

## Batch Cover Sheet for Principal Residence Exemption (PRE) Forms

Issued under the authority of Public Act 206 of 1893

The cover sheet is provided for transmittal of principal residence exemption forms to the Michigan Department of Treasury (Treasury) after you have noted them in your tax records. Photocopy this cover sheet as needed and use it to transmit all types of PRE forms listed below to the Treasury. Separate the forms by type. **Place a separate cover sheet over each type of form and check the appropriate box. Assessors handling more than one local unit must also separate forms by local unit.**

To reduce the number of mailings, forward all forms received in a quarter to Treasury on the 15th of April, July, October, and January.

Assessors must keep a copy of all forms submitted to the Department of Treasury for their records. Copies may be electronic (scanned copies) as long as there is a backup of the scanned copy.

**NOTE:** If your county does the assessing for your local unit, forward this batch cover sheet to the county.

City or Township Name	County Name	Revenue Sharing Code
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*Active Duty Military Affidavit (Form 4660)*

**NOTE:** *Claim for Farmland Exemption from Some School Operating Taxes (Form 2599)* should not be forwarded to Treasury. It is under the jurisdiction of the local assessor.

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**Mailing Instructions:** If you are using the United States Postal Service, use the "Mail To" address below. If you are using UPS or other delivery or courier system, use the address below.

**Mail To:**

Michigan Department of Treasury  
Principal Residence Exemption Unit  
P.O. Box 30440  
Lansing, MI 48909

**UPS or Other Delivery/Courier System:**

Michigan Department of Treasury  
Principal Residence Exemption Unit  
7285 Parsons Drive  
Dimondale, MI 48821