

Annual 2025 Electronic Signature Declaration for Electronic Filing of Forms 3215 (L-4046), 4626, and Millage Rates

INSTRUCTIONS: A County Equalization Director, to use an electronic signature on reports or gain editing access to their secure county online account, must properly complete this form and submit a scanned pdf to **Equalization@michigan.gov**. Upon receipt of a properly completed form, the Property Services Division will issue a unique Personal Identification Number (PIN) to 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 (Taxable Value/Millage forms in E-Equalization and 3215 Certification of County EQ Study by Equalization Director in the Michigan Equalization Gateway (MEG)).

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 **Equalization@michigan.gov** no later than February 28. If you have any questions, visit **www.michigan.gov/stateequalization** or contact the Property Services Division at **Equalization@michigan.gov** or 517-335-4410.

Annual State Equalization Reports Electronic Signature Instructions

1. All County Equalization Directors are required to use an electronic signature to gain access to an individual secure online E-Equalization account and to electronically sign Form 3215 in the Michigan Equalization Gateway (MEG), and must properly complete Form 4606, "Electronic Signature Declaration for Annual Equalization Reports," and email to **Equalization@michigan.gov**.
2. The Property Services Division will review the submitted form and, if properly completed, will issue a personal identification number by email 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.
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 in the BS&A E-Equalization system. This PIN will be used for online entry and submission of equalization data. Thirdly, the assigned PIN is required to electronically sign Form 3215, Certification of County EQ Study by Equalization Director in the Michigan Equalization Gateway (MEG).

Direct questions to the Property Services Division representative for your county or by email to **Equalization@michigan.gov**.