



Michigan Education Trust

**Student Handbook
for Full, Limited and Community
College Benefits Contracts**

April 2012

(517) 335-4767 or
(800) MET-4-KID

www.SETwithMET.com



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

ANDY DILLON
STATE TREASURER

Dear MET Student:

The MET Student Handbook contains the instructions and forms you will need to notify MET of how you intend to use the educational benefits provided under your MET contract(s). The Student Handbook and forms apply to all three types of MET contracts: Full Benefits, Limited Benefits and Community College.

As a MET Beneficiary you have 15 years from your expected date of high school graduation (as stated on your MET contract) to use your MET benefits, transfer unused benefits to an immediate family member or request a refund if not attending college.

For financial aid purposes, your MET benefits are classified as a prepaid tuition plan and are considered an asset of the parent at 5.6% of the MET contract value. To assist you in the financial aid eligibility calculation, a Contract Value Worksheet may be found on page 35. You may wish to consult the college's financial aid officer. If your contract was purchased by a grandparent or someone other than a custodial parent, you are not required to report MET benefits when completing the FAFSA form.

On page 37 is a Change of Address form. Please notify us by submitting this form to the MET office if you change your permanent address or go to www.SETwithMET.com and select Customer Web LOGIN to update your address. Please notify us even if only your zip code has changed. It is very important for us to have current addresses so that we may provide the appropriate individual with required program information. If the Purchaser or Appointee's address has changed, the Purchaser or Appointee must sign the Change of Address form or update on-line.

Please read this Handbook carefully and save it for future reference. If you still have questions, contact the MET office at (517) 335-4767 in the greater Lansing area or 1-800-638-4543 outside the greater Lansing area. You may also e-mail the MET office at: treasmet@michigan.gov.

Thank you for your participation in the MET program.

Sincerely,

A handwritten signature in black ink that reads "Robin R. Lott".

Robin R. Lott
Executive Director
Michigan Education Trust

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Michigan Education Trust (MET) Checklist

The checklist below is an aid for completing and submitting the documentation necessary to put your Michigan Education Trust (MET) contract to work for you. Expanded instructions are included in the pages that follow. Forms are included on pages 21-39. **Do not include the checklist with your submission.**

The MET Board of Directors has waived the deadline to submit a *Notice to Use MET Educational Benefits* (Form 3181) and a *Notice to Terminate a MET Educational Benefits Contract* (Form 2773). However, submit Form 3181 as soon as possible so that MET may notify the university/college of your funds in a timely manner. You must be 18 years old or have your high school diploma to submit Form 2773.

If your documentation to MET is incomplete or incorrect, MET will notify you in writing to request the necessary forms/changes. **Incomplete or incorrect documentation can delay notification to your intended institution.** If you need assistance with any of the forms, call MET toll free at (800) 638-4543, Monday through Friday, between 8 a.m. and 5 p.m., to speak with a MET operator.

Your MET Contract Confirmation sheet identifies your contract number(s) as:

- 88-999999 Full Benefits contracts contain either all numbers or 88-9P9999
- 88-L999999 Limited Benefits contracts contain the letter “L”
- 88-C999999 Community College Benefits contracts contain the letter “C.”

Use the checklist below to determine the appropriate documentation to submit based on your situation. **IMPORTANT:** If a Federal W-9 is requested from the **REFUND DESIGNEE**, check your MET Contract Confirmation sheet or call the MET office toll free at (800) 638-4543 to determine the Refund Designee named by the Purchaser at the time of purchase. The Refund Designee will be the Beneficiary, Purchaser or Appointee.

Under a FULL and/or LIMITED Contract

Attending a Michigan Public 4-Year Institution

- Notice to Use MET Educational Benefits* (Form 3181, p. 21). Beneficiary must complete, sign and date.

Attending a Michigan Public Community College

See page 10 for an explanation of your options.

Under a COMMUNITY COLLEGE Contract

Attending a Michigan Public 4-Year Institution

- Notice to Terminate a MET Educational Benefits Contract* (Form 2773, p. 23). Beneficiary must complete, sign and date.
- Copy of high school diploma, **if under 18 years of age.**
- Copy of acceptance letter from institution.
- Request for Taxpayer Identification Number and Certification* (Form W-9, p. 25). **Refund Designee** must complete, sign and date regardless of whether the refund is directed to the institution or the Refund Designee. See “IMPORTANT” above.

