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STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

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**DATE:** September 21, 2009  
**TO:** Assessors, Equalization Directors, Interested Parties  
**FROM:** State Tax Commission  
**SUBJECT:** State Tax Commission Electronic Communications

Effective communication is a high priority of the State Tax Commission and its staff. Much of the communication on behalf of the Commission is performed by email. In an effort to disseminate information in a timely and effective manner and to improve service, all interested parties are offered the opportunity to receive communications sent by email on behalf of the Commission.

A system is in place which allows State Tax Commission messages to be sent by email to assessors, equalization directors, and other interested parties who supply the Commission with a valid email address. This system requires that parties wishing to receive electronic correspondence subscribe to a LISTSERV mailing list. To subscribe to the LISTSERV mailing list, the following steps must be completed:

1. Create an email to [Listserv@listserv.michigan.gov](mailto:Listserv@listserv.michigan.gov).
2. In the subject line, type "ListServ Subscription".
3. In the body of the email, type "subscribe Treas-STC-PTD" followed by your first name and your last name.
4. Send the email.

When you have completed the above steps, the system will automatically send you an email message requiring subscription confirmation. You must respond to that email to complete the subscription process. If you do not receive a confirming email message within ten minutes, please contact LaNiece Densteadt by email at [DensteadtL@michigan.gov](mailto:DensteadtL@michigan.gov). Once subscribed, you will receive email messages sent on behalf of the Commission.

You will need to repeat the above process to continue your subscription if your email address changes. At any time, if you wish to unsubscribe, simply send an email from your subscribed email address to [Listserv@listserv.michigan.gov](mailto:Listserv@listserv.michigan.gov) and type in the body of the email "signoff Treas-STC-PTD".

All interested parties are encouraged to take advantage of the opportunity to receive electronic communications sent on behalf of the State Tax Commission. Please feel free to contact the office of the State Tax Commission with any questions at 517-335-3429 or by email at [State-Tax-Commission@michigan.gov](mailto:State-Tax-Commission@michigan.gov).