

State of Michigan Treasury Report 4626
Assessing Officer's Report of Taxable Values as of State Equalization in May
Submit using BS&A Equalizer/Assessing Software:

Must run from 2009 assessment roll BEFORE rolled over to 2010

1. Select 'Reports'
2. Select 'Assessing Reports'
3. Select '4626' from the reports listed

Report Settings -

Destination: Print to Window

Population: All Records

Sort Report: Current Index Order

Report Options:

Special Population: **Ad-Valorem Parcels** (do not include spec. acts)

Preparer Name: (Enter your name here)

Preparer Phone: (Enter your phone # here)

Preparer Email: (Enter your email address here)

Write Results to Excel Text file (CSV): Green check

File Name: Auto fill – Don't change (Year_County #_LU info)

Govt Unit: Select Twp or City

Close

4. Click OK

A paper version will print to the screen. You can print this for yourself if you like.

While this form was being generated to your screen, an additional file was being created and placed in your C: drive. This is **the file I want e-mailed to me, if possible.**

To locate this file:

1. Click on the My Computer icon.
2. Select the C: drive
3. Open the BS&A folder titled EQUALW
4. The file I'm looking for should be listed close to the top. It will have a '.csv' extension and will be titled as follows:
YEAR_COUNTY NUMBER_LOCAL UNIT INFO.csv
ie: 2009_32_12.csv

The 4626 form is due June 15, 2009.

Attach this file to an email and send to: marusichd@michigan.gov

If you have any problems or questions, you can check with Darcy at (517) 335-1218 or BS&A at (517) 641-8900

IF YOU DON'T GET AN EMAIL RESPONSE FROM DARCY WITHIN 3 DAYS AFTER SUBMITTING IT ELECTRONICALLY, RESEND THE FILE. IF YOU STILL DON'T GET A RESPONSE, CALL DARCY AT (517) 335-1218.

NOTE: If you should have to regenerate the csv file, delete the old csv file first.

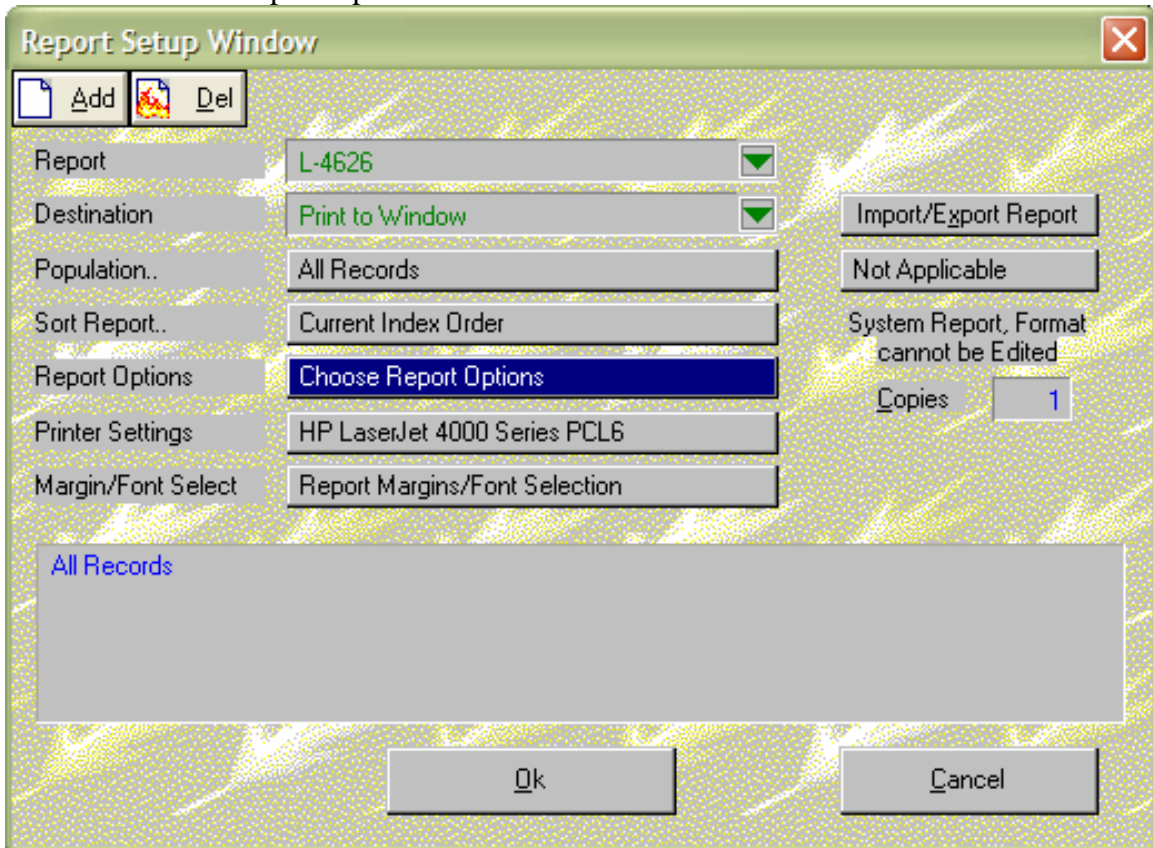
If you don't have internet access, print the form and Fax or mail to :

Fax (517) 241-2621

Assessment & Certification Division, PO Box 30471, Lansing, MI 48909

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Submit using BS&A Equalizer/Assessing Software:

Under Reports select Assessing Reports.
Select Report Options as shown in this illustration;
For Report: Select L-4626
For Destination: Select Print to Window
For Population: Select All Records
For Sort Report: Current Index Order
Click the Choose Report Options button.



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Select Report Options as shown in this illustration;
For Special Population: Ad-Valorem Parcels
Enter your Name, Phone and Email address in space provided.
Select 'Write results to Excel text file (CSV) so a green check appears.
Do not change the default file name.
Select Gov. Unit from dropdown list.

L-4626 Options

Special Population: Ad-Valorem Parcels

Preparer Name: Darcy Marusich

Preparer Phone: 517-335-1218

Preparer E-Mail: marusichd@michigan.gov

Write results to Excel text file (CSV)

File name: 2009_00_01.CSV

Gov. Unit: 01.Your Unit

Close

Click Close
Click Ok

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 Assessing Officer's Report of Taxable Values as of State Equalization in May
 Submit using BS&A Equalizer/Assessing Software:

The report will print to the screen AND to the C:/EQUALW folder simultaneously.

The file saved to the C:/EQUALW folder will appear as YYYY_CO_UNIT.csv (YYYY represents the current year)

Locate it using the My Computer icon located on your computer desktop screen.

Double Click the C:\ drive in the My Computer window.

Double Click the EQUALW folder listed in the C:\ drive.

Locate the '.CSV' file located in the EQUALW folder.

This is the file you will need to attach in an email to me.

