



Michigan Department of Treasury

www.michigan.gov/stateequalization

eEqualization Website Instructions

4626 Taxable Value Upload

This is a 'Living Document' that will be revised throughout the year to reflect additional changes made to the new process.

Last Updated February 29, 2016

Introduction

Form 4626, Assessing Officer's Report of Taxable Values as of State Equalization in May, contains taxable values for the local unit divided into subcategories such as school districts, levying villages, authorities, renaissance zones and expiring renaissance zones. This information is used in generating estimated property tax levies in compliance with MCL 207.12.

I was hoping to have a single export similar to the 4023 or 4046 upload, but unfortunately there are too many obstacles with inconsistencies in local databases at this time to make that happen. So we're left with uploading the individual township and city 4626 files. Fortunately the upload is very quick since the file size is generally 1 KB or less, so you're only limited timewise by how fast you can click your mouse.

Important Note: For 2015 only, the local assessor will submit their 4626 to the State. The State will compile and test the 4626 submissions for each county. When all local unit submissions have been received for a particular county, the State will then send the batch of 4626 submissions to the county for upload as part of training.

Beginning with the 2016 tax year, local assessors will be directed to submit their 4626 directly to their county equalization department following the March Board of Review. The 4023, 4046 and 4626 submissions should be uploaded to the eFile site all at the same time by the 3rd Monday in April. If any county or state equalization factors are received that affect taxable values, the 4046 and 4626 submissions can be reloaded with the corrected values.

To assist counties, a PreLoad Prep Tool has been developed for each county to help ensure the 4626 upload will be successful. The tool will check for:

- Correct Tax Year
- Correct Local Unit & School District Coding
- Correct Submission Format
- Missing or Incorrect Values

For local units with assessing software that doesn't produce the needed csv file for upload, a 4626 Excel Web form is available on the eEqualization website under 'Related Material' at: www.michigan.gov/stateequalization. Local assessors have been instructed to complete that in lieu of the software produced csv file. The PreLoad Prep Tool contains a function to convert the 4626 Excel Web form into the needed csv file.

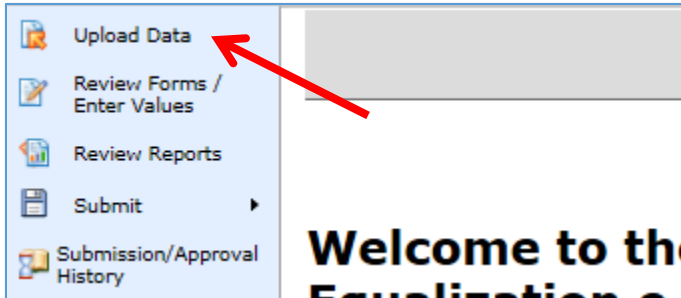
Contents	Page
Introduction	1
Upload Local Unit 4626	3
<i>How to Upload a 4626 CSV File</i>	3
PreLoad Prep Tool	4
<i>How to Use the PreLoad Prep Tool</i>	4
<i>How to Convert a 4626 Excel Web Form to CSV</i>	6
View/Enter 4626 Taxable Values	7
Local Unit Values	7
Renaissance Zone Local Unit Values	8
Schools	8
Renaissance Zone Schools	9
Community Colleges	10
<i>How to Add a Community College</i>	10
Renaissance Zone Community Colleges	11
Authorities / Part Unit	11
<i>How to Add an Authority or Part Unit Millage</i>	12
Renaissance Zone Authorities / Part Unit	14
<i>How to Add a Renaissance Zone Authority</i>	14
Villages	15
<i>How to Add a Village</i>	16
Renaissance Zone Villages	16
<i>How to Add a Renaissance Zone Village</i>	17
Expiring Renaissance Zones	18
<i>Clarifying Information Uploaded for an Expiring Renaissance Zone</i>	18
<i>How to Add an Expiring Renaissance Zone</i>	19
Delete an Unneeded Line	20
Additional Comments	20
Submission	20
Questions or Problems	20

4626 Taxable Value Upload

Login to the eEqualization website at www.michigan.gov/stateequalization



On the eFile site the 4626 Upload can be found under the 'Upload Data' section:



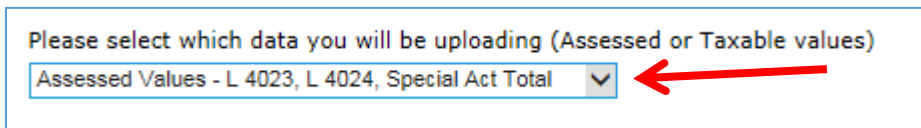
Upload Local Unit 4626

Important notes about the 4626 upload:

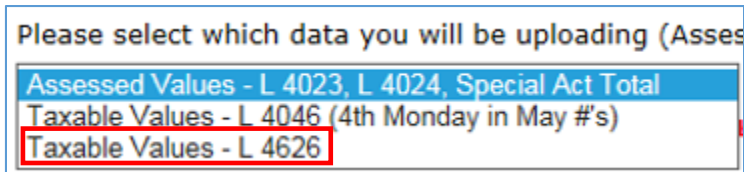
- A separate 4626 submission will need to be uploaded for each township and city in the county.
- The 4626 file will need to be formatted and coded correctly for a successful upload.
- The file type needed for upload is Comma Delimited (CSV).
- A PreLoad Prep Tool will be provided to each county to identify and correct issues that may arise. See the PreLoad Prep Tool instruction on page 4 for more information.

How To Upload a 4626 csv File:

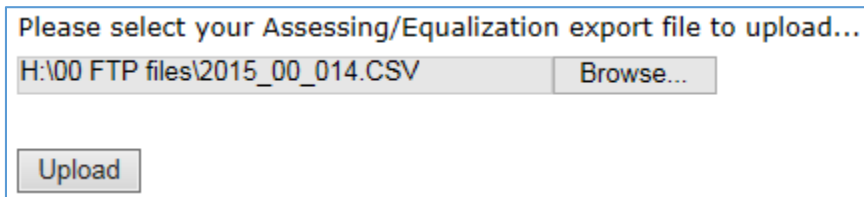
1. Click in the upload selection dropdown box to activate it.



