

**E-filing Instructions for Entering the 2164 (L-4023) to create your
County L-4023 Analysis for Equalized Valuations Form**

This form is due **on or before the Third Monday in April to the STC** (STC Rule 209.41 (6)) as authorized by MCL 211.150 (4)

Begin data entry of the L-4023 by clicking on the local unit form link which is located to the right of the local unit name. At the top of the screen there is a drop down menu titled "Choose Local Unit" which allows you to navigate between local units to enter the local L-4023's in whatever order you receive them. You may also use the **<Previous Gov't Unit>** or the **<Next Gov't Unit>** buttons to navigate in numerical order if you choose to enter the data in unit order.

At the top of the screen you should note that the County Number, County Name, Local Unit Number and Local Unit Name will be prefilled for you in the top banner on each screen. Verify that you are in the correct local unit before proceeding. The form will first default to the real property page. At the top left corner of the worksheet, there are two tabs which allow you to navigate between the real property and personal property pages of the form.

Line xx0 This line will be prefilled with the classification name for each section of the form. (i.e. AGRICULTURAL, COMMERCIAL, etc...)

Line xx1 The prior year **parcel count** and **assessed value** boxes will be pre-populated by the program. Please verify your starting numbers to the ending numbers found on last years line xx8. **If there is a discrepancy in the beginning assessed value, please contact the Property Services Division at 517-335-4410.** If you encounter a class of property where there was no prior balance, you will not be able to enter values on lines 1, 2 and 4, but may enter any "new" value on line 6. If the assessed value of the new should come in at a percentage of true cash value other than 50%, you will need to click on the asterisk to the right of the true cash value on line 6 and check the blended ratio checkbox. Enter a description in the comments box explaining why the "new" is being brought in at a rate other than 50% of true cash value. Click the save button and then proceed to enter the true cash value. The % will be automatically calculated by the program. Click on the True Cash Value box to enter the starting true cash value as determined from the equalization study. Tab to the **REMARKS** column and select one of the standard abbreviations from the drop down menu.

Real Property		Personal Property	
AS	Appraisal Study	AU	Audit
NW	New Class	ES	Estimated Study (L-4023)
S1	One-Year Study	RV	Record Verification
ES	Estimated (L-4023)	CS	County Study
RA	Complete Reappraisal	NW	New Class
S2	Two-Year Study		

The % ratio will be automatically calculated by the program, and should represent the beginning assessed value divided by the true cash value from the L-4018. The ratio will be rounded to four places (0.5000 or 50.00%).

Line xx2

LOSS

Tab to the loss box in the assessed column and enter the assessed value of loss. **This number should be entered as a positive number. Do not use a – (minus) sign or parentheses.** A loss may be the result of several events including splits in a retiring number, combining several parcels, or changing the classification of one or more parcels. (See instructions for the form L-4022 for a definition of LOSS).

Line xx3

No need to enter anything. All numbers will be automatically calculated. The ratio should be the same ratio listed on line xx1 and xx2.

Line xx4

ADJUSTMENT

Tab to the adjustment box in the assessed column and enter the value. Precede the adjustment with a – (minus sign) if it is a minus adjustment. If it is a positive adjustment, no sign should be used. (See instructions for the form L-4022 for a definition of ADJUSTMENT).

Line xx5

No need to enter anything. All numbers will be automatically calculated. The calculated ratio is the assessed value divided by the true cash value rounded to four decimal places.

Line xx6

NEW

Tab to the new box in the assessed column and enter the assessed value of new. This may be the result of several events including splits, new subdivisions, annexation, parcels transferred from another class, and new construction. (See instructions for the form L-4022 for a definition of NEW). The true cash value of new will be calculated by the program when you tab to the next field, and should equal the assessed value of new divided by the ratio indicated on line xx6.

Note: if the assessed value of new is the result of a class change or an annexation and the property comes into the class at a different ratio than indicated on line xx5, a blended ratio will be needed. If this is the case, click on the asterisk to the right of the true cash value. A box will open for you to check that a blended ratio is used, and to type in a comment. Place a check mark in the box and fill in the comment to describe why you are using the blended ratio. Please make sure to click on the SAVE tab at the top of the box before closing to go back to the L-4023 entry. This will enable you to enter the true cash value on line xx6. If you are still unable to enter the TCV, click on the asterisk to verify that you have a check mark in the blended ratio box and press save again.

Line xx7

This field defaults to zero. There are two limited situations where you may need to change the zero to some other value:

First scenario: When a complete re-appraisal has been instituted and completed, and where the equalization department has conducted a study of that re-appraisal and finds it to be reliable and accurate, true cash value may be added or deducted on this line in the **TRUE CASH VALUE** column. A complete re-appraisal is defined as all of the following: a field inspection of all properties in the unit, measurement of all new buildings, properly calculated and applied economic condition factors, proper land value study, and calculation of property values using approved methodology.

Second scenario: Line xx1 is not based on a reliable and accurate study. When this occurs and the ratio exceeds 50%, the ratio shall be reduced to 50% by adding true cash value on line xx7 (refer to Bulletin 13 of 1996) and submit a full explanation. Any exception to this procedure of reducing the ratio to 50% must be accompanied by a complete explanation of the assessor's justification of assessments above the constitutional maximum level.

