

E-filing Instructions for Completing the 608 (L-4024) Assessed and Equalized Valuations Worksheet

This form is due **on or before the First Monday in May to the STC** (MCL 209.5 (2))

All information is populated from the L-4023, with the possible exception of the Total Acres. If Total Acres is not populated, click on **<Review Forms/Enter Values>** Click on the Worksheet L-4024 and enter the acres, if any, for each local unit. Be sure to click on Save for each unit entry. Click on the **<Review Forms/Enter Values>** button on the left side of the screen to get to the primary navigation screen. Click on the Worksheet <L-4024> link to the right of the local unit name which you are reviewing. At the top of the screen you should note that the County

Number, County Name, Local Unit Number and Local Unit Name are prefilled for you in the top banner on each screen. Verify that you are in the correct local unit before proceeding.

There is a list of the real and personal property classifications. The assessed value that was calculated by the L-4023 has been populated into the Assessed Valuation Column, and the County Equalized Valuation has been populated with the Recommended County Equalized Value from the L-4023. The CEV Multiplier will be auto-calculated by the program. It is equal to the County Equalized Value divided by the Assessed Valuation for each class. The Ratio is equal to the Assessed Valuation divided by two times the County Equalized Valuation. ($AV / (2 * CEV)$).

Once you have reviewed all of the L-4024 information for each of the local units in your county, you should review the county L-4024 compilation by choosing the **<Review Reports>** button on the left hand column of the screen and choosing the desired report from the report drop down menu and clicking on the **<Run Report>** button. You may view and run these reports as many times as necessary to review your work during the report building process.

Submitting the County L-4024 Assessed and Equalized Valuations Report:

Once you have reviewed your county L-4024 for accuracy, MCL 209.5 requires that the equalization director obtain signatures on the L-4024 from the Chairperson and Clerk of the County Commission, as well as their own signature. Before you submit your form, you should print a copy of the report and obtain the required signatures. To submit your report of the board approved L-4024 to the State, you will need to point your cursor at the **<Submit>** button in the left hand column of the screen, and click on the **<Submit L-4024>** 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 have to be made by 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 have obtained the required signatures. If you are the person authorized to submit this report, and have obtained the required signatures, 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 should retain the signed paper copies in your county files as proof of statutory compliance.

If you have submitted the final report 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.