Attending a Michigan Public Community College

- Notice to Use MET Educational Benefits* (Form 3181, p. 21). Beneficiary must complete, sign and date.

Under ALL Contracts

Attending a Michigan Independent or Out-of-State Institution

- Notice to Terminate a MET Educational Benefits Contract* (Form 2773, p. 23). Beneficiary must complete, sign and date.
- Copy of high school diploma, ***if under 18 years of age.***
- Copy of acceptance letter from institution.
- Request for Taxpayer Identification Number and Certification* (Form W-9, p. 25). **Refund Designee** must complete, sign and date regardless of whether the refund is directed to the institution or the Refund Designee. See “IMPORTANT” on page 1.

Attending under Full Tuition Scholarship, enrolled in a United States Military Academy or G.I. Bill

- Notice to Terminate a MET Educational Benefits Contract* (Form 2773, p. 23). Beneficiary must complete, sign and date.
- Copy of scholarship verification showing amount of tuition covered and number of semester/years covered or renewal terms. Under Montgomery GI Bill proof of benefits or DD FORM 2366.
- Request for Taxpayer Identification Number and Certification* (Form W-9, p. 25). Refund Designee must complete, sign and date. See “IMPORTANT” on page 1.

Not Attending a degree granting Higher Education Institution

- Notice to Terminate a MET Educational Benefits Contract* (Form 2773, p. 23). Beneficiary must complete, sign and date.
- Michigan Education Trust Affidavit* (p. 24) Beneficiary must complete, sign and date. Signature must be notarized.
- Request for Taxpayer Identification Number and Certification* (Form W-9, p. 25). Refund Designee must complete, sign and date. See “IMPORTANT” on page 1.

Military Enlistment

- Notice to Terminate a MET Educational Benefits Contract* (Form 2773, p. 23). Beneficiary must complete, sign and date.
- Copy of enlistment contract.
- Request for Taxpayer Identification Number and Certification* (Form W-9, p. 25). Refund Designee must complete, sign and date. See “IMPORTANT” on page 1.

Death/Disability of Beneficiary

- Notice to Terminate a MET Educational Benefits Contract* (Form 2773, p. 23).
- Copy of death certificate/letter confirming learning disability.
- Request for Taxpayer Identification Number and Certification* (Form W-9, p. 25). Refund Designee must complete, sign and date. See “IMPORTANT” on page 1.

Keep a copy of your completed submission for your files. These forms are also available online at www.SETwithMET.com.

Most Commonly Asked Questions

1. Who can access MET contract information?

Only those persons listed on the contract as Beneficiary, Purchaser or Appointee may receive contract-specific information whether via phone, written communication, e-mail, online access or any other means of communication with the MET office. MET will only provide general program information to all other inquiries.

2. The Beneficiary will not graduate from high school in the expected academic year as submitted on the Contract Signature Page at the time of purchase. May this date be changed?

No. MET contract prices are based on actuarial projections. MET's actuary projected a probable graduation date based on the Beneficiary's age/grade at time of purchase. The actuary also took into consideration that some beneficiaries would begin using benefits early and some would begin using benefits late. Therefore, Section 8 of the MET contract allows Beneficiary 15 years from the expected academic year to completely use all contract benefits or receive a refund.

3. Must a student use his or her MET contract immediately after high school graduation?

No. A student has 15 academic years from the expected high school graduation year to use all credit hours or completely receive a refund.

4. Can MET students attend any Michigan public university or college?

Yes. MET benefits can be used at any Michigan public university or college upon the student meeting that institution's admission standards. MET does not guarantee that a student will be admitted to any Michigan university or college.

5. What are the mandatory fees?

Mandatory fees are those which all enrolled students are required to pay. Application fees, health care fees, contact hour fees and fees which are course specific (such as lab fees for science and computer classes, etc.), or fees assessed based on the number of credit hours enrolled are not covered. Also, MET does not pay for room and board or books.

6. What if a student's major requires more than 120 credit hours?

Some standard four-year baccalaureate degrees require more than 120 credit hours. A student may submit a *Notice to Declare a Major Area of Study* (Form 2780) to MET in his or her junior or senior year in college. MET will verify the number of additional credit hours to be covered, if any, consistent with the contract requirements for a standard four-year baccalaureate degree. If MET pays for courses that are repeated to improve a student's grade point average or for incomplete, failed or withdrawn classes, they will count against the total number of credit hours allowed under the contract. MET does not cover the cost of contact hours (hours spent with the instructor).

