

**Michigan Department of Education
Office of State Aid and School Finance
On-line Taxable Value Application**

Submit one copy of this form for each person requiring "Update – Manage County Data" security level access to the Taxable Value Application. A new form must be submitted whenever there is a change to the Designated Individual. Complete all information and return the form as indicated in Step 5 below.

COUNTY: _____

Step 1: Designated Individual

Print Name

Title

Email Address - Required

Telephone Number

Step 2: MEIS Account

If an MEIS account already exists for the above designee, DO NOT CREATE ANOTHER ONE. Enter the existing account number below. If the individual does not have an MEIS account, go to the following URL: <https://cepi.state.mi.us/MEISPublic> , click on "Create an MEIS Account" and follow instructions.

Enter MEIS account number: A 1 _ _ _ _ _

Step 3: Acknowledgement by Designated Individual ("Update – Manage County Data" Security Level)

I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility.

Signature of Designated Individual

Date

- **Current Designee**
- **New Designee**
- **Replacement Designee**

Name of former designee: _____

Step 4: Authorization by Superintendent or Administrator

I attest that the above named individual is authorized to:

- View, Update, and add New Taxable Value data for our county as allowed within the context of the system.

Print Name

Title

Signature of Superintendent or Administrator

Date

Step 5: Mail or fax this form to:

Sandy Morford
Michigan Department of Education
Office of State Aid and School Finance
P. O. Box 30106
Lansing, MI 48909 **FAX: (517) 241-0196**