Select 'Taxable Values – L 4626'.



2. Click the 'Browse...' button and locate the 4626 csv file saved on your computer*.

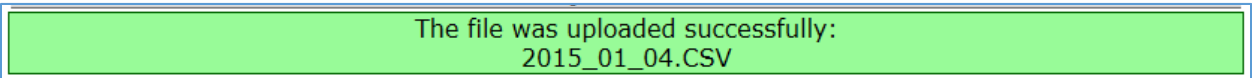


*NOTE: All 4626 csv files will need to be saved to your computer prior to the upload.

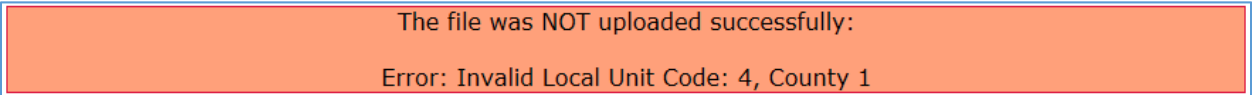
4626 Taxable Value Upload

3. Click the 'Upload' button.

A successful upload will be identified with a green confirmation:



An unsuccessful upload will be identified with an orange error notification:



If you receive an orange error notification, make the correction indicated in the error message, or run the 4626 csv file through the Excel PreLoad Prep Tool provided to your county by the State to help identify and/or fix problem(s). See the PreLoad Prep Tool instruction on page 4 for more information.

4. After correcting any issue or error with the 4626 csv file, try uploading the file again. If you are unable to successfully correct an issue with a 4626 csv file, please contact the State at 517-335-1218 or at Rates@michigan.gov for assistance.

PreLoad Prep Tool

The Excel PreLoad Prep Tool will assist the county in identifying and fixing issues that interfere with a successful upload of a 4626 submission. Contact the State at 517-335-1218 or at Rates@michigan.gov to obtain a copy of the PreLoad Prep Tool for your county. The tool will check for correct tax year, correct submission format, correct local unit coding and school coding, taxable value balance (total LU TV vs. total school district TV), and missing village values.

At this time the 4626 must be run from local unit database for the correct tax year. If the local assessor has rolled their database over following the March Board of Review, then the 4626 will need to be run from the archived database.

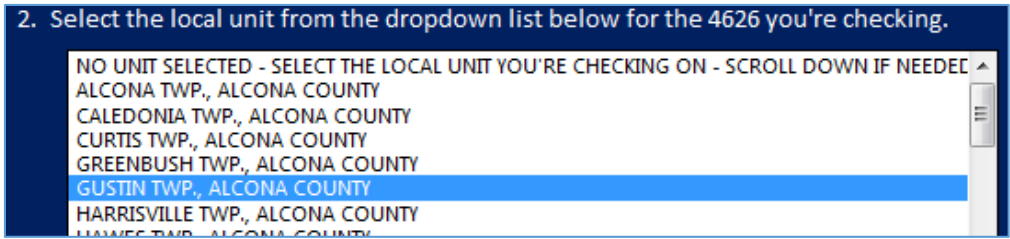
How to Use the PreLoad Prep Tool:

1. Open the 4626 csv file generated from the local unit database*. The PreLoad Prep Tool and the local unit 4626 csv file are the only Excel friendly files you should have open on your computer.

*NOTE: If the local assessor was unable to provide the correct csv file, a 4626 Excel Web form should have been completed and submitted. The PreLoad Prep Tool contains a function to convert a 4626 Excel Web form to the required csv format. See 'PreLoad Prep Tool – Convert 4626 Excel Web Form to CSV' on page 6 for instruction on converting a 4626 Excel Web form.

2. Select the local unit from the dropdown list shown in the PreLoad Prep Tool for the 4626 you're checking. (See the image on the next page.)

