


## **Instructions - Form 2164 (L-4023) Analysis for Equalized Valuation & Form 608 (L-4024) Personal and Real Property Totals**

### **L-4023**

No later than the third Monday in April, and after the submission of the L-4022AV, the equalization director shall file Form 2164 (L-4023) *Analysis for Equalized Valuation* with the State Tax Commission. MCL 211.150(4). To auto populate the L-4023 click the view form icon (  ) then click save.

After the county's review, save and submission of all the L-4023's, MEG will auto-generate Form 608 (L-4024) *Personal and Real Totals*, except for the number of acres which will require manual data entry.

**If an amendment is needed, please request that the county's analyst unlock the form.**

### **L-4024**

**The MEG version of the L-4024 must be used for county equalization.**

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 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. The form shall then be submitted by clicking on the 'Submit' button in MEG.

**If a value update is needed, please request that the county's analyst unlock the form.**