

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 and SA 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 modules in MEG. **See below for detailed instructions.**

1. The Local Unit (LU) certifies, in the certification pop-up, inputs the date the MBOR adjourned 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-4022**AV** 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**.

Form L-4022 **SA** shall have the population “Specials – PILTs & Land Banks” (aka Specials **MINUS** PILTs & Land Banks). The L-4022 AV and SA Report Generation Utility in BS&A already has this population preselected but if the report is ran from assessing reports the correct population must be selected.

*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 a comment and 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 ASSESSING.NET BS&A SOFTWARE

1. Click on 'Utilities' then on 'Equalization/MEG Reporting Tools'
2. Click on 'L-4022 AV and SA Report Generation 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'

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

1. Click on 'TASKS'.
2. Go down to 'MEG Exports'.
3. Click on 'L-4022AV MEG Export'
4. In the next box, make sure you're in the correct Gov Unit in 'Step 1'.
5. Enter a file name in 'Step 2'.
6. Check the unit(s) in 'Step 3'.
7. Click 'Run Process' in 'Step 4'.
8. When the run is completed, the next box will ask to 'Mark as Read' or 'View'. Click 'View'.
9. In the next screen 'MEG Export' there will be two JSON files (Ad-Valorem and Special Acts) under 'Generated Reports' and two pdf files (Ad-Valorem and Special Acts) under 'Generated Files'.
10. Click on the .JSON files to save in your downloads for use in MEG.
11. If you run into any questions, please submit a case for BS&A Assessing Support by going to your 'My Account' in the top right-hand corner of the assessing screen, then help, then Contact Technical Support.

IMPORTING .JSON FILES INTO MEG

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 Unit Number.json'
 - b. The file for SA will have 'File Name Unit Number SpecialActsMinusPilts MinusLandBank.json'
3. Click on 'Import'
4. Verify the values are correct
5. Click 'Save'
6. Click 'Submit'

7. Select the date the MBOR adjourned
8. Click the certify check box
9. Click 'Yes'

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>

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