

## Annual 2024 Electronic Signature Declaration for Electronic Filing of Forms 2795 (L-4046), 4626, and Millage Rates

**INSTRUCTIONS:** The County Equalization Director who wishes to use an electronic signature on reports or wishes to gain access to their secure county online account must properly complete this form and submit it to the Property Services Division via the email below. Upon receipt of a properly completed form, the Property Services Division will issue a unique Personal Identification Number (PIN) within five (5) business days and notify the County Equalization Director via the official email address that is on file with the State Tax Commission. This PIN will then be used in lieu of an original signature when filing annual reports electronically.

County Name on Report and Office Address (City, State, ZIP Code)	Name of Equalization Director
	Email Address
	Telephone Number

**THIS FORM IS CONFIDENTIAL AND INFORMATION ON THIS FORM IS TO BE USED ONLY FOR PIN ASSIGNMENT.**

DECLARATION		
<p>I, _____, being duly sworn, depose and say that the forms submitted using the personal <small>(print legibly)</small> identification number assigned to me by the Property Services Division, which contain the county property information required under MCL 211.27d, MCL 207.12, and MCL 207.13(1) to be reported for state purposes for the reporting period for the county for which such account has been created, are true and accurate to the best of my knowledge.</p> <p>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 County, by virtue of the authority granted to me as County Equalization Director.</p>		
Equalization Director Signature (must be actual signature)	Date	
REQUIRED NOTARIZATION		
Subscribed and sworn to before me this _____ day of _____, 20_____.		
Notary Public, State of _____	County _____	
ss		
Signature of Notary Public	My Commission Expires _____	
Printed Name of Notary Public	Acting in the County of _____	
FOR PROPERTY SERVICES DIVISION USE ONLY		
Username	PIN	Date of Issuance

Please return the signed and completed form via email to [rates@michigan.gov](mailto:rates@michigan.gov) no later than February 28. If you have any questions, visit [www.michigan.gov/stateequalization](http://www.michigan.gov/stateequalization) or contact the Property Services Division at [rates@michigan.gov](mailto:rates@michigan.gov) or 517-335-4410.

## **Annual Electronic Signature Declaration for Electronic Filing of Forms 2795 (L-4046), 4626, and Millage Rates**

1. Any County Equalization Director desiring to use an electronic signature on an annual equalization report and gain access to an individual secure online account must properly complete Form 4606, "Electronic Signature Declaration for Annual Equalization Reports," and email to **rates@michigan.gov**.

The Property Services Division will review the submitted form and, if properly completed, will issue a personal identification number by conventional mail to the County Equalization Director who signed the form. Personal identification numbers are to be treated as confidential information (to be disseminated only for use in the equalization 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 issued within 5 business days of receipt.
3. Upon receipt of the personal identification number from the Property Services Division, the county will use this number in lieu of an actual signature on annual equalization 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 equalization data for those who use the simplified online reporting process, and these accounts will also be viewable for those who wish to view the tentative and final values.