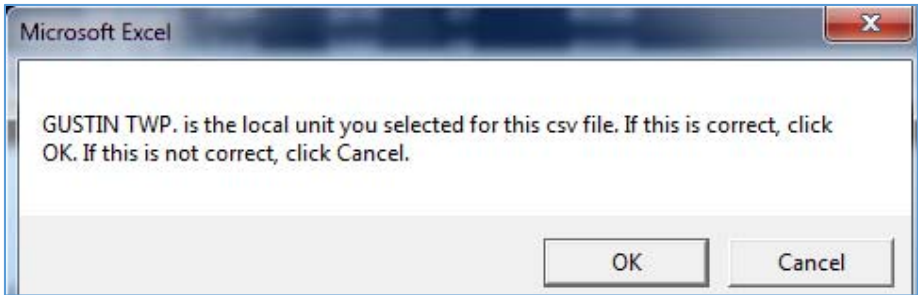
4626 Taxable Value Upload



3. Click the 'Check 4626' button on the PreLoad Prep Tool.

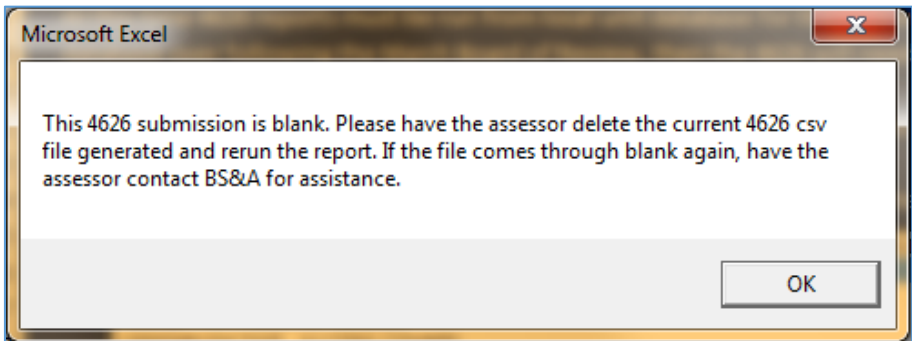


4. Confirm the desired local unit the csv file should be identified as and prepped for.

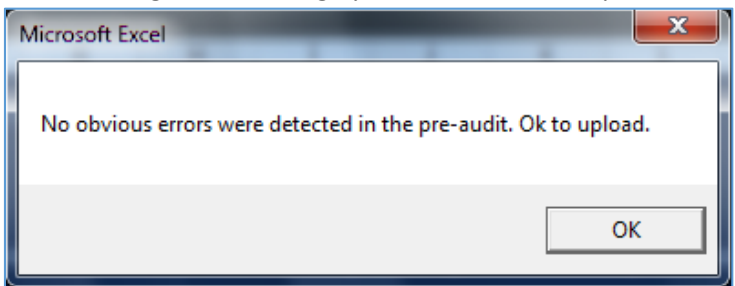


5. The tool will perform a scan on the csv file that is open on your computer and identify any potential problems. The Tool will automatically correct coding, naming and other issues it can fix. For problems identified that the Tool is unable to automatically fix, you will receive a message box detailing the problem and the action needed to fix it.

The following image is an example of one potential problem. This is the error message that will also be received if the 4626 submission was made in .doc, .rxt, or .pdf format because the Tool was looking for an open Excel friendly file and there was none.



The following is the message you will receive if no problems were detected:



PreLoad Prep Tool – Convert 4626 Excel Web Form to CSV

For those assessors whose software doesn't produce the needed csv file, there is a 4626 Web form in Excel available for the assessor to use. The 4626 Excel Web form is available on the eEqualization website at www.michigan.gov/stateequalization under the 'Related Material' section. It is also available on the Taxes website at www.michigan.gov/propertytax via the 'Forms and Instructions' link, under the 'Assessor' category.

The PreLoad Prep Tool contains a function to convert the 4626 Excel Web form into the required csv file for upload. The conversion function is item #4 on the PreLoad Prep Tool worksheet and can be found beginning in row 33 of the worksheet.

How to Convert the 4626 Excel Web Form into the Required CSV File:

1. Before running this function, save the submitted 4626 Excel Web form to your computer. Open the submitted 4626 Excel Web form and the PreLoad Prep Tool. These are the only two Excel friendly files you should have open on your computer.

NOTE: This function will save a copy of the submission to the same folder location where you saved the 4626 Excel Web submission. The copy will be given a new name. The function will then dissect and recreate the newly created copy as it converts it to a csv file.

An image of one of the worksheets in the 4626 Excel Web form:

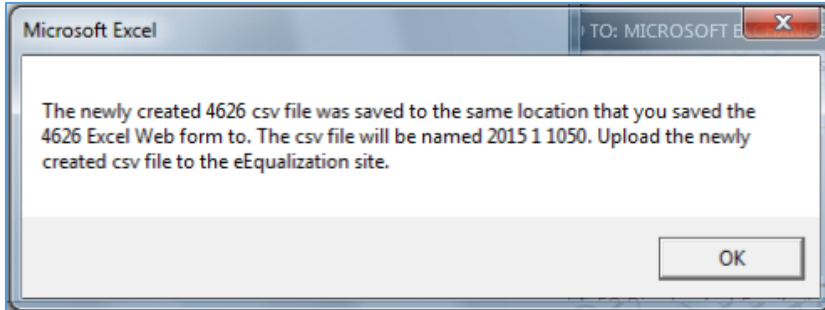
2015 Assessing Officer's Report of Taxable Values	
As of State Equalization in May	
Previous	Continue
County Name	ALCONA
County Number	1
Local Unit Name	GUSTIN TWP.
Local Unit Number	1050

2. Click the 'Create a CSV file from the 4626 Web Excel Form' button in the PreLoad Prep Tool to convert the 4626 Excel Web file into the needed csv file.

Create a CSV file from the 4626 Web Excel Form

You will get a confirmation box informing you that the job is complete and what name was assigned to the newly created csv file. The new name format will be: [YEAR_County#_LU#] (See the image on the next page.)

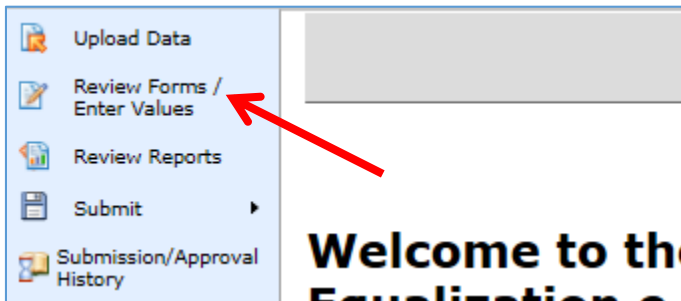
4626 Taxable Value Upload



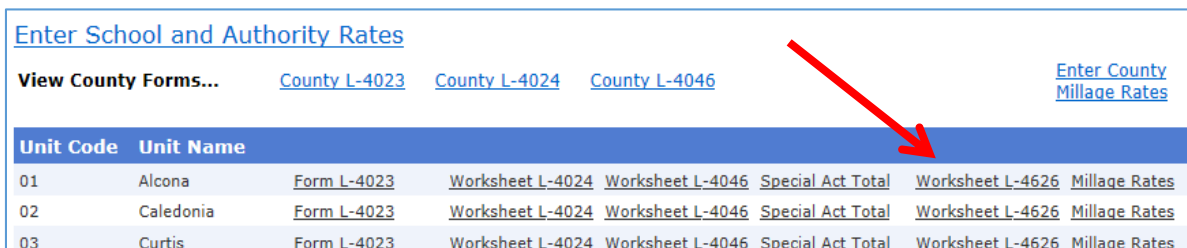
3. You can now upload the newly created csv file to the eEqualization website.

