

Instructions - Form 607 (L-4022) Report of Assessment Roll Changes and Classification

Certification of the L-4022 is now built into the MEG system. There is no longer a requirement to email a signed copy of the form to the State Tax Commission.

The “L-4022 AV Report Generation Utility” in the BS&A software will produce an L-4022 with Assessed Values (AV) PDF report and an L-4022 with Special Acts (SA) PDF report and two JSON exports for a local unit without having to choose a population. The two JSON files (L-4022 Ad-Valorem .JSON and L-4022 Special Acts .JSON) must be separately imported and submitted into the correlating L-4022 form module in MEG.

See below for detailed instructions.

1. The Local Unit (LU) certifies, in the new certification pop-up, and submits the L-4022AV(s) and the L-4022SA(s) in MEG (*see below).
2. The county reviews the L-4022AV & L-4022SA, if any corrections are needed the form shall be returned to the LU for correction and resubmission. Once the county has balanced with the LU, the forms are ready to be submitted in MEG to the State by the county.
3. After the county submits to the State the forms will be locked. Should the county need to amend a submitted L-4022AV or L-4022SA, the incorrect form(s) will need to be unlocked and returned by Property Services Division staff, the corrected form(s) may then be resubmitted.

DO NOT submit a hard copy of these forms by postal mail.

DO NOT email a signed version of the L-4022AV or L-4022SA produced from BS&A or MEG.

Form L-4022AV shall only be submitted in MEG by the assessor of record and shall include only ad valorem parcels and **shall not include special act parcels**.

*For local units that currently do not have an assessor of record or where the current assessor did not supervise preparation of the assessment roll, per MCL 211.10d(9), the county can submit the L-4022AV & L-4022SA on the LU’s behalf. Please send an email to equalization@michigan.gov to have the form unlocked. A popup will appear that requires the reason for submission by the county.

Upon submission of the L-4022AV and L-4022SA in MEG by the LU, the L-4022 tiles will show **submitted** and will not change to **accepted** until the state accepts the form. It is suggested the county notify the LU at the time the county **submits** or **resubmits** the L-4022AV & L-4022SA to the state. After the state reviews the forms and accepts the L-4022AV & L-4022SA, the L-4022AV & L-4022SA modules will be locked. If further changes are needed, please contact equalization@michigan.gov.

HOW TO RUN L-4022 JSON EXPORTS FROM BS&A SOFTWARE

1. Click on 'Utilities' then on 'Equalization/MEG Reporting Tools'
2. Click on 'L-4022 AV Utility...'
3. Browse to where the files are to be saved in the 'Report Output Directory'
4. Select PDF from the 'File/Image Format' drop down menu
5. Click on 'MEG Export...'
6. Check 'Include MEG Export'
7. Browse to where the JSON exports are to be saved to
8. Label the file in the 'Export File' text box
9. Click 'Close'
10. If the county is uploading and submitting on behalf of the local unit, select the governmental unit to be ran
11. Click 'Run'

It is recommended to review the L-4022AV & L-4022SA PDF's prior to importing into MEG by verifying that the values match the miscellaneous statistics report and the L-4021 totals.

1. After the reports and exports have run sign into MEG and go to the L-4022AV or L-4022SA module.
2. In the module click on 'Unit Import' and browse to where the file was saved.
 - a. The file for AV will have a 'File Name (from step 8) Unit Number.json'
 - b. The file for SA will have 'File Name (from step 8) Unit Number SpecialActsMinusPilts MinusLandBank.json'
3. Click on 'OK'
4. Verify the values are correct
5. Click 'Save'
6. Click 'Submit'

MiSuite and MEG password reset assistance is available at TREAS-MiSUITEhelp@michigan.gov

Assistance with MEG is available at Equalization@michigan.gov or <https://www.michigan.gov/treasury/local/stc/meg>