BS&A Software Instructions for Form 4626 for Local Unit Assessors

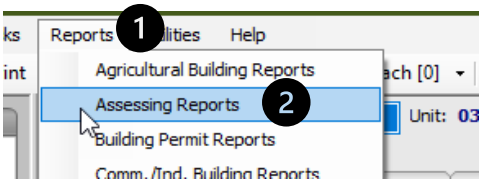
Revised February 2022

Important Notes:

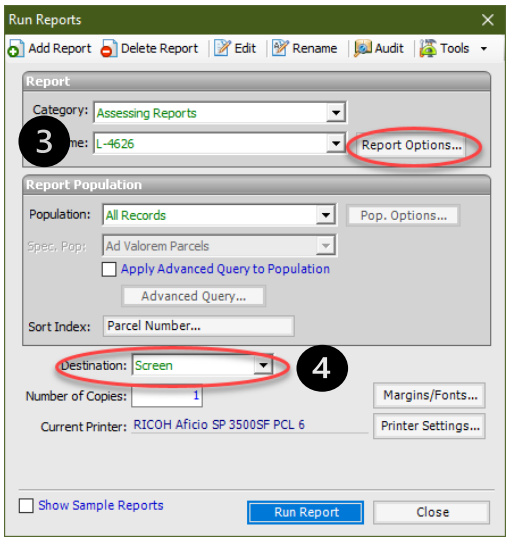
- Report 4626 contains taxable values for the local unit divided into subcategories such as school districts, levying villages, authorities, renaissance zones and expiring renaissance zones. This report is used in generating estimated property tax levies in compliance with MCL 207.12.
- Run Form 4626 from the *current* database after the close of the March Board of Review and submit the electronic .CSV file to your *county equalization department* along with form L-4021. The L-4022 will be submitted to the county equalization department via the Michigan Equalization Gateway (MEG).
- Local Unit Assessors - Do Not submit a copy of the 4626 to the State.
- Form 4626 is due after the close of the March Board of Review.
- Townships: Do Not exclude village values from the report.
- If you have to rerun the report and generate a new .CSV file, first delete the existing .CSV file and then rerun the report.
- If you have any problems or questions, please contact BS&A at (517) 641-8900.

First, make sure you are in Table View (not Parcel View) before running the report.

From the File Menu:



1. Select “Reports”
2. Select “Assessing Reports”
3. Select “L-4626” from the reports listed (the correct report population choices will automatically be completed for you)
4. Set “Destination” to Screen



Set up your Report Options

a. Preparer Name: Enter your name.

b. Preparer Phone: Enter your phone number.

c. Preparer Email: Enter your email address.

d. Gov. Unit: Selected appropriate Township or City.

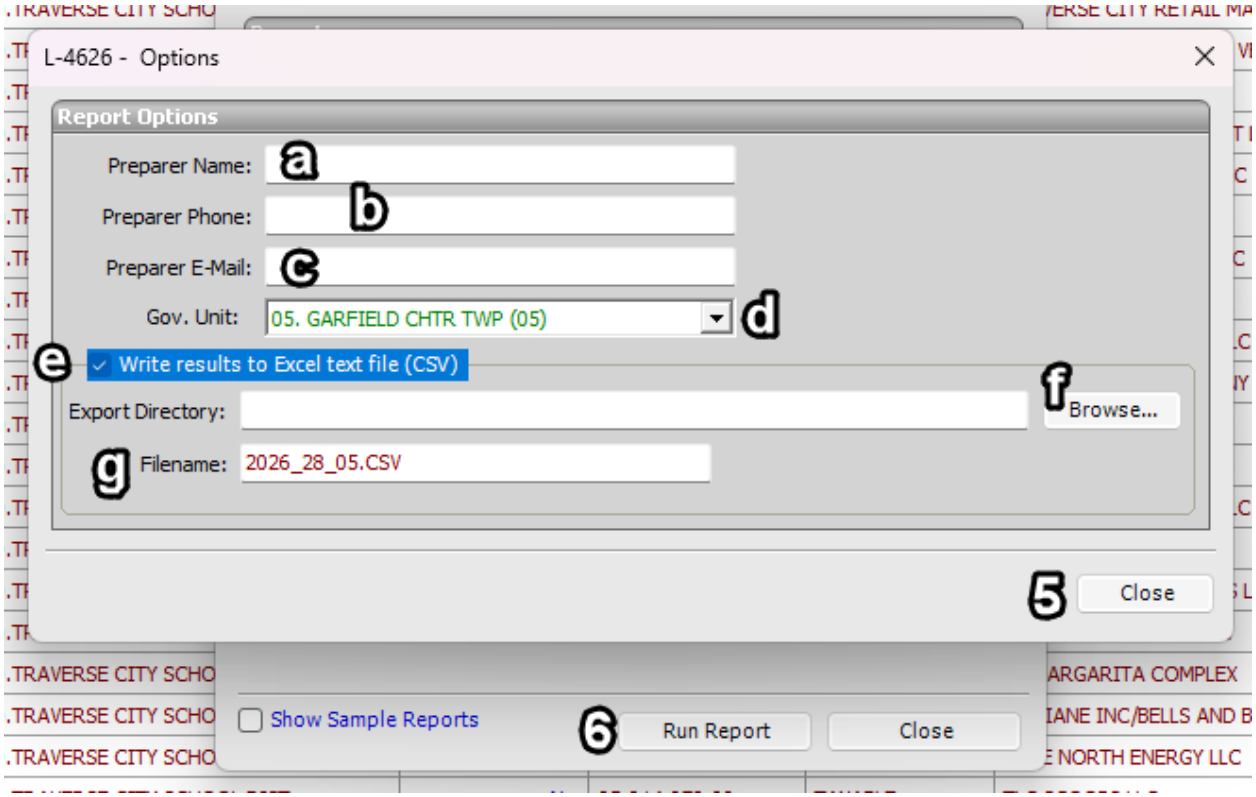
e. Make sure to check “Write results to Excel text file (CSV)”.

f. Click “Browse” and select the save location in which the CSV file will be created (remember this save location so you can locate the CSV file and attach it to an email to the equalization department).

g. The file name will auto fill (do not change). If you would like to use a different name for your file, rename it after it is generated.

5. Click “Close”

6. Click “Run Report”



The form will appear on your screen and can be saved or printed if you would like.

7. After the .CSV file is created navigate to where it was saved and attach the file to an email to the County’s Equalization Department. They ***MUST*** receive this .CSV file as they cannot use a PDF or paper format.