View/Enter 4626 Taxable Values

The 4626 taxable values can be viewed and/or manually updated. Access to the 4626 taxable value screen can be found under the 'Review Forms / Enter Values' section:



1. Click on the 'Worksheet L-4626' link that appears on the same line as the desired local unit to go to the 4626 Local Unit Values screen.



Unit Code	Unit Name	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
01	Alcona	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
02	Caledonia	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates
03	Curtis	Form L-4023	Worksheet L-4024	Worksheet L-4046	Special Act Total	Worksheet L-4626	Millage Rates

Local Unit Values

Local unit total taxable values are imported from the 4626. The following taxable values listed should be from the ad valorem roll, **excluding renaissance zone taxable values** for the current year.

- **All Classes Real Property TV** = Total of All classes of real property only
- **All Classes Personal Property TV** = Total of All classes of personal property only
- **All CIU Classes Real TV** = Total of Commercial and Industrial classes of real property only

4626 Taxable Value Upload

- **All CIU Classes Personal Property TV** = Total of Commercial, Industrial and Utility classes of personal property only

Local Unit Values							
Local Unit Code	Local Unit Name	All Classes Real Property TV	All Classes Personal Property TV	All CIU Classes Real TV	All CIU Classes Personal Property TV	Industrial Personal Property	Imported
13	Leighton	191,995,838	11,612,400	19,783,980	11,612,400	0	<input checked="" type="checkbox"/> Delete

*Industrial Personal Property will eventually be reported on the 4626, but is not currently.

Renaissance Zone Local Unit Values

Local unit total renaissance zone taxable values are imported from the 4626. The following taxable values listed should be from the ad valorem roll, **renaissance zone only taxable values** for the current year.

- **All Classes Real Property TV** = Total of All classes of real property only
- **All Classes Personal Property TV** = Total of All classes of personal property only
- **All CIU Classes Real TV** = Total of Commercial and Industrial classes of real property only
- **All CIU Classes Personal Property TV** = Total of Commercial, Industrial and Utility classes of personal property only

Renaissance Zone Local Unit Values							
Local Unit Code	Local Unit Name	All Classes Real Property TV	All Classes Personal Property TV	All CIU Classes Real TV	All CIU Classes Personal Property TV	Industrial Personal Property	Imported
05	Dorr	328,578	508,900	328,578	508,900	508,900	<input checked="" type="checkbox"/> Delete

Schools

Total taxable values by school district are imported from the 4626. The following taxable values listed should be from the ad valorem roll, **excluding renaissance zone taxable values** for the current year. (See the image on the next page.)

- **All Classes Total TV** = Total of All classes of real & personal property
- **All Classes NonHomestead**= Total of All classes of real & personal property not exempted in part or whole from the school district NonHomestead operating millage
- **All CIU Classes Total TV** = Total of Commercial, Industrial & Utility classes of real & personal property
- **All CIU Classes NonHomestead** = Total of Commercial, Industrial & Utility classes of real & personal property not exempted in part or whole from the school district NonHomestead operating millage
- **Commercial Personal Property ONLY** = Total of Commercial personal property only
- **Industrial Personal Property ONLY** = Total of Industrial personal property only (Do not worry if the imported value is 0. Industrial Personal Property will eventually be reported on the 4626, but is not currently).

4626 Taxable Value Upload

Schools

School Code	School Name	All Classes Total TV	All Classes NonHomestead	All CIU Classes Total TV	All CIU Classes NonHomestead	Commercial Personal Property ONLY	Industrial Personal Property	Imp.	
41050	CALEDONIA COMMUNITY SCHOOLS	74,644,427	15,488,461	2,509,804	1,910,909	365,600	0	<input checked="" type="checkbox"/>	Delete
08050	THORNAPPLE KELLOGG SCH DIST	14,947,093	3,126,390	3,238,903	1,791,588	108,000	0	<input checked="" type="checkbox"/>	Delete
03040	WAYLAND UNION SCHOOLS	114,016,718	27,624,035	25,647,673	19,544,882	3,097,400	0	<input checked="" type="checkbox"/>	Delete

Add New School...

School:

If you need a school added to the dropdown list, please contact Darcy Marusich at 517-335-1218

Renaissance Zone Schools

Total renaissance zone taxable values by school district are imported from the 4626. The following taxable values listed should be from the ad valorem roll, **renaissance zone only taxable values** for the current year.

- **All Classes Total TV** = Total of All classes of real & personal property
- **All Classes NonHomestead**= Total of All classes of real & personal property not exempted in part or whole from the school district NonHomestead operating millage
- **All CIU Classes Total TV** = Total of Commercial, Industrial & Utility classes of real & personal property
- **All CIU Classes NonHomestead** = Total of Commercial, Industrial & Utility classes of real & personal property not exempted in part or whole from the school district NonHomestead operating millage
- **Commercial Personal Property ONLY** = Total of Commercial personal property only
- **Industrial Personal Property ONLY** = Total of Industrial personal property only

Renaissance Zone Schools

School Code	School Name	All Classes Total TV	All Classes NonHomestead	All CIU Classes Total TV	All CIU Classes NonHomestead	Commercial Personal Property ONLY	Industrial Personal Property	Imp.	
41040	BYRON CENTER PUBLIC SCHOOLS	0	0	0	0	0	0	<input type="checkbox"/>	Delete
03070	HOPKINS PUBLIC SCHOOLS	0	0	0	0	0	0	<input type="checkbox"/>	Delete
03040	WAYLAND UNION SCHOOLS	837,478	328,578	837,478	328,578	0	0	<input checked="" type="checkbox"/>	Delete

Community Colleges

If a community college boundary for the local unit is consistent with the local school district(s) boundary or encompasses the entire local unit, no taxable values for community college will need to be uploaded or entered.

