



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

**DATE:** January 28, 2020  
**TO:** County Equalization Directors  
**FROM:** Lori Parr, Property Services Division  
**SUBJECT:** 2020 Online e-Equalization filing system for forms L-4023,  
L-4024, L-4046, L-4402 and L-4626

The online e-Equalization system is now available for reporting and processing your 2020 equalization reports.

Each county has its own secure, online account which can be accessed with a personal identification number (PIN). The PIN serves as an electronic signature, therefore eliminating the need to submit paper reports. Within the e-Equalization system you can create your equalization reports for your county board of commissioners to approve and sign. After the reports are approved and signed, you may use the system to electronically submit your data and print copies for your records. The online account will function in a worksheet type format that builds the county reports from the local unit data that you submit into the system. If manual entry of your L-4023 data is necessary, please be sure to enter the Assessed Special Acts on the link for the L-4023. Instructions for the upload and manual processes can be found after logging into the e-Equalization site at [www.michigan.gov/stateequalization](http://www.michigan.gov/stateequalization).

To receive your county specific Personal Identification Number (PIN) you **must** complete form 4606 (attached) and submit it by mail no later than February 28, 2020. The PIN will allow you to enter, upload and review your 2020 data. The secure personal identification number (PIN) protects the account and restricts access so that the county equalization director with the PIN can access and submit data to the State.

For current information and future updates regarding the online e-Equalization system, please visit [www.michigan.gov/stateequalization](http://www.michigan.gov/stateequalization). Please watch for emails from BS&A Software regarding any updates for the 2020 e-Equalization process.

If you have any questions on how to obtain your State Equalization PIN, or any e-Equalization filing questions, please contact Lori Parr at 517-335-7476, or email [equalization@michigan.gov](mailto:equalization@michigan.gov).