



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

JOHN ENGLER
GOVERNOR

DOUGLAS B. ROBERTS
STATE TREASURER

**State Tax Commission
Bulletin No. 10
August 27, 2002
Computerized Tax Roll**

DATE: August 27, 2002

TO: County Treasurers
Equalization Directors
Local Treasurers
Assessors

FROM: State Tax Commission (STC)

RE: COMPUTERIZED TAX ROLL

Attached is a copy of Public Act (PA) 505 of 2002 which was signed by Governor Engler on July 19, 2002 with an effective date of July 19, 2002. The language of the law that was added by PA 505 of 2002 is underlined on the attached copy of the act.

IMPORTANT NOTE: This bulletin replaces STC Bulletin 15 of 1990 regarding computerized tax rolls.

Act 112 of 1990 as amended by PA 505 of 2002 permits assessing officers to prepare a tax roll for use as a collection and accounting tool by the assessor and treasurer that is prepared and maintained by a computer system and its software. This is only permitted when the system and the procedures that are followed adhere to the requirements of Act 112 of 1990, as amended. Treasurers and assessors are not permitted to use this tool unless the computerized tax roll preparation and accounts receivable system have been approved for use by the State Tax Commission as being in conformance to the requirements of Act 112 of 1990. The Act calls for a precollection tax roll printed from a computerized database that is warranted by the assessor. This requires the local assessor to maintain the database as changes in value, legal descriptions and other items on the tax roll occur. The statute also provides for preparation of a final settlement tax roll to be prepared by the assessing officer that includes all changes that have been made since the precollection tax roll. In addition, the statute provides for an audit trail and documentation of all changes made by the assessor and for proper accounting procedures and checks by the local treasurer. Standards that the system must meet for approval by the State Tax Commission are spelled out in the statute.

The law regarding the approval of computerized tax rolls is permissive. It affects only those units who wish to establish a computerized accounts receivable system and tax roll preparation system. Manually operated tax collection systems are not affected by this procedure and must conform to the statutory provisions that are currently in force and are unchanged.

A significant change made by PA 505 of 2002 is that it allows a County Treasurer to obtain permission for use of a computerized tax roll by a local unit. Prior to PA 505 of 2002, only the local unit could apply.

IMPORTANT NOTE: Even though a County Treasurer may seek authorization for a local unit, each local unit is still required to also sign the application.

PA 505 of 2002 states that a local unit may use a computerized tax roll if the STC fails to act on an application within 120 days. Applications received by the STC will be dated and the 120-day period will begin on the date received. Any application received that is incomplete will be denied and returned to the applicant for resubmission. A resubmission will begin a new 120-day period.

If at any time the State Treasurer or the State Tax Commission believes that a local tax collecting unit is no longer in compliance, the State Treasurer or the State Tax Commission shall provide written notice to that local tax collecting unit. The notice shall specify the reasons that use of the computerized database system is no longer in compliance. The local tax collecting unit will have not less than 60-days to provide evidence that the unit is in compliance or that action to correct noncompliance has been implemented. If, after the expiration of 60-days, the State Tax Commission or the State Treasurer believes that the local tax collecting unit is not taking satisfactory steps to correct a condition of noncompliance, the State Tax Commission may withdraw approval of the use of the computerized database system as the original tax roll.

Also attached to this memo are 2 new application forms for requesting approval of a computerized tax roll. One (Form 3944) is the form to be used by a county when it applies for the local unit. The other (Form 2696) is a form to be used by a local unit when it applies on its own. A third form (Form 3945) is attached for use by the local unit to fulfill the requirement to recertify the computerized database system used as the tax roll every third year after the initial approval by the State Tax Commission. Applications should be filed with the State Tax Commission at P.O. Box 30471, Lansing, MI 48909-7971.

If you have questions about this law, please call Harold Anderson, Manager, Local Assessment Review Section at 517- 373-3327.

Assessors are requested to share this information with local treasurers.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

JOHN ENGLER
GOVERNOR

DOUGLAS B. ROBERTS
STATE TREASURER

DATE: September 23, 2002

TO: County Treasurers
Equalization Directors

FROM: Dennis W. Platte
Executive Secretary
State Tax Commisison

RE: ATTACHMENT TO STC BULLETIN 10 OF 2002

Attached is a copy of Public Act 505 of 2002 which was intended to be an attachment to STC Bulletin 10 of 2002. Please attach this copy of the act to your copy of the bulletin and make it available to assessors and local treasurers who may request it.

Thank you for your assistance.

RESERVED

Act No. 505
Public Acts of 2002
Approved by the Governor
July 19, 2002
Filed with the Secretary of State
July 19, 2002
EFFECTIVE DATE: July 19, 2002

**STATE OF MICHIGAN
91ST LEGISLATURE
REGULAR SESSION OF 2002**

Introduced by Rep. Birkholz

ENROLLED HOUSE BILL No. 5860

AN ACT to amend 1893 PA 206, entitled "An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts," by amending section 42a (MCL 211.42a), as amended by 1994 PA 415.

