



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MARLON I. BROWN, DPA  
DIRECTOR

\_\_\_\_\_  
Petitioner(s)

MICHIGAN TAX TRIBUNAL

v

MTT Docket No. \_\_\_\_\_

\_\_\_\_\_  
Respondent(s)

REQUEST FOR INFORMAL SETTLEMENT CONFERENCE

1. I am requesting an informal settlement conference be scheduled and held to discuss this case.
2. A hearing has not yet been scheduled in this case.
3. Name of Requestor: \_\_\_\_\_  
Requestor's Phone Number: \_\_\_\_\_  
Requestor's Email (if any): \_\_\_\_\_
4. The requester is the:  Taxpayer  Local Unit of Government  
 Authorized Representative of \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

**PROOF OF SERVICE**

I certify that on this date \_\_\_\_\_, I served a copy of this request on \_\_\_\_\_ (the opposing party if not represented or their representative) by:

- Personal Delivery    First Class Mail    Registered or Certified Mail or  
 Other Designated Delivery Service (UPS, FedEx)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*A copy of this request must also be filed with the Michigan Tax Tribunal.

**Mailing Address:** 611 W. Ottawa St., Lansing, MI 48933

**Overnight Carrier Address (UPS, FedEx, DHL Deliveries):**

2nd Floor MTT, 2407 N. Grand River Avenue, Lansing, MI 48906

**E-Filing:** <https://eFiling.apps.lara.state.mi.us>