IFT Export to the STC

This export creates a file for you to upload to the Treasury website. A User ID and Password are required and assigned by the state.

> If you are a Township with a Village, the STC assigns a separate code for the Village. You will need to run this export twice... once for the Township parcels and once for the Village parcels.

1. Go to File>Export>IFT Export to the STC.

2. Verify or select the Unit to Export.

3. Export Directory defaults to the last location used. You may browse to another location.

4. Export File is a CSV file generated by the program. Do not change it.

5. Click Export. A progress bar appears.

6. When the export is complete, a Success prompt appears showing the location and name of the .CSV file. Write this down for later upload (these instructions take you through uploading right away).
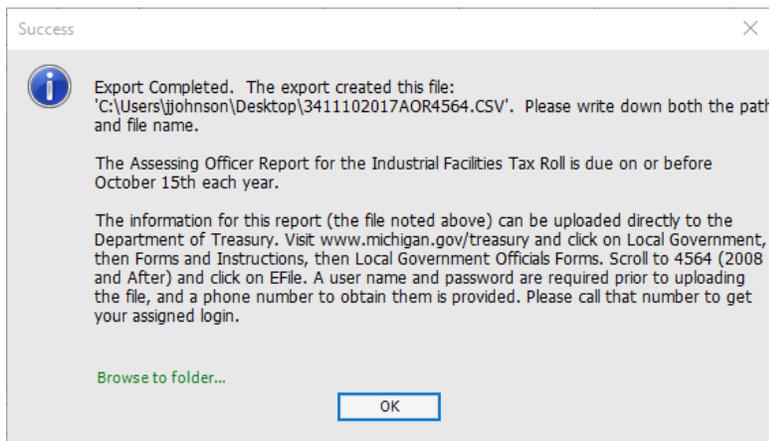
7. Click Browse to folder... .

8. The folder containing the export file opens. Minimize the screen to return to Assessing and click Ok.

9. Select the (print) Destination and click Run Report.

10. Carefully review the report before closing it. Provided the data is correct, continue with these instructions.

11. Open your browser and go to http://www.michigan.gov/treasury.

12. Click Local Government, then Forms and Instructions, then Local Government Officials Forms. Scroll to 4564 (2008 and After) and click on eFile.

13. A user name and password are required prior to uploading the file, and a phone number to obtain them is provided. Please call the number to get your assigned login.

14. Enter the User ID and Password, then click the Submit button and upload the file created during the export.