7. Can credit hours be applied to Graduate School or Advanced Programs?

MET contracts are intended designed to cover undergraduate courses. However, if a student graduates from college after using the MET contract for undergraduate studies and has credit hours remaining on his or her MET contract; the remaining credit hours may be used toward graduate school or an advanced program at a Michigan public university or college at the undergraduate tuition rate.

8. Will MET cover tuition for a student that moves out-of-state after a contract has been purchased but wants to attend a Michigan public college or university?

Under the Full and Limited Benefits contracts, MET provides payment of in-state undergraduate tuition and mandatory fees at a Michigan public university. Each university determines residency requirements. A student who moves out of the state of Michigan after the contract has been purchased and still wishes to utilize the tuition benefits may do so. In such cases, if the university deems the student an out-of-state resident, MET will provide in-state tuition and mandatory fees and the student will be responsible to pay the difference between the out-of-state and in-state tuition costs directly to the university.

9. What if a student receives a full tuition scholarship?

If a Beneficiary receives a full tuition scholarship, he or she may terminate the contract and the Refund Designee will receive a refund of the average tuition (Full Benefits and Community College contracts) or lowest tuition (Limited Benefits contract). A full scholarship must be equivalent to or greater than the contract years purchased. For example, the student owns a two-year contract and is awarded a two-year scholarship; a two-year tuition scholarship; a two-year community college scholarship; or a one-year scholarship renewable for four years. Alternatively, the student may transfer the contract to an immediate family member.

10. What if a student receives a partial scholarship?

Students who receive partial tuition scholarships, grants, or other types of tuition assistance (including faculty/employee benefits paid by a public institution) may not need all of the educational benefits provided under the MET contract. The institution should invoice MET for all credit hours for which a student enrolls. Any excess amount may be applied to other expenses or refunded to the student by the institution.

11. What if a student decides not to attend college?

When a student reaches 18 years of age or receives a high school diploma, the student has the option of transferring the contract (all or part) to an immediate family member(s) or terminating the contract to obtain a refund paid to the Refund Designee.

12. Who can terminate a MET contract?

Only a student who is at least 18 years of age or has obtained a high school diploma may terminate a contract. Therefore, neither a parent nor a Purchaser can terminate a MET contract for any reason. The only exception is if the student has died or is diagnosed as learning disabled, then a person with legal authority to act on behalf of the student may terminate the contract.

13. If a student terminates the contract, will there be a lump sum refund?

No. Pursuant to the MET statute, termination refunds are made in four annual installments for the Full or Limited Benefits contract if terminating to attend an out-of-state college, receive a full scholarship or not attend college.

If terminating a Community College contract, refunds are made in two annual installments.

A lump sum refund is provided upon death or learning disability of the Beneficiary. See the Termination Refund Chart on pages 12 and 13.

14. What provisions can be made if a student terminates the contract for a refund directed to a Michigan private or out-of-state institution and later decides to attend a Michigan public college?

None. The MET contract does not permit the reinstatement of a contract once terminated and a full or partial refund has been made. However, refund amounts previously designated to pay a Michigan private or out-of-state institution may be redirected to a Michigan public university or community college.

Contract Activation/Information Online

SET with MET - Welcome to Customer Web - MET's New Self-Service Customer Website

On October 10, 2011, MET launched Customer Web, if you previously had online access to your MET contract(s) your prior login id and password **will not** access the new system. You will need to register as a **new user** to gain access to your contracts in the new system. You will need a valid contract number and social security number for the initial registration. You will then set your own login ID and password for future access.

Browser Compatibility: Customer Web is designed for use with Internet Explorer version 7.0 or higher and Firefox version 7.0 and higher. Google Chrome and Apple Safari are not supported.

Customer Web allows students to complete and submit their *Notice to Use Educational Benefits* form online, eliminating the need to sign and mail requests to the MET office.