NOTE: For either scenario click on the asterisk to the right of the true cash value. A comments box will open for your explanation. Please make sure to click on the SAVE tab at the top of the box before closing to go back to the L-4023 entry.

Line xx8

TOTAL

Tab to the No. Pcls. box to enter the number of total parcels for the class. **All other values on Line xx8 will be automatically calculated.** The calculated Line xx8 assessed value total should equal the sum of the assessed values from Line xx5 and Line xx6. The calculated Line xx8 true cash value should equal the sum of the true cash values from Line xx5, Line xx6, and Line xx7. The calculated ratio should equal the Line xx8 assessed value divided by Line xx8 true cash value, rounded to four places. All numbers should be verified to assure proper calculation.

Line xx9

No need to enter anything. The program will automatically calculate the computed 50% of the true cash value by multiplying the TRUE CASH VALUE indicated on line xx8 by 50% rounded to the nearest dollar. The Recommended CEV will not pre-populate until you have entered all your data and pressed the **<save>** button. When you press the **<save>** button, the program will automatically calculate the Recommended CEV by analyzing the ratio on line xx8. If the ratio on line xx8 is between 0.4900 and 0.5000 the program will enter the assessed value from line xx8 on the Recommended CEV line. If the ratio is less than 0.4900 or greater than 0.5000, the program will enter 50% of the true cash value from line xx8.

Repeat line xx0 thru xx9 for each classification of the remaining Real Property Classifications. When you are done with the Real Property, click the **<Personal Property>** tab at the top left of the worksheet to open the personal property screen. Enter the personal property data for each classification in the same manner.

REAL PROPERTY TOTALS

Line 800 **No need to enter anything.** All numbers will be automatically calculated. The number of parcels will be the sum of all current year number of parcels reported above. The total assessed value equals the sum of all lines x08 for the real property assessed values. The total true cash value should equal the sum of all lines x08 for real property true cash values. The ratio will be calculated by the program as the total assessed value on line 800 divided by the total true cash value rounded to four decimal places.

Line 809 **No need to enter anything.** All numbers will be automatically calculated. The Total Computed 50% of True Cash Value should equal 50% of the Total True Cash Value on line 800. The Total Recommended CEV should equal the sum of the recommended CEV's for all six classes of real property (Lines x09).

PERSONAL PROPERTY TOTALS

Line 850 **No need to enter anything.** All numbers will be automatically calculated. The assessed amount calculated by the program should equal the sum of all lines x58 for the personal property assessed values, and the true cash value amount calculated by the program should equal the sum of all lines x58 for true cash values. The ratio calculated should represent the total assessed value divided by the total true cash value rounded to four decimal places.

Line 859 **No need to enter anything.** All numbers will be automatically calculated. The Total Computed 50% of True Cash Value should equal 50% of line 850 Total True Cash Value. The Total Recommended CEV will equal the sum of the Recommended CEV's for all classes of personal property (lines x59).

REAL AND PERSONAL PROPERTY TOTALS

Line 900 **No need to enter anything.** All numbers will be automatically calculated. The No. Parcel equals the sum of all current year real and personal parcels. The assessed value is be the sum of the real and personal assessed values from lines 800 and 850. The taxable value equals to the sum of the real and personal true cash values from lines 800 and 850.

Special Act ASSESSED Totals will automatically be calculated and included when you upload your L-4023 data to the website. If you are hand entering these values please make sure you select all special act parcels, minus PILTS, minus land banks and use ASSESSED totals and enter at the same time as the L-4023.

Once you have entered and saved all of the local unit L-4023's, you can review your county compilation of the L-4023's by pressing the **<Review Reports>** button in the left hand column, choose the L-4023 report from the drop down menu of reports available, and click on the **<Run Report>** button. You will also notice a "View County L-4023 at the top of the primary navigation page. Click on the link for all of the L-4023's starting with the county totals, then each local unit. You may re-run these reports as many times as necessary to review your work during the report building process.

Submitting the County 2164 (L-4023) Analysis for Equalized Valuations Form

Once you have entered all of the local unit L-4023's and have reviewed your County compilation report for accuracy, you are now ready to Submit your report to the State. You will need to click on the **<Submit>** button in the left hand column of the screen, choose the **<Submit L-4023>** button from the drop down menu. **Once you Submit your report you will not be able to revise the report yourself. Any subsequent changes will require contacting the Property Services Division.** When you press the Submit button, you will be prompted by a pop-up message to confirm that you are the person authorized to submit the report and that you are ready to send the final version of your report to the State for processing. If you are the person authorized to Submit this report, select **<OK>** and this will transmit your report to the State. You will receive a prompt confirming that your data was successfully submitted to the State. If at any time you wish to return to the site to view your reports, you may do so by using your PIN. You may also print copies of your reports for your records if you so desire.

If you have Submitted the L-4023 and later discover that a change needs to be made, you must contact the Property Services Division at 517-335-4410 or equalization@michigan.gov to make arrangements for error correction.