

# Request for Verification of Personal Identification Number Used on a Real or Personal Property Statement

Issued under Public Act 267 of 2002. Filing is voluntary.

**INSTRUCTIONS:** Michigan Compiled Law 211.19 allows the use of an electronic signature on a Real Property Statement and on a Personal Property Statement (Form 632 - L-4175) filed electronically. Assessment administration personnel desiring verification that a personal identification number used on a Real or Personal Property Statement submitted electronically in their assessment jurisdiction is valid and proper may complete this form and submit it to the Assessment and Certification Division of the Michigan Department of Treasury. The Assessment and Certification Division will then release a copy of Form 3976 to the requesting assessment administration personnel. Form 3976 will show the personal identification number issued and the signature of the individual to whom this number was issued, as well as the expiration date of the number, allowing verification that the personal identification number used is valid and proper.

**The State Tax Commission has adopted a procedure for acceptance of electronic signatures by local tax collecting units. See State Tax Commission Bulletin No. 17 of 2002 for details regarding this procedure.**

## Request for Information

1. Personal identification number desired to be verified	4. Printed (or typed) name of requesting party
2. Name of local unit requesting verification	5. Description of assessment administration position of requesting party
<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village	6. Address to which verification is to be sent
3. County where local unit is located	

## Certification

I hereby certify that the above information is true and correct. I further certify that the above personal identification number was used on a Real or Personal Property Statement filed electronically in the assessing district that I represent. I understand that the information I am requesting is confidential in nature and is to be used only in the assessment process.		
Signature	Date	Certification Number

**Mail this form to:**  
State Tax Commission  
P.O. Box 30471  
Lansing, MI 48909-7971

If you have any questions, contact the Michigan Department of Treasury Assessment and Certification Division at (517) 373-0500.