

# 2025 Electronic Signature Declaration for Annual Property Reports For State Assessed Telephone, Railroad and Car Line Entities

Issued under authority of Public Act 282 of 1905, as amended.

State assessed entities must file annual property reports electronically. To obtain an electronic signature Personal Identification Number (PIN) and gain access to a secure online account the entity must properly complete this form and submit it to the Property Services Division at the mailing address located at the bottom of this form. Upon receipt of a properly completed form, the Property Services Division will issue a PIN within five (5) business days after the end of January via USPS mail to the person who signs this form. This PIN will then be used in lieu of an original signature when filing an annual property report electronically.

Name and address (City, State, ZIP Code) of Person Authorized Below to Obtain this Request	Taxpayer Company Name on Report
	Contact Email Address
	Contact Telephone Number

**THIS FORM IS CONFIDENTIAL AND INFORMATION ON THIS FORM IS TO BE USED ONLY IN THE ASSESSMENT PROCESS.**

**TYPE OF REPORTING ENTITY:**       Telephone - 99       Railroad - 98       Rail Car Line - 97

**PREFERENCE FOR RECEIVING PIN VIA INFORMATION PROVIDED ABOVE:**  Mailing Address       Email address

## DECLARATION

I, \_\_\_\_\_, being duly sworn, depose and say that each Annual Property Report containing the personal identification number to be assigned to me by the Property Services Division, is a true and complete statement of all property, both real and personal, owned and/or used for state assessed purposes by the within mentioned taxpayer for the reporting period covered by the report, and that all data provided for the purposes of determining eligibility for, and calculating credits available for the reporting period is true and accurate to the best of my knowledge.

In addition, by affixing my signature below, I do hereby affirm that I am a person duly authorized to procure a confidential personal identification number on behalf of the stated taxpayer, by virtue of the authority granted to me as President Secretary, Superintendent, Chief Officer, Owner, or duly authorized agent **with attached Power of Attorney, Letter of Authority, etc.**

Signature (must be actual signature) and Title	Date
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## REQUIRED NOTARIZATION

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public, State of _____	County _____
Signature of Notary Public _____	My Commission Expires _____
Printed Name of Notary Public _____	Acting in the County of _____

Property Services Division USE ONLY		
Company Parcel Number - 00 - 00 - 00 - 000 -	PIN Number	Date of PIN Issuance

Annual Reports are submitted online at [www.michigan.gov/stateassessedproperty](http://www.michigan.gov/stateassessedproperty). If you have any questions, visit the website or contact the Property Services Division at 517-335-4410.

Send this **original** declaration by postal mail to:  
Michigan Department of Treasury  
Property Services Division  
PO Box 30471  
Lansing MI 48909

## **Instructions for Form 4435, State Assessed Annual Property Report Electronic Signature**

1. Any state assessed entity desiring to use an electronic signature on an Annual Property Report and gain access to an individual secure online account, must properly complete Form 4435, Electronic Signature Declaration for Annual Property Reports and mail to: Michigan Department of Treasury, Property Services Division, PO Box 30471, Lansing MI 48909.

The Property Services Division will review the submitted form and, if properly completed, will issue a personal identification number by conventional mail to the authorized individual who signed the form. Personal identification numbers are to be treated as confidential information (to be disseminated only for use in the assessment process) and will not be issued over the telephone. Upon written request, personal identification numbers may be issued by electronic mail.

2. Properly completed forms will be verified and processed by the Property Services Division and personal identification numbers usually issued within five (5) business days of receipt after the end of January.

3. Upon receipt of the personal identification number from the Property Services Division, a state assessed entity will use this number in lieu of an actual signature on Annual Property Reports which are filed electronically. Secondly, it enables access to the individual secure accounts. These accounts will be used for online entry and submission of property data for those who choose to use the simplified online reporting process. These accounts will also be viewable for those who wish to view the calculation "worksheet" and the tentative and final taxable values that will be posted prior to the tax bills being sent through U.S. mail.