If a local unit levies millage for a community college and the boundary of the area where the millage is levied doesn't follow the township or city boundary or a specified school district(s), the taxable value for the college within the specified local unit will need to be entered.

How to Add a Community College:

1. If the college isn't already listed, it will need to be added. To add a community college for a local unit, click in the 'Community College' dropdown box to activate it.

Add New Community College...

Community College:

If you need a community college added to the dropdown list, please contact Darcy Marusich at 517-335-1218

Locate the community college and click on it to select it*. Click the 'Add' button to add the selected community college. The community college will be added in alphabetical order to those already listed on the screen. **If the local unit has a renaissance zone make sure to also add the community college to the Renaissance Zone Community Colleges section.**

* If you do not see the community college listed, please contact the State at 517-335-1218 or at Rates@michigan.gov to have it added.

2. Click on the default '0' values and enter the following taxable values from the ad valorem roll, **excluding renaissance zone taxable values** for the current year.
 - **Taxable Value** = Total of All classes of real & personal property
 - **Taxable Value CIU** = Total of Commercial, Industrial & Utility classes of real & personal property

Community Colleges

Community College Code	Name	Taxable Value	Taxable Value CIU	
39600	KALAMAZOO VALLEY CC	<input type="text" value="0"/>	<input type="text" value="0"/>	Delete

Add New Community College...

Community College:

If you need a community college added to the dropdown list, please contact Darcy Marusich at 517-335-1218

3. Click the 'Save' button to save any data entered or any changes made.

Renaissance Zone Community Colleges

If a community college boundary for the local unit is consistent with the local school district(s) boundary or encompasses the entire local unit, no renaissance zone taxable values for community college will need to be uploaded or entered.

If a local unit levies millage for a community college and the boundary of the area where the millage is levied doesn't follow the township or city boundary or a specified school district(s), the renaissance zone taxable values for the college within the specified local unit will need to be entered.

How to Add a Renaissance Zone Community College:

1. If the college isn't already listed, it will need to be added. To add a community college for a local unit, click in the 'Community College' dropdown box to activate it.

Add New Community College...
Community College: ALPENA CC (04600) Add
If you need a community college added to the dropdown list, please contact Darcy Marusich at 517-335-1218

Locate the community college and click on it to select it*. Click the 'Add' button to add the selected community college. The community college will be added in alphabetical order to those already listed on the screen.

* If you do not see the community college listed, please contact the State at 517-335-1218 or at Rates@michigan.gov to have it added.

2. Click on the default '0' values and enter the following taxable values from the ad valorem roll, **renaissance zone only taxable values** for the current year.
 - **Taxable Value** = Total of All classes of real & personal property
 - **Taxable Value CIU** = Total of Commercial, Industrial & Utility classes of real & personal property

Community College Code	Name	Taxable Value	Taxable Value CIU	
39600	KALAMAZOO VALLEY CC	0	0	Delete

Add New Community College...
Community College: KALAMAZOO VALLEY CC (39600) Add
If you need a community college added to the dropdown list, please contact Darcy Marusich at 517-335-1218

3. Click the 'Save' button to save any data entered or any changes made.

Authorities / Part Unit Millage

Regardless whether taxable values need to be entered or not, all authority and part unit levies should be identified and listed in this section. If the authority boundary for the local unit is consistent with the

4626 Taxable Value Upload

local school district(s) boundary or encompasses the entire local unit the taxable values will automatically be populated with the 4626 upload and no taxable values for the authority will need to be entered.

If a local unit levies millage for an authority or other part unit levy and the boundary of the area where the millage is levied doesn't follow the entire township or city boundary or specified school district(s), the taxable value for the authority within the local unit will need to be entered.

If a 4626 is loaded that contains an authority whose name is not recognizable (for example it was preceded by a numeric code or spelled a different way), the Authorities section will be flagged in red as seen in the image below.

Authorities/Part Unit
One or more Authorities were not found during the L-4626 import. The value from the Import File is listed in the 'Imported Code and Name' column. Please select the correct Authority Name from the drop-down.

Imported Code and Name	Select Authority	Authority Name	School	Exclude Village (s)	Manually Enter TVs	Part Unit Taxable Value	CIU Part Unit Taxable Value	Imported
LANSE VILLAGE DDA	DDA - L'AN'		(00000)	<input type="checkbox"/>	<input type="checkbox"/>	6,177,987	5,937,217	<input checked="" type="checkbox"/>

[Delete](#)

If the red message indicates the program wasn't able to correctly identify the authority on the uploaded 4626 follow the direction below.

1. Click in the 'Select Authority' dropdown and select the correct authority.

Imported Code and Name	Select Authority	Authority Name
LANSE VILLAGE DDA	DDA - L'ANSE (0701)	

2. Click the 'Save' button to save any data entered or any changes made. Clicking the 'Save' button should remove any residual red message.

How to Add an Authority or Part Unit Levy:

If the authority or part unit levy isn't already listed, it will need to be added. To add an authority or part unit levy for a local unit, click in the 'Authority' dropdown box to activate it. (See the image on the next page.)

4626 Taxable Value Upload

Add New Part Unit Authority...

Authority:

If you need an authority added to the dropdown list, please contact Darcy Marusich at 517-335-1218

Locate the authority or part unit levy and click on it to select it*. Click the 'Add' button to add the selected authority or part unit levy. The authority or part unit levy will be added in alphabetical order to those already listed on the screen. **If the local unit has a renaissance zone make sure to also add the authority or part unit levy to the Renaissance Zone Authorities / Part Unit section.**

* If you do not see the authority or part unit levy listed, please contact the State at 517-335-1218 or at Rates@michigan.gov to have it added.

