit your finalized County L-4046 to the State. You will need to point your cursor to the **<Submit>** button in the left hand column of the screen, click on the **<Submit L-4046>** 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 has been 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.