



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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DATE: October 17, 2002

**Assessors
Equalization Directors**

FROM: State Tax Commission (STC)

Changes to the 2003 Personal Property Statement

Three areas of the 2003 Personal Property Statement contain significant changes from last year (2002).

- 1) Starting in 2003, you are required to indicate on page 2 of the form whether you had "move-ins" of used personal property during 2002. If you check YES, you must file form 3966. The instructions for the form explain the term "move-in".
- 2) Starting in 2003, you are required to indicate in section M, page 4 whether you are the owner of the leasehold improvements reported in Section M.
- 3) Starting in 2003, sections A through F on page 2 have an additional line for reporting costs. For example, section A contains 16 lines in 2003 but had only 15 lines in 2002. This was necessary in order to have sufficient information to implement a new, more accurate system for calculating the "Headlee" Millage Rollback.

You are requested to make this information available to the taxpayers in your assessment unit by whatever means you have available.

The following are 2 possible ways:

- 1) Include this information with your cover letter to taxpayers when you send out your 2003 personal property statements to the taxpayers.
- 2) Include this information on your internet web site if you have one.

Thank you for your assistance.