

**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 Treasurer

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 Treasurer

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**