

STATE TAX COMMISSION USE ONLY		
Date Received	Date Approved	Date Denied

Request for Approval of Computerized Tax Roll By a Local Unit

Issued under authority of Public Act 112 of 1990. Filing is voluntary.

Use this form to apply to the State Tax Commission for authorization to use a computerized database as the tax roll.

P.A. 112 of 1990 as amended by P.A. 415 of 1994, P.A. 505 of 2002, P.A. 461 of 2012, and P.A. 140 of 2015 sets two conditions that must be met for the State Tax Commission to authorize the use of a computerized database as the tax roll. They are: (1) the local tax collecting unit must demonstrate that the proposed system has the capacity to enable the local unit to comply with property tax law; and (2) the local unit must comply with all the requirements listed below. P.A. 505 of 2002 authorizes the County Treasurer to make the application on behalf of the local units (a local unit may still make an application of its own right). It also indicates that the State Tax Commission must approve or deny the application within 120 days.

PART 1: SETTLEMENT TAX ROLL	
1. Will the treasurer of the local unit tax collecting unit and the assessor produce a final settlement tax roll to certify taxes collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Will the assessor certify that taxable valuations, state equalized valuations, adjusted valuations, and the spread of taxes and adjusted taxes are correctly recorded in the settlement tax roll?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will the treasurer of the local tax collecting unit certify the delinquent taxes and that all tax collections are posted on the settlement tax roll?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Will those certifications and the settlement tax roll be transmitted to the County Treasurer in either computer-printed or electronic data format compatible with the system used by the county?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Will the certification by the assessor, attached to or included with the settlement tax roll, include documentation that authorizes and reports all changes in the pre-collection tax roll? (Submit sample).....	<input type="checkbox"/> Yes <input type="checkbox"/> No
PART 2: PROCEDURES AND REQUIREMENTS	
6. Will the treasurer of the local tax collecting unit prepare and maintain a journal of individual collections, totaled and reconciled to the amount of actual daily collections?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Will payment of each tax be posted to the computerized database using a transaction or receipt number with the payment date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does the computerized database system have internal and external security procedures sufficient to assure the integrity of the system? (Attach a description of the procedures used).....	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Does the system have a "read only" terminal or other procedure for public viewing of the posted tax roll? (If no "read only" terminal is available, describe the procedure used).....	<input type="checkbox"/> Yes <input type="checkbox"/> No
PART 3: CERTIFICATION	
<i>We declare that the city or township named below, which we are authorized to represent, has the capacity to enable it to comply with the requirements and that it will comply with the requirements of Act 112 of 1990, as amended. We understand that this certification must be reaffirmed to the State Tax Commission every three years after approval by the State Tax Commission.</i>	
City or Township	County
City or Township Address	
City or Township Treasurer (printed)	Assessing Officer's Signature
City or Township Treasurer's Signature	Assessing Officer's Signature

PART 4: COUNTY COMPATIBILITY CERTIFICATION

I declare that I have examined this application and have become familiar with the tax collection system described for the City or Township making application. By signing, I agree that to the best of my knowledge, this system is compatible with the systems currently in use in our office.

County

County Treasurer's Address

County Treasurer's Name (printed)

County Treasurer's Signature

Instructions for Form 2696

Request for Approval for a Computerized Tax Roll by a Local Unit

As amended 2015 Act 140

Lines not listed here require no explanation.

PART 1: Settlement Tax Roll.

Line 1. The example of the settlement roll must illustrate the posting of the tax receipts or transaction number, date of payment and partial payment validation with unpaid balance listed on the settlement roll for collecting partial payment. (Any one or more taxes [school, county, etc.] plus fees and/ or penalty undivided interest etc., as applicable.)

Lines 2 through 5. The collecting treasurer's certificate (Line 3) must certify that all tax collections are posted in the settlement roll with the tax receipt or transaction number or numbers for payment or partial payments, the balance of unpaid taxes and date(s) paid listed in the settlement roll adjacent to the description and spread of taxes.

The assessor's warrant must certify that the original SEV and TV, adjusted SEV and TV, taxes spread and adjusted tax spreads are correctly recorded in the settlement roll.

The treasurer's certificate, assessor warrant and line 5 documentation must be attached to computer-printed settlement roll or included with an electronic settlement roll when tendered to the County Treasurer.

PART 2: Procedures and Requirements.

Line 6. The daily collections must be deposited intact. If, for major reasons, the deposit cannot be made daily, separate deposits for each day's tax collections, equaling the amount of that day's actual collections that are recorded in the tax receipts journal must be made and tendered to the bank. This will result in each deposit being listed as separate items on the bank statement.

Line 8. The description of security procedures should address the procedures you have implemented that will safeguard the data in the computer from loss due to fire or power failure, unauthorized access or changing and updating data, how data will be reestablished if destroyed by fire or power failure, ability to discover unauthorized changes or posting (updating) and backup off-site storage.

Line 9. Describe the other procedure you have implemented that will allow public viewing of the posted (current updated) tax collection roll.

Please call or write the office listed below if you have any questions regarding the use of the computerized database as the tax roll or completing the application for approval.

Michigan Department of Treasury
State Tax Commission
P.O. Box 30471
Lansing, MI 48909
517-335-3429