

## **Frequently Asked Questions State Assessed Annual Property Reporting**

### **What is a form 4435?**

Form 4435, entitled "Electronic Signature Declaration for Annual Property Reports", is used to request a secure individual personal identification number for your company to use for state assessed property reporting.

### **What is the purpose of the personal identification number (PIN)?**

The PIN serves two primary purposes. First, it is used in lieu of a physical signature for those who wish to file Annual Property Reports online. Secondly, it enables access to the individual secure accounts. These accounts will be used for online entry and submission of property data for those who choose to use the simplified online reporting process, and these accounts will also be viewable for those who file in paper format who wish to view the calculation "worksheets" and the tentative and final taxable values that will be posted prior to the tax bills being sent out through US mail.

### **If I handle the filings for more than one company, do I need to request a personal identification number for each company?**

Yes. The personal identification numbers used to access the online reporting are specific to each company, and therefore, a separate form 4435 should be filed to obtain a PIN for each company.

### **Who do I call if I have questions about the personal identification number?**

For questions about the PIN, you may contact the Assessment and Certification Division at (517) 241-4338.

### **What should I do if I lose or forget my personal identification number?**

If you lose or forget your PIN during the year, you will need to complete a new 4435 and upon verification of authorization, you will either be issued a new PIN, or your existing PIN will be confirmed for you. For security reasons, new personal identification numbers will be issued for each filing year.

### **Am I required to request a personal identification number if I am not filing online?**

No, you are not required to request a PIN, but you will need a PIN to view the entries made by the Assessment and Certification Division. Every company, regardless of how they file, will have a secure online account created, which is only viewable online using the individual secure PIN. If you file in paper format, your information will be entered into your account by the Assessment and Certification Division. If you wish to view the entries made by the Assessment and Certification Division, you will need to have a PIN to access your account online.

### **Will the paper version of the form be self-calculating?**

No. The paper version of the Annual Property Report will be in Adobe PDF format and will have to be printed and completed manually. The online form will be self-calculating and will pre-fill many of the entries for you. In addition, you will be able to view the previous year's data as a comparison if you use the online format.

### **Can other companies see my information?**

No. Your PIN is specific to your company and your company's secure account, and restricts access to the person who you have authorized to use the PIN to view your information.

**What should I do if I think the security of my PIN has been compromised?**

Once the PIN is issued, it is your responsibility to maintain the security of the PIN. If the security of your PIN has been compromised, it is your responsibility to immediately contact the Assessment and Certification Division at (517) 241-4338 to avoid any unauthorized access. Depending on your situation, you may be required to submit a new form 4435 to recertify authority to obtain a new PIN.

**What should I do if I make a mistake completing the online form, or if my data changes after I have submitted the form?**

If you have not yet transmitted your final data by pressing the <submit> button, you can make changes within the form. Once you have pressed the <submit> button, and your data has been transmitted, you must contact the Assessment and Certification Division at (517) 241-4338 to make changes and/or obtain access to the account.

**What if I cannot complete the entire Annual Report in one session, can I come back later to finish the report?**

Yes, you can return to the program later as long as you have not pressed the <submit> button. The program allows for you to save your data periodically while working on it, even if you are not ready to submit the final report. Once you have pressed the <submit> button, and your data has been transmitted, you will have to contact the Assessment and Certification Division to make any changes and/or obtain access to the account.

**Who do I call if I have difficulty completing my Annual Property Report online?**

Contact the Assessment and Certification Division at (517) 241-4338 for assistance.

**How will tax notices be made available?**

Tentative notices of taxable value will be posted to your online account on or about May 15 and final notices of taxable value will be posted to your online account on or about June 15. Final tax bills will be mailed to your address of record, and taxes due are payable on July 1.

**Can I make a request for an extension of filing an Annual Report?**

Filing deadlines for all state assessed annual reports are set by statute. The Assessment and Certification Division does NOT have specific authority to grant extensions. However, we will be as accommodating as possible in processing Annual Reports that are filed after the statutory due dates. Please be aware that penalties may occur to those who do not file in a timely manner.

**What if I have a specific question when completing the Annual Report?**

Each annual report contains instructions that are specific to the type of state assessed entity. If you are filing using a paper form, the specific instructions are found at the end of the report. If you are using the online filing system, there are hyperlinks throughout the form that will take you to specific instructions by clicking on the hyperlink. If you still have questions after reviewing the instructions, please feel free to contact the Assessment and Certification Division at (517) 373-0500.

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