Online Self-Service allows:

- Beneficiaries enrolled in a Michigan public university or community college to complete and submit their *Notice to Use Educational Benefits* form (3181).
- Beneficiaries with Community College Contracts enrolled in a Michigan four-year university to complete and submit their *Notice to Terminate A MET Educational Benefits Contract* form (2773) when they want MET to pay the four-year university directly.
- Beneficiaries enrolled in a Michigan independent (private) or out-of-state higher education institution to complete and submit their *Notice to Terminate A MET Educational Benefits Contract* form (2773) when they want MET to pay the higher education institution directly.
- Beneficiaries to transfer from a Michigan public university or community college to another.
- Beneficiaries to transfer from a Michigan independent (private) or out-of-state higher education institution to another.
- Beneficiaries to notify MET of “dual enrollment” at more than one institution for one or more semesters.
- Beneficiaries to access contract specific information including payments made, remaining balance and the ability to update their address.
- Purchaser’s access to contract specific information including payments made, remaining balance and the ability to update their address.
- Appointee’s access to contract specific information including payments made, remaining balance and the ability to update their address.

Submission of hard copy forms and requested documentation is required for all other uses of the MET contract as outlined in the following pages.

Attending a Michigan Public University/College

Log into Customer Web or submit a *Notice to Use MET Educational Benefits* (Form 3181 on p. 19). Specify the university/college you plan to attend and the semester during which you first plan to attend. You do **not** need to submit your university/college acceptance letter with Form 3181. A list of Michigan public universities and community colleges is on the reverse side of Form 3181.

EDUCATIONAL BENEFITS PROVIDED

Your MET Contract Confirmation sheet identifies your contract number(s) as:

88-999999 Full Benefits contracts contain either all numbers or 88-9P9999

88-L999999 Limited Benefits contracts contain the letter "L"

88-C999999 **Community College Benefits contracts contain the letter "C."** MET FULL BENEFITS contracts provide undergraduate tuition and mandatory fees at a Michigan public university. At a Michigan public community college, it provides tuition, contact/billing hour fees and mandatory fees (in-state or in-district)*.

MET LIMITED BENEFITS contracts provide undergraduate tuition and mandatory fees at Michigan public universities whose tuition costs do not exceed 105% of the weighted average tuition cost of Michigan's four-year public institutions. Full tuition benefits are **not** covered at institutions with tuition costs greater than 105% of the weighted average tuition. Rather, only a percentage of the tuition benefits are provided for students attending those institutions. (See "Number of Credit Hours Allowed by MET" on pages 6 and 7). At a Michigan public community college, it provides tuition, contact/billing hour fees and mandatory fees (in-state or in-district)*.

MET COMMUNITY COLLEGE contracts provide in-district undergraduate tuition and mandatory fees at a Michigan community college.

Mandatory fees are those fees, which are charges to all students attending a particular university/community college. Application fees and fees which are course specific, such as contact/billing hour fees, lab fees for science classes, computer classes, etc., or fees assessed based on the number of credit hours enrolled are not covered.

Benefits are provided each semester directly to the educational institution you are attending. MET does not pay for room and board or books.

*MET only pays contact/billing hour fees and out-of-district tuition if the student does not qualify for the in-district tuition rate. In this case, MET is limited and can pay no more than the average tuition of Michigan public four-year universities. Should the out-of-district tuition rate and contact/billing hour fees exceed the average tuition; the institution will invoice the student directly for the balance.

Process: Once You Submit a Notice to Use MET Educational Benefits (Form 3181) to MET

- MET will e-mail or mail confirmation that Form 3181 has been received and processed.
- MET will contact the university/college that you plan to attend and inform the university/college that MET will be providing tuition and mandatory fees on your behalf for the number of credit hours purchased.
- When you register for classes, indicate to the university/college that you are a MET student. The university/college can verify that you are a MET student by checking their MET Student Report (online access or hardcopy) or calling the MET office at 1-800-638-4543 or (517) 335-4767. If you must pay any type of pre-registration fees, which are required to be paid in advance, and which are required to be paid by all students, you will receive a refund from the university/college once MET makes payment to the university/college for tuition and fees.
- If you drop a class **before** the 100% refund drop date, the university/college does not bill MET for the class dropped.
- The university/college bills MET for tuition and mandatory fees. Institutions which are on a block credit hour system should invoice MET for the block rate, but must report the **actual** number of credits taken by the student.
- If you drop a class **after** the 100% refund date, the university/college bills MET for the full amount of the class dropped and the partial refund (if any) is returned to you (the student) by the university/college. In this situation, the credit hours dropped count against the total number of credit hours allowed under your contract. Similarly, if you repeat, fail or do not complete a class, it also counts against the total number of credit hours allowed under your contract.
- Once you have used all the credit hours allowed under your contract, the university/college will bill you directly.