- Make the applicable school selection in the 'School' dropdown box:
 - If the authority millage is levied in **the entire local unit or in all school districts**, select 'All School Districts in Unit' for the School.
 - If the boundary of the authority **follows a school district**, select the school district from the 'School' dropdown box.
 - If the authority millage is levied **in more than one school district, but not the entire local unit**, add the authority for each school district where the authority millage is levied as demonstrated for the Lenawee District Library in the image below.
 - If the millage is being levied throughout the **entire township, but excludes the village(s)**, select 'All School Districts in Unit' for the School.
 - If the authority or part unit millage that is being levied **does not follow a school district and is not levied in the entire local unit**, the taxable value will need to be manually entered. Leave the default value of (00000) in the School box.

Authorities/Part Unit	
Authority Name	School
LIBRARY - LENAWEЕ DIST.	ADDISON COMMUNITY : ▾
LIBRARY - LENAWEЕ DIST.	ONSTED COMMUNITY S ▾
LIBRARY - HUDSON CARNEGIE LENAWEЕ CO.	HUDSON AREA SCHOOL ▾

- If the millage is being levied throughout **the entire township, but excludes the village(s)**, click the box below the header 'Exclude Village(s)' to check it.

Authorities/Part Unit						
Authority Name	School	Exclude Village(s)	Manually Enter TVs	Part Unit Taxable Value	CIU Part Unit Taxable Value	Imported
ROADS - PLEASANT PLAINS TWP	BALDWIN COMMUNITY S ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> Delete

- If the boundary for the authority levy or other part unit levy is not unit-wide, doesn't follow a school district boundary and item 3 listed above doesn't apply, you will need to manually enter

4626 Taxable Value Upload

values for this authority or part unit levy. Click the checkbox below the header 'Manually Enter TVs' to check it. Click on the default '0' values and enter the following taxable values from the ad valorem roll, **excluding renaissance zone taxable values** for the current year.

- **Part Unit Taxable Value** = Total of All classes of real & personal property where the millage is levied
- **CIU Part Unit Taxable Value** = Total of Commercial, Industrial & Utility classes of real & personal property where the millage is levied

Authorities/Part Unit						
Authority Name	School	Exclude Village (s)	Manually Enter TVs	Part Unit Taxable Value	CIU Part Unit Taxable Value	Imported
DDA - ALPENA	(00000) ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11,947,840	11,526,366	<input type="checkbox"/> Delete

NOTE: Taxable values for the authority or part unit levy will need to be entered only if the 'Manually Enter TVs' box is checked.

4. Click the 'Save' button to save any data entered or any changes made.

Renaissance Zone Authorities / Part Unit Levy

Authority and part unit levies need to be identified and listed in this section only if the local unit has renaissance zone property.

If the local unit has renaissance zone property, all authority and part unit levies should be identified and listed in this section regardless whether taxable values need to be entered or not. If the authority boundary for the local unit is consistent with the local school district boundaries or encompasses the entire local unit, no taxable values for the authority will need to be manually entered.

If a local unit levies millage for an authority or other part unit levy and the boundary of the area where the millage is levied doesn't follow the entire township or city boundary or a specified school district, the taxable value for the authority within the specified local unit will need to be manually entered.

How to Add a Renaissance Zone Authority or Renaissance Zone Part Unit Levy:

Follow steps 1 thru 3 of the **How to Add an Authority or Part Unit Levy** instruction beginning on page 12. Then continue with step 4 on page 14.

4. If the boundary for the authority levy or other part unit levy is not unit-wide, doesn't follow a school district boundary and item 3 listed on page 13 doesn't apply, you will need to manually enter values for this authority or part unit levy. Click the checkbox below the header 'Manually Enter TVs' to check it. Click on the default '0' values and enter the following taxable values from the ad valorem roll, **renaissance zone taxable values only** for the current year. (See the image on the next page.)
 - **Part Unit Taxable Value** = Total of All classes of real & personal property where millage is levied

4626 Taxable Value Upload

- **CIU Part Unit Taxable Value** = Total of Commercial, Industrial & Utility classes of real & personal property where millage is levied

Renaissance Zone Authorities/Part Unit Taxable Value						
Authority Name	School	Exclude Village (s)	Manually Enter TVs	Part Unit Taxable Value	CIU Part Unit Taxable Value	Imported
DDA - ALPENA	(00000) ▼	<input type="checkbox"/>	<input type="checkbox"/>	94,912	94,912	<input checked="" type="checkbox"/> Delete

5. Click the 'Save' button to save any data entered or any changes made.

Villages

For townships that contain levying villages, the township 4626 should provide taxable value totals for the villages and those values will be imported with the 4626 upload.

Villages				
Name	Taxable Value	Taxable Value CIU	Taxable Value Real Only	Imported
LINCOLN	13,641,534	11,978,454	10,144,234	<input checked="" type="checkbox"/> Delete
Add New Village...				
Village:	LINCOLN ▼	<input type="button" value="Add"/>		

If a township 4626 is loaded and the expected village is not listed in the 4626 or the name of the village listed is not recognizable (for example it was preceded by a numeric code or spelled a different way), the village section will be flagged in red as seen in the image below. The PreLoad Prep Tool will correct village names on the 4626.

Villages					
One or more Villages were not found during the L-4626 import. The value from the Import File is listed in the 'Imported Code and Name' column. Please select the correct Village Name from the drop-down.					
Select Village	Name	Taxable Value	Taxable Value CIU	Taxable Value Real Only	Imported
▼	HOPKINS	0	0	0	<input type="checkbox"/> Delete
Add New Village...					
Village:	HOPKINS ▼	<input type="button" value="Add"/>			

If the red message indicates it wasn't able to correctly identify the village on the uploaded 4626 either run the 4626 through the PreLoad Prep Tool to correct it and upload the 4626 again or follow the direction below.

