

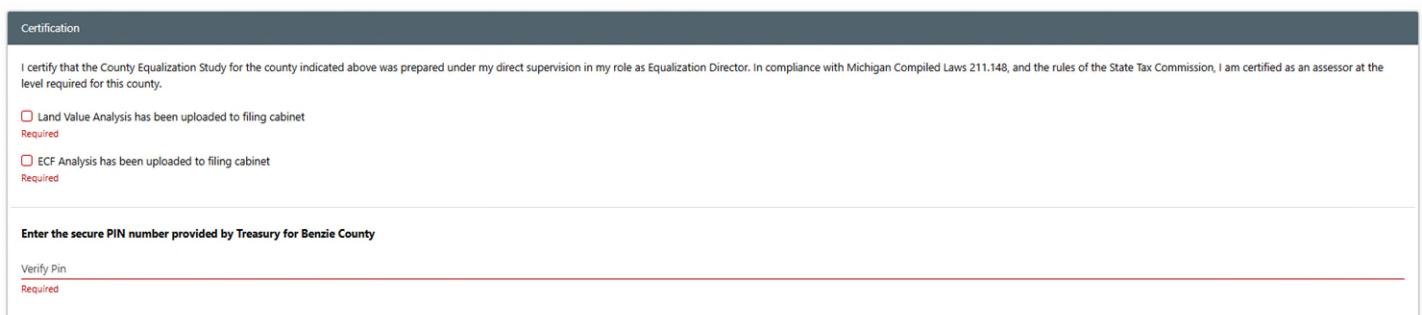
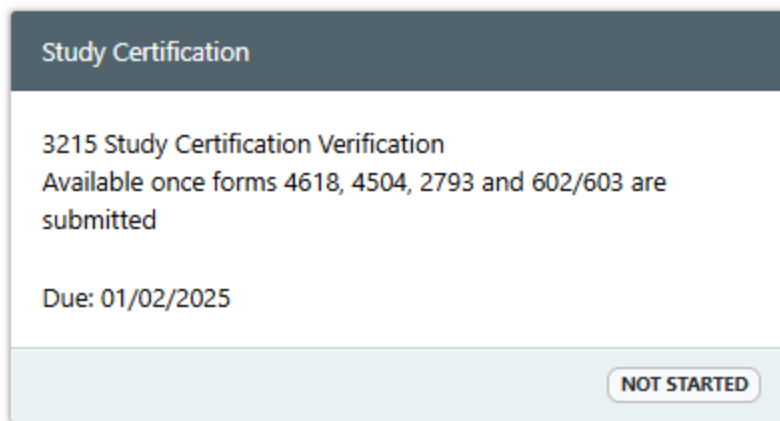
## Instructions for Form 3215 Certification of Equalization Study by Equalization Director in MEG

A signed copy of Form 3215 **no longer** needs to be uploaded to the filing cabinet in MEG.

STC Form 3215 shall be submitted in MEG by December 31 or the following business day due to the New Year holiday.

After Forms 4618 (L-4015), 4504 (L-4015a), 2793 (L-4017/4047), & 602/603 (L-4018 R/P) have been submitted the 'Study Certification' module will be highlighted. Land value analysis and ECF analysis must be uploaded to the filing cabinet prior to submitting the study certification.

Sign into MEG, verify the correct equalization year and correct county are selected, then click the module.



Verify that the land value analyses has been uploaded to the filing cabinet then click the box that states "Land Value Analysis has been uploaded to filing cabinet".

Verify that the ECF analyses has been uploaded to the filing cabinet and then click the box that states "ECF Analysis has been uploaded to the filing cabinet".

Enter the PIN assigned by the Department of Treasury for the Equalization e-File site from the previous year's equalization cycle and click 'Submit', then 'Yes'.

If a PIN is needed, please email your name, title, county and a reason why a new PIN needs to be assigned to [equalization@michigan.gov](mailto:equalization@michigan.gov).