Number Of Credit Hours Allowed By Met

A standard four-year baccalaureate degree requires 120 semester credit hours. MET will adjust the number of credit hours allowed depending on your major area of study (see next section). Note, MET will only pay four-fifths of the credit hours required for five-year baccalaureate degree programs.

MET FULL BENEFITS Contracts: If you have a four-year Full Benefits contract, MET will pay for 120 semester credit hours. Similarly, if you have a one, two or three year contract, MET will pay for 30, 60 or 90 credit hours, respectively.

MET LIMITED BENEFITS Contracts: If you attend a Michigan public university whose tuition costs do **not** exceed 105% of the weighted average tuition of Michigan's public universities and have a four-year contract, MET will pay for 120 semester credit hours. Similarly, if you have a one, two or three-year contract, MET will pay for 30, 60, or 90 semester credit hours, respectively. MET will pay for four-fifths of the credit hours required for five-year baccalaureate degree programs.

However, if you attend a Michigan public university/college whose tuition costs exceed 105% of the weighted average tuition of Michigan's public universities, MET will pay for the number of credit hours that can be

purchased with 105% of the weighted average tuition at the time you enroll. Michigan public universities whose tuition costs exceed 105% of the weighted average tuition for the 2012-13 academic year are the University of Michigan-Ann Arbor campus (UM-AA), Michigan State University (MSU) and Michigan Technological University (MTU). For the 2012-13 academic year MET will cover 25 of 30 credit hours at UM-AA, 27 of 30 credit hours at MSU and 25 of 30 credit hours at MTU. MET cannot adjust the number of credit hours allowed depending on your major area of study (see next section).

MET COMMUNITY COLLEGE Contracts: A standard 2-year associate degree requires 60 semester credit hours. Therefore, if you have a two-year contract, MET will pay for 60 semester credit hours. Similarly, if you have a one-year contract, MET will pay for 30 credit hours. MET will adjust the number of credit hours allowed depending on your major area of study (see paragraph below).

Declaring a Major Area of Study

Many degree programs have different credit hour requirements. A *Notice to Declare a Major Area of Study* (Form 2780) is mailed as indicated below. (Form 2780 is also available at www.SETwithMET.com.) Once MET receives a completed Form 2780, the number of credit hours available will be adjusted, if necessary, depending on your declared major. As stated in the previous section, the adjustment is made based on information provided by the university/college and the number of credit hours originally purchased. MET will pay for four-fifths of the credit hours required for five-year baccalaureate degree programs.

If you change your major area of study, any credit hours already paid by MET, which do not apply toward your new major, are still subtracted from the number of credit hours available to be paid by MET.

MET FULL BENEFITS Contracts: Form 2780 will be mailed to you in your junior year. If you have less than four years of educational benefits and are using your educational benefits prior to your junior year, call the MET office so that Form 2780 can be mailed to you earlier or get the form online at www.SETwithMET.com and click on Forms and Documents.

MET LIMITED BENEFITS Contracts: If you are attending a Michigan public university/college whose costs do not exceed 105% of the weighted average tuition, upon receipt of a completed Form 2780 from you, the number of credit hours available will be adjusted, if necessary, depending on your declared major. As stated in the previous section, the adjustment is made from the number of credit hours originally purchased.

However, if you are attending a Michigan public university/college whose tuition costs exceed 105% of the weighted average tuition, MET cannot adjust the number of credit hours, rather, MET will only pay the number of credit hours, which can be purchased at the time of enrollment.

MET COMMUNITY COLLEGE Contracts: Form 2780 will be mailed to you at the end of your first year. If you have a one-year community college contract, call the MET office so Form 2780 can be mailed to you earlier or get the form online at www.SETwithMET.com and click on Forms and Documents.

Time Frame for Using Your MET Educational Benefits

You have 15 years to use your MET educational benefits in full. Your 15-year time period begins in the academic year specified in your contract and ends July 15 of the fifteenth year. The academic year cannot be changed. Because MET contract prices are based on actuarial projections, Section 8 of the MET contract allows a Beneficiary 15 years from the expected academic year to completely use all contract benefits or receive a refund.

Note, there is no maximum or minimum number of credit hours you required during a semester or academic year. Credit hours can be used for summer semester. There is no refund if educational benefits are taken at an accelerated pace.