3. Click in the 'Select Village' dropdown and select the village contained in the specified township.

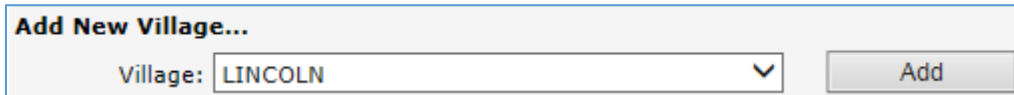
Select Village	Name	Taxable Value	Taxable Va
HOPKINS	HOPKINS	0	
MARTIN			
Village: HOPKINS ▼			

4626 Taxable Value Upload

4. Enter the 3 required taxable value totals for the village if none were uploaded. The taxable values should be from the ad valorem roll, **excluding renaissance zone taxable values** for the current year.
 - **Taxable Value** = Total of All classes real & personal property
 - **Taxable Value CIU** = Total of Commercial, Industrial and Utility classes real & personal property
 - **Taxable Value Real Only** = Total of All classes real property only
5. Click the 'Save' button to save any data entered or any changes made. Clicking the 'Save' button should remove any residual red message.

How to Add a Village

1. If the village isn't already listed, it will need to be added. To add a village for the township, click in the 'Village' dropdown box to activate it.



Add New Village...
Village: LINCOLN [v] [Add]

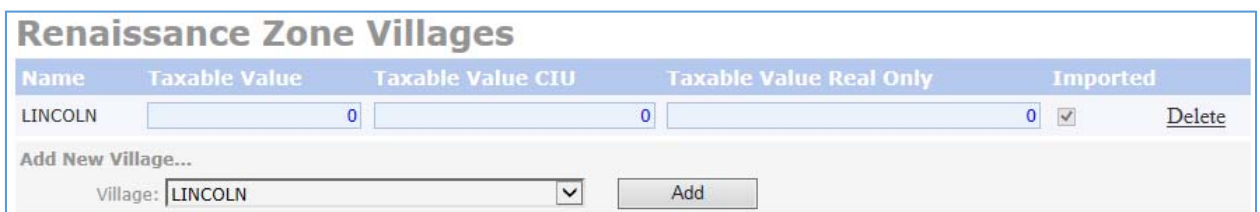
Locate the village and click on it to select it*. Click the 'Add' button to add the selected village. The village will be added in alphabetical order to those already listed on the screen.

* If you do not see the village listed, please contact the State at 517-335-1218 or at Rates@michigan.gov to have it added.

2. Enter the 3 required taxable value totals for the village. The taxable values should be from the ad valorem roll, **excluding renaissance zone taxable values** for the current year.
 - **Taxable Value** = Total of All classes real & personal property
 - **Taxable Value CIU** = Total of Commercial, Industrial and Utility classes real & personal property
 - **Taxable Value Real Only** = Total of All classes real property only
3. Click the 'Save' button to save any data entered or any changes made.

Renaissance Zone Villages

For townships that contain levying villages, the township 4626 should provide renaissance zone taxable value totals for those villages. Those values are displayed in the 'Renaissance Zone Villages' section.



Name	Taxable Value	Taxable Value CIU	Taxable Value Real Only	Imported	
LINCOLN	0	0	0	<input checked="" type="checkbox"/>	Delete

Add New Village...
Village: LINCOLN [v] [Add]

4626 Taxable Value Upload

If a township 4626 is loaded and the expected village is not listed in the 4626 or the name of the village listed is not recognizable (for example it was preceded by a numeric code or spelled a different way), the village section will be flagged in red as seen in the image below. The PreLoad Prep Tool will correct village names on the 4626.

Renaissance Zone Villages
One or more Villages were not found during the L-4626 import. The value from the Import File is listed in the 'Imported Code and Name' column. Please select the correct Village Name from the drop-down.

Imported Code and Name	Select Village	Name	Taxable Value	Taxable Value CIU	Taxable Value Real Only	Imported
55 vig name	<input type="text"/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/> Delete

Add New Village...

Village:

If the red message indicates it wasn't able to correctly identify the village on the uploaded 4626 either run the 4626 through the PreLoad Prep Tool to correct it and upload the 4626 again or follow the direction below.

1. Click in the 'Select Village' dropdown and select the village contained in the specified township.

the drop-down.

Select Village	Name	Taxable Value	Taxable Va
<input type="text" value="HOPKINS"/>	HOPKINS	<input type="text" value="0"/>	

Village:

2. Enter the 3 required taxable value totals for the village. The taxable values should be from the ad valorem roll, **renaissance zone taxable values only** for the current year.
 - **Taxable Value** = Total of All classes real & personal property
 - **Taxable Value CIU** = Total of Commercial, Industrial and Utility classes real & personal property
 - **Taxable Value Real Only** = Total of All classes real property only
3. Click the 'Save' button to save any data entered or any changes made.

How to Add a Renaissance Zone Village

1. If the village isn't already listed, it will need to be added. To add a village for this township, click in the 'Village' dropdown box to activate it.

Add New Village...

Village:

Locate the village and click on it to select it*. Click the 'Add' button to add the selected village. The village will be added in alphabetical order to those already listed on the screen.

* If you do not see the village listed, please contact the State at 517-335-1218 or at Rates@michigan.gov to have it added.

4626 Taxable Value Upload

- Enter the 3 required taxable value totals for the village. The taxable values should be from the ad valorem roll, **renaissance zone taxable values only** for the current year.
 - Taxable Value** = Total of All classes real & personal property
 - Taxable Value CIU** = Total of Commercial, Industrial and Utility classes real & personal property
 - Taxable Value Real Only** = Total of All classes real property only
- Click the 'Save' button to save any data entered or any changes made.

Expiring Renaissance Zones

During the last 3 years of a renaissance zone exemption the parcels will enter a phase-out period where the millage exemption will be reduced by 25% a year [MCL 125.2689(3)].

The following local unit renaissance zone phase-out taxable values and phase-out percentages are imported from the 4626. The taxable values listed should be from the ad valorem roll, **expiring renaissance zone taxable values only** for the current year.

