

STATE OF MICHIGAN
DEPARTMENT OF TREASURYGRETCHEN WHITMER
GOVERNORRACHAEL EUBANKS
STATE TREASURER

DATE: December 7, 2021

TO: County Equalization Directors

CC: Field Operations Staff & those assigned Eq. Deputy roles in MEG

FROM: Daniel Holland, Manager, Field Operations Section

SUBJECT: Materials required from County Equalization Departments for 2022 Equalization

This correspondence provides guidance on the State Tax Commission (STC) requirements to submit your equalization studies to the STC. State Tax Commission Rule 209.41 (3) states, "...Reports filed shall be... in accordance with instructions furnished by the commission."

No later than December 31, 2021 (due to holiday and weekend, Monday, January 3, 2022) all counties are required to file their 2021 equalization studies for the 2022 starting base with the STC for all classifications of property in all units using the Michigan Equalization Gateway (MEG).

Submissions into MEG are to include:

1. STC forms 603 (L-4018R) and 602 (L-4018P), 2021 study for 2022 equalization.
2. STC form 4504 (L-4015a and L-4015) Appraisal and/or Sales listings by unit.
3. STC form 2793 (L-4017 and L-4047) 24 and 12 Month Sales Ratio for Determining the 2022 Starting Base, for sales studies by local unit. 12 Month Sales Ratio to be included when applicable.
4. Land Value Grid (LVG) and analysis. The LVG and analysis are to be put into the county's filing cabinet in MEG.
5. Economic Condition Factor (ECF) determination and analysis. The ECF determination and analysis are to be put into the county's filing cabinet in MEG.
6. A county summary recap of the STC form 603 (L-4018R) and 602 (L-4018P). These county summary recap reports are to be put into the county's filing cabinet in MEG.

Place a backup of your appraisal/sales final equalization database(s) onto the FTP site utilizing the FTP function within assessing.net (Help tab, FTP, then FTP file to the State).

Please follow the attached instruction (Eq Form Data JSON Export to MEG) for creating the MEG export withing BSA assessing.net and importing the JSON date file into MEG. This memo and the attached instructions can also be found in the Equalization section of the STC website at: https://www.michigan.gov/treasury/0,4679,7-121-1751_2228_87374---,00.html.

For assistance with uploading your files into MEG please contact Michael Markes at email MarkesM@michigan.gov. For other equalization assistance please contact Field Operations Section staff at email Equalization@michigan.gov.

For technical assistance with access issues to the MiSuite web portal that cannot be resolved with the password reset link provide, please send email to treas-misuitehelp@michigan.gov.

Please note: A rounding issue was discovered in the L-4018 data coming out of BSA and into MEG that results in some of the values being off by \$1. The December 15 BSA update will include a fix. If you have already uploaded your L-4018 data into MEG, or you complete the process before December 15, please verify that the MEG L-4018 values match your BSA values. If not, the solution is to manually change the values in MEG or load the December 15 BSA update, rerun the MEG file creation in BSA then upload that the new file into MEG. We appreciate your patience with this issue.

REMIMDER: DNR PILT forms 4936 & 4937 will be emailed to you. Please return both forms by email to the State Tax Commission at Treas-DNRPILT@michigan.gov by December 31, 2021 (due to holiday and weekend, January 3, 2022).

Thank you in advance for your cooperation and timely submissions.