Limitation of Refund

Note: Once you have earned more than one-half of the credit hours required for the awarding of a baccalaureate degree at a Michigan public university, you cannot terminate your contract requesting payment to the Refund Designee. However, you can direct any remaining refund to a qualified higher education institution. If you will no longer attend, to terminate your contract and receive a refund you must do so before you have completed 61 semester credit hours (unless you are in a degree program requiring more than 120 credit hours). This limitation applies to credits hours EARNED regardless of whether paid by MET or not.

Transferring From One University/College to Another

Log into Customer Web or submit the *Notice to Transfer to Another University or College* (Form 2779) on page 29 if you:

- Make a permanent or temporary transfer to a different Michigan public university/college.
- Attend two different Michigan public institutions at the same time.
- Attend classes at a different Michigan public university/college during the summer semester.

You may only transfer between Michigan public universities and community colleges. To have your MET funds paid to a Michigan independent (private) or out-of-state institution you must complete the *Notice to Terminate a MET Educational Benefits Contract* (Form 2773) on page 21 and supply the required documentation.

Partial Scholarships

If you receive partial tuition scholarships (including Michigan Merit/Promise), grants, or other types of assistance at a Michigan public university/college, you may not need all of the educational benefits provided under your MET contract. In this situation, the institution you attend may accept funds from both MET and other sources on your behalf. If the funds are in excess of tuition expenses, the institution you are attending may refund the excess to you. The excess may be subject to income and excise taxes. There is no termination provision under the contract for a partial tuition scholarship.

Attending a Michigan Independent (Private) or Out-of-State Institution

If you plan to attend a Michigan independent (private) or an out-of-state institution, MET does not pay these institutions by the credit hour. Instead, a refund value is established. You must submit a *Notice to Terminate a MET Educational Benefits Contract* (Form 2773), this can be done online at Customer Web if you want MET to pay your refund directly to the institution. This option does not require any further documentation.

Or, you may fax or mail the completed form and required documentation: 1) proof of enrollment (copy of your acceptance letter) and 2) form Federal W-9 form (page 23) for the Refund Designee. You must indicate if the refund is to be paid directly to the college or the Refund Designee. You must manually submit your documents if you select to pay the Refund Designee.

If you have a **Full Benefits or Community College contract**, the refund amount is higher when directed to the institution rather than directed to the Refund Designee. Refer to the Termination Refund Chart on pages 12 and 13 for clarification. Refund amounts to out-of-state institutions are paid out over four academic years. If you plan to submit the Notice to Terminate form after you have used a portion of your credit hours at a Michigan public university or community college, please call the MET office to speak with an Analyst about your refund “effective date.”

Attending a Michigan Public Community College

If you have a **Community College contract**, log into Customer Web or submit a *Notice to Use MET Educational Benefits* (Form 3181 p. 19). Specify which community college you plan to attend and the semester during which you first plan to attend. You do **not** need to submit your university/college acceptance letter with Form 3181. A list of Michigan public community colleges is on the reverse side of Form 3181.

If you have a **four-year Full or Limited Benefits contract** or more than one contract which equal four years of educational benefits and:

- a) Attend a Michigan public community college for *more than two academic years* then transfer to a Michigan public four-year university, you may want to terminate your contract for a refund payable to the community college and transferable to the university. This typically results in a refund amount that will provide greater value. Initially, you may submit the Notice to Use MET Educational Benefits (Form 3181) at the beginning of your community college enrollment. You are urged to call MET to discuss the benefit of terminating your contract during your last semester of community college enrollment or before you have used all of your allowable credit hours.
- b) Attend a Michigan public community college and do not transfer to a Michigan public four-year university. Initially, you may submit the Notice to Use MET Educational Benefits (form 3181) at the beginning of your community college enrollment. You are urged to call MET to discuss the benefit of terminating your contract (for a refund) during your last semester of community college enrollment or before you have used all of your allowable credit hours.
- c) Attend a Michigan public community college for two academic years or less then transfer to a Michigan four-year university it may be advantageous for you **not** to terminate your contract. If you attend a community college for two academic years or less at the **in-district rate**, you may then attend any Michigan public four-year university at no additional tuition cost and receive the number of credit hours required for the awarding of a baccalaureate degree. To qualify for this benefit, you must have obtained an associate degree within a two-year academic period or have taken classes for two academic years or less. You may take classes during the summer semester of a two-year academic period and qualify under Section 2(c) of your contract. You must submit a transcript to MET from the four-year university documenting community college credit hours transferred.

