

flexmls *Tip!*

Tax IDs—How to make sure you have them right!

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Have you ever had difficulty determining what the full tax ID number should be?

MichRIC has provided a list of township, city, and village IDs to help you easily identify whether or not the one you have is accurate and complete.

1. To get started, remember that the first two digits indicate the county.
2. The county digits are followed by two to three digits that signify the taxing authority (township/city/village).

Sample Tax ID Number (Kalamazoo County; Richland Township)

County (2 digits)		Taxing Authority (2-3 digits)										
3	9	0	3	#	#	#	#	#	#	#	#	#

County Codes (1st two digits)

Berrien County- 11
Branch County- 12
Calhoun County- 13
Cass County- 14
Hillsdale County- 30
Kalamazoo County- 39
Muskegon County- N/A
Ottawa County- 70
St. Joseph County -75

Taxing Authority Codes (2nd two to three digits)

Alamo Township- 01
Cooper Township- 02
Richland Township- 03
Ross Township- 04
Oshtemo Township- 05
Kalamazoo Township- 06
Kalamazoo City- 0006
Parchment City- 18
Comstock Township- 07
Charleston Township- 08
Galesburg City- 17
Texas Township- 09
Portage City- 10
Pavilion Township- 11
Climax Township- 12
Prairie Ronde Township- 13
Schoolcraft Township- 14
Brady Township- 15
Wakeshma Township- 16

The quickest source for the complete Tax ID is through the Full Tax Search in flexmls.

1. Log into flexmls.
2. Select **Menu** followed by **Full Tax Search**.
3. Search the property address.
4. Copy and paste the **Tax ID** into the **Tax ID #** field of your listing.
5. When the listing has been added to flexmls, visit the properties **Detail** page and click the **Tax Info** tab to ensure the tax record has linked to the correct address.

Now your listing is ready! Viewers will be able to view correct tax information.