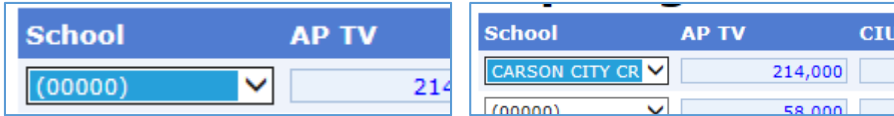
- AP TV** = Total of All classes real & personal property
- CIU TV** = Total of Commercial, Industrial and Utility classes real & personal property
- Percent to Levy** =
 - Year 1** of the phase-out = **.25** (25% of previously exempt millage will be levied on the property)
 - Year 2** of the phase-out = **.50** (50% of previously exempt millage will be levied on the property)
 - Year 3** and final year of the exemption = **.75** (75% of previously exempt millage will be levied on the property)

Expiring Renaissance Zones					
School	AP TV	CIU TV	Percent To Levy	Imported	
(00000) ▼	214,000	214,000	0.75	<input checked="" type="checkbox"/>	Delete
(00000) ▼	58,000	0	0.50	<input checked="" type="checkbox"/>	Delete
(00000) ▼	197,000	189,500	0.25	<input checked="" type="checkbox"/>	Delete
Add Expired Ren Zone...					
School Code	(00000) ▼	<input type="button" value="Add"/>			

Clarifying Information Uploaded for an Expiring Renaissance Zone

- If the school district for the property with the expiring renaissance zone exemption isn't listed next to the imported taxable values, click on the dropdown under the 'School' header to activate it. (See the image on the next page.)

4626 Taxable Value Upload



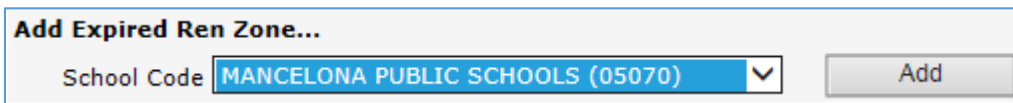
Locate the school district where the expiring renaissance zone property is located* and click on it to select it.

*NOTE: If the expiring renaissance zone is located within two or more school districts, each school district should be listed separately with the corresponding taxable value contained within that school district.

2. Click the 'Save' button to save any data entered or any changes made.

How to Add an Expiring Renaissance Zone

1. **If the taxable values weren't imported** with the 4626, click on the 'School Code' dropdown to activate it and select the desired school district where the property is located*, then click the 'Add' button.



2. Click on the default '0' values and enter the following taxable values from the ad valorem roll, **expiring renaissance zone taxable values only** for the current year **.
 - **AP TV** = Total of All classes real & personal property
 - **CIU TV** = Total of Commercial, Industrial and Utility classes real & personal property

**NOTE: If the local unit has renaissance zones expiring in different years, the taxable values for each year in which the exemption expires should be listed separately. Notice in the example image on the previous page, the AP TV of \$214,000 is listed with 75% of previously exempted millage to be levied. This exemption is due to expire on December 31st of the current year. The AP TV of \$58,000 is listed with 50% to levy. This exemption is due to expire on December 31st of next year. The AP TV of \$197,000 is listed with 25% to levy. This exemption is due to expire on December 31st two years from now.

3. Click on the default '0' value for the 'Percent To Levy' and enter the corresponding fraction from the table below:

For the Tax Year that is 2 Years Before the Final Year of Designation as a Renaissance Zone, the Percentage of Previously Exempt Millage to be Levied Shall Be 25%	Enter: .25
For the Tax Year that is Immediately Preceding the Final Year of Designation as a Renaissance Zone, the Percentage of Previously Exempt Millage to be Levied Shall Be 50%	.50
For the Tax Year that is the Final Year of Designation as a Renaissance Zone, the Percentage of Previously Exempt Millage to be Levied Shall Be 75%	.75

4. To remove an unnecessary row, click the 'Delete' at the end of the row.

4626 Taxable Value Upload

5. Click the 'Save' button to save any data entered or any changes made.

Delete an Unneeded Line

1. To delete an unneeded line item, click 'Delete' at the end of the unneeded line.
2. Click the 'Save' button to save changes made.

Additional Comments

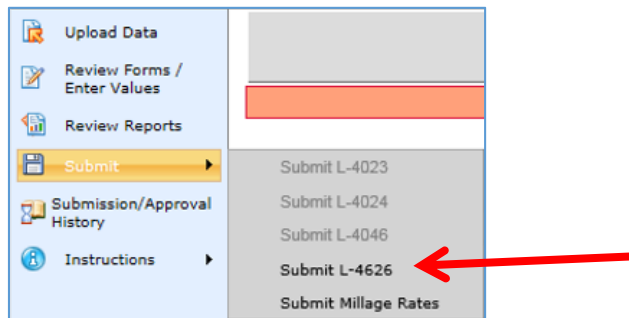
There is an 'Additional Comments' section at the bottom of the Form L-4626 Worksheet screen for you to use if you need to provide additional information pertaining to the taxable values that were uploaded or entered. The State may also enter comments here concerning a specific situation within a given local unit.

Additional Comments:	
-----------------------------	--

Submission

The due date for submission of all 4626 taxable value uploads and taxable value entry will be at the same time 4023 and 4046 uploads are made to the eEqualization site. Beginning with the 2016 tax year, local assessors will be directed to submit their 4626 directly to their county equalization department following the March Board of Review. The 4023, 4046 and 4626 submissions should be uploaded to the eFile site all at the same time **by the 3rd Monday in April**. If any county or state equalization factors are received that affect taxable values, the 4046 and 4626 submissions can be reloaded with the corrected values.

1. After all entry is complete, click Submit / Submit L-4626.



Questions or Problems?

If you have any questions or problems with any portion of the 4626 upload or taxable value entry, please do not hesitate to contact the State at 517-335-1218 or send an email to Rates@michigan.gov.