

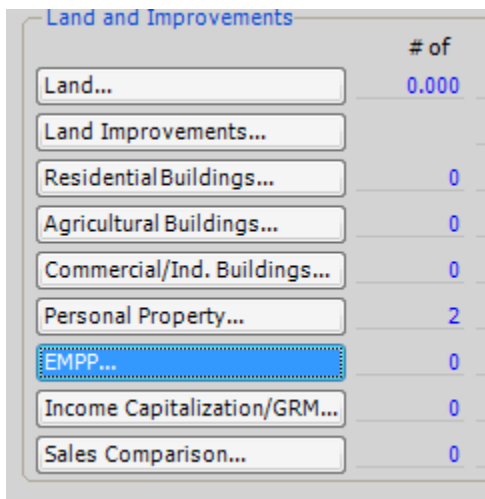
# 2018 EMPP Data Entry for BS&A Assessing .NET

Questions? From your BS&A program, go to **Help>Contact Technical Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing [tech@bsasoftware.com](mailto:tech@bsasoftware.com).

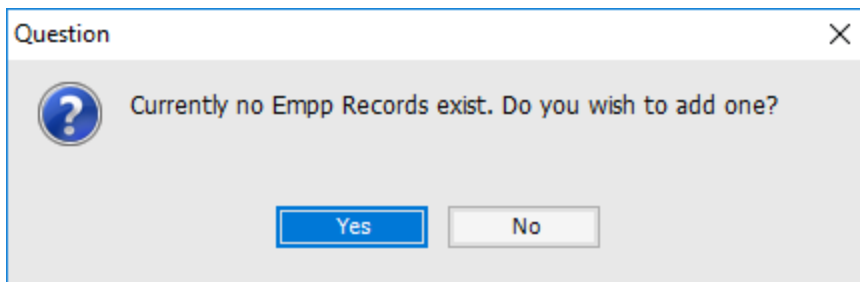
This document is intended to walk .NET users through the data entry process of Eligible Manufacturing Personal Property statements for 2018.

## Adding EMPP Statements in .NET

1. Go to the parcel where entry is needed and click the EMPP button.



2. Answer Yes to the prompt to add an EMPP statement.



Continue with the rest of the instructions.

## Data Entry

Enter the Date Received, Status, Processed By, and Processed Status information on the main EMPP Screen.

**\* For 2018**, although the School District/Community College information is NOT on Form 5278, the State is requiring this information be filled out by the Assessor for those parcels that filed Form 5278 for 2018 and beyond. If no Community College exists, uncheck the "Has Community College" box. The program will pre-populate these fields, provided the parcel has the appropriate 5 digit School District/Community College Code assigned.

Part 1: Affidavit	N/A
Part 2: Ad Valorem Personal Property Statement	0
Part 3: Report of Fair Market Value	0
<b>True Cash Value:</b>	0
<b>Assessed Value:</b>	0

Enter in the appropriate information from Form 5278 that was filed. If you try to escape out of the EMPP Statement or enter data in Parts 1-3, you will receive the following prompt that the parcel cannot have BOTH a 2018 EMPP Statement and a 2018 Personal Property statement. Toggling the Change to "EMPP FILED" box and answering YES will set the Status on any 2018 Personal Property statements to EMPP FILED and inactivate that statement. You will be allowed to access those Personal Property Statements for informational purposes, but if an EMPP Statement exists on the parcel, the Status of EMPP FILED CANNOT be changed (unless the EMPP statement is denied or deleted) for 2018, as all data entry will be done in the EMPP section for this parcel.

Change To "EMPP Filed"

## Part 1 Affidavit

The affidavit screen will open with some fields pre-populated with data from Taxpayer Information/Street Name or PO Box. Although pre-populated, these fields can be edited if they differ from the filed EMPP statement. **Please note:** It is important to fill out all fields in this section as required by the STC. Most importantly, the FEIN will have to be entered and verified prior to exiting the affidavit screen. Once all of the appropriate Information is entered, the State is requiring users to toggle the "I have verified that the above information matches the 5278 form filed by the Taxpayer" box.

Part 1: Affidavit

**Taxpayer/Owner Information**

FEIN: 11-1111111 Taxpayer: A-1 PRINTING & COPY CENTER INC Primary Occupant:

Assumed Names:

Contact Person:  E-Mail Address:  Telephone Number: ( ) - -

Street Number: 131 Street Name or PO Box: E MICHIGAN AVE

City: KALAMAZOO State: MI ZIP: 49007 Country: US 2-Digit Country Abbreviations...

Person in Charge:  Telephone Number: ( ) - - Record Address:

**Personal Property Location Information**

Parcel #: 06-91-000-029

Unit Name: City of Kalamazoo Unit Type: City Associated Township:

County: Kalamazoo

Street Address: 131 E MICHIGAN AVE

City: KALAMAZOO State: MI ZIP: 49007

List all real property parcel numbers where the personal property reported on this form is located

**Certification**

Name:  Date: //

Title:

I have verified that the above information matches the 5278 form filed by the Taxpayer.

Close

## Part 2 Ad Valorem Personal Property Statement

This part will only be used if there is a Partial EMPP. If a full exemption is claimed, skip Part 2 and go to Part 3.

Part 2: Ad Valorem Personal Property Statement

Summary and Reporting...

Type:   Renaissance Zone

	Assessor Calculations
Section A: Furniture and Fixtures...	0
Section B: Machinery and Equipment...	0
Section D: Office, Electronic Video and Testing Equipment...	0
Section E: Consumer Coin Operated Equipment...	0
Section F: Computer Equipment...	0
Section G: Other Owned Assessable Personal Property...	0
Section I: Qualified Personal Property...	0
Section J & K: Leased and Other Personal Property...	N/A
Section M: Leasehold Improvements...	0
Section N: All Freestanding Signs and Billboards...	0
Section O: Rental Information...	0
Grand Total Costs...	0
<b>True Cash Value:</b>	0
<b>Assessed Value:</b>	0

Close

**Type:** Enter whether the personal property is Ad Valorem, IFT/PA 328, or EXEMPT here.

**Summary and Reporting, Sections A thru O:** Entries to these sections will be done just as if you are entering a normal personal property statement.

### Part 3 Essential Services Assessment (ESA) Statement

Part 3 of the form 5278 is for reporting the Eligible Manufacturing Personal Property.

Report Of Fair Market Value Form

Check if there is zero acquisition cost reported in the total in Part 3, Section B, below.

Check if the personal property reported on this form includes leased personal property for which the election of lessee report is being filed. The taxpayer must complete the Election of Lessee Report of Eligible Manufacturing Personal Property (Form 5467).

Election of Lessee Report

Assessor Calculations	
Section A: Summary and Reporting...	N/A
Section B: Report of Acquisition Cost	0
<b>Total:</b>	<b>0</b>

Close