

**Instructions – Form 607 (L-4022) *Report of Assessment Roll Changes and Classification*, Form 2164 (L-4023) *Analysis for Equalized Valuation & Form 608 (L-4024) *Personal and Real Property Totals****

**L-4023**

The MEG system will auto-generate Form 2164 (L-4023) *Analysis for Equalized Valuation* following the successful save and submission of Forms 602 & 603 (L-4018 R & P) and Form 607 (L-4022AV) *Report of Assessment Roll Changes and Classification*. After the county's review, save and submission of the L-4023, MEG will auto-generate Form 608 (L-4024) *Personal and Real Totals*. All data in the L-4024 is populated from the previously submitted L-4023, **except for the number of acres which will require manual data entry.**

**L-4024**

Form 608 (L-4024) *Personal and Real Property Totals* is due on or before the first Monday in May to the State Tax Commission (MCL 209.5 (2)) following the instructions below:

1. Within the MEG L-4024 module, the county shall review and verify all valuations **and enter acreage data** then click the 'Save' button.
2. Once the form has been saved, a PDF rendering will be available by selecting the 'View PDF' button. The county shall print the completed MEG L-4024 form and present the form to the County Board of Commissioners for signing during county equalization session.
3. The Equalization Director, Chairperson, and Clerk of the County Board of Commissioners shall sign the L-4024 (MCL 209.5(2)).
4. The completed signed L-4024 form must be scanned and uploaded into the MEG filing cabinet.
5. After the L-4024 has been signed, scanned, and uploaded to the MEG filing cabinet, the form shall be submitted by clicking on the 'Submit' button in MEG.
6. Once submitted, the L-4024 report will be locked. Should an amendment to the submitted form be needed, please contact PSD staff at [equalization@michigan.gov](mailto:equalization@michigan.gov).