The People of the State of Michigan enact:

Sec. 42a. (1) Subject to this section, a local tax collecting unit may use a computerized data base system as the tax roll if any of the following apply:

(a) The local unit obtains written authorization from the state tax commission.

(b) The treasurer of the county in which the local tax collecting unit is located obtains written authorization from the state tax commission for the use by the county treasurer or local tax collecting units within the county of an approved computerized data base system as the tax roll. This subdivision shall not be construed to prohibit a local tax collecting unit from seeking authorization from the state tax commission to use a computerized data base system developed by the local tax collecting unit.

(c) The state tax commission fails to authorize or deny within 120 days a written request from a county treasurer or a local tax collecting unit under this subsection to use a computerized data base system as the tax roll.

(2) The state tax commission shall authorize the use of a computerized data base system as the tax roll if the local tax collecting unit or the county treasurer demonstrates that the proposed system has the capacity to enable a local unit to comply and the local unit complies with all of the following requirements:

(a) An original precollection tax roll shall be printed from the computerized data base and warranted by the assessor. That printed precollection tax roll shall be maintained by the assessor until the expiration of the redemption period provided in section 78k following the entry of a judgment foreclosing property forfeited for delinquent taxes under section 78g, or the resolution of all pending appeals, whichever is later.

(b) A separate computer printout of all parcel splits and combinations, including sufficient information to document the accuracy of the splits or combinations, shall be prepared and maintained by the assessor until the expiration of the redemption period provided in section 78k following the entry of a judgment foreclosing property forfeited for delinquent taxes under section 78g, or the resolution of all pending appeals, whichever is later.

(c) A separate computer printout of all corrections and adjustments to the precollection tax roll authorized by action of the board of review, state tax commission, or tax tribunal, including sufficient information to document the accuracy of all corrections and adjustments, shall be prepared and maintained by the assessor until the expiration of the redemption period provided in section 78k following the entry of a judgment foreclosing property forfeited for delinquent taxes under section 78g, or the resolution of all pending appeals, whichever is later.

(d) The local tax collecting treasurer and the assessor shall produce a final computer printed settlement tax roll to certify taxes collected to the county treasurer under section 55. The assessor shall certify that taxable values, state equalized valuations, adjusted valuations, and the spread of taxes and adjusted taxes are correctly recorded in the settlement tax roll. The local tax collecting treasurer shall certify delinquent taxes and certify that all tax collections are posted on the settlement tax roll. Those certifications and the settlement tax roll shall be transmitted to the county treasurer. The affidavit attached to the settlement tax roll shall include documentation that authorizes and reports all changes in the precollection tax roll.

(e) The treasurer of the local tax collecting unit shall prepare and maintain a journal of the collections totaled and reconciled to the amount of actual collections daily.

(f) A payment of the tax shall be posted to the computerized data base system using a transaction or receipt number with the date of payment. A posting on the computerized data base system is considered the entry of the fact and date of payment in an indelible manner on the tax roll as required by section 46(2).

(g) The computerized data base system has internal and external security procedures sufficient to assure the integrity of the system.

(h) The local tax collecting unit is capable of making available a posted computer printed tax roll.

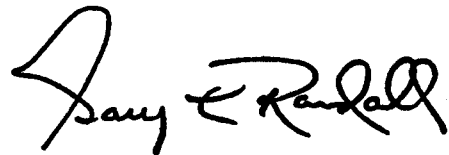
(i) The computerized data base system is compatible with the system used by the county treasurer for the collection of delinquent taxes.

(3) Not later than May 1 of the third year following the year in which a local tax collecting unit begins using a computerized data base system as the tax roll after approval under subsection (1) and every 3 years thereafter, the local tax collecting unit shall certify to the state tax commission that the requirements of this section are being met.

(4) A county treasurer or local tax collecting unit that provides a computer terminal for public viewing of the tax roll is considered having the tax roll available for public inspection.

(5) If at any time the state treasurer or the state tax commission believes that a local tax collecting unit is no longer in compliance with subsection (2), the state treasurer or the state tax commission shall provide written notice to that local tax collecting unit. The notice shall specify the reasons that use of the computerized data base system as the original tax roll is no longer in compliance with subsection (2). The local tax collecting unit has not less than 60 days to provide evidence that the local tax collecting unit is in compliance with subsection (2) or that action to correct noncompliance has been implemented. If, after the expiration of 60 days, the state tax commission or the state treasurer believes that the local tax collecting unit is not taking satisfactory steps to correct a condition of noncompliance, the state tax commission upon its own motion may, and upon the request of the state treasurer shall, withdraw approval of the use of the computerized data base system as the original tax roll. Proceedings of the state tax commission under this subsection shall be in accordance with rules for other proceedings of the commission promulgated under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, and shall not be considered a contested case.

This act is ordered to take immediate effect.



Clerk of the House of Representatives.



Secretary of the Senate.

Approved _____

Governor.