Other Reasons for Terminating Your MET Contract

Attending a Michigan Four-Year University under a MET Community College Contract

If you have a MET Community College Contract and enroll at a Michigan public four-year university, you must terminate your credit hour benefits for a refund. The refund may be directed to the university. You may log into Customer Web to submit your *Notice to Terminate a MET Educational Benefits Contract* (Form 2773) if you direct the refund to the university. If directing the refund to the Refund Designee, you must manually submit **form 2773** and include: **1)** proof of enrollment and **2)** Federal W-9 (page 23) completed and signed by the Refund Designee.

Full Tuition Scholarship

If you receive a full tuition scholarship and wish to terminate your contract and receive a refund, you must submit the *Notice to Terminate a MET Educational Benefits Contract* form 2773 (page 21). The tuition scholarship must be equal to or greater than the number of contract years purchased. A one-year scholarship, which is renewable for the number of contract years purchased, is acceptable. You must include with your submission: **1)** a copy of the verification letter that specifies the terms of your scholarship, and **2)** Federal W-9 (page 23) completed and signed by the Refund Designee. Refund installments are paid to the Refund Designee. **Refer to the Termination Refund Chart on pages 12 and 13 for clarification.**

Partial Scholarships

There is no termination provision under the contract for a partial tuition scholarship. If you receive partial tuition scholarships (including Michigan Merit/Promise), grants, or other types of assistance at a qualified higher education institution, you may not need all of the educational benefits provided under your MET contract. In this situation, the institution you attend may accept funds from both MET and other sources on your behalf. If the funds are in excess of the amount needed to cover tuition expenses, the institution you are attending may refund the excess to you. The excess may be subject to income and excise taxes.

Not Attending College

If you do not plan to attend a higher education institution and wish to terminate your contract and receive a refund, you must submit a *Notice to Terminate a MET Educational Benefits Contract* form 2773 (page 21). Along with Form 2773, you must submit: **1)** the affidavit certifying that you do not plan to attend a higher education institution (as defined in the MET contract) on page 22. This affidavit must be notarized and **2)** Federal W-9 (page 23) completed and signed by the Refund Designee. Refund installments will be paid to the Refund Designee. **Refer to the Termination Refund Chart on pages 12 and 13 for clarification.**

Enrolled in a Non-Degree Granting Higher Education Institution

If you enroll in an institution that offers only certificate or diploma programs you must submit a *Notice to Terminate a MET Educational Benefits Contract* (Form 2773), select item (i) and include: **1)** Copy of acceptance letter or other proof of enrollment and **2)** form Federal W-9 (page 23) completed and signed by the Refund Designee. Refund installments will be paid to the Refund Designee. **Refer to the Termination Refund Chart on pages 12 and 13 for clarification.**

Enlist in the Military

If you enlist in a branch of the U.S. armed services and wish to terminate your contract and receive a refund, you must submit a *Notice to Terminate a MET Educational Benefits Contract* (Form 2773). Along with Form 2773, you must submit: **1)** a signed copy of your enlistment contract. If your enlistment includes full tuition scholarship, you may terminate under scholarship for a higher refund amount. Include a statement of your benefits under the Montgomery GI Bill or other proof of benefits issued by your branch of service and a copy of your acceptance letter, and **2)** form Federal W-9 (page 23) completed and signed by the Refund Designee. Refund installments will be paid to the Refund Designee. **Refer to the Termination Refund Chart on pages 12 and 13 for clarification.**

The circumstances for termination of a MET contract are stated above. If you are planning to pay for your own tuition expenses and not terminate your contract so that the refund amount increases over time, there may be no valid reason in the future under which you will be eligible to terminate your contract and receive a refund.

A portion of the refund may constitute taxable income for federal, state and local income tax purposes. The Purchaser may change the person to receive the refund from the individual specified in the contract

to the student or another individual by submitting a **notarized** written request or by completing the *Request to Update a Michigan Education Trust Contract (Form 2777)* on page 27.

You have 15 academic years to use all your MET educational benefits or to receive a refund in full. All payments for the academic year must be made by July 15 of the 15th year. Because most refunds are payable in four annual installments, to receive a **full** refund, your Notice to Terminate documents must state an effective date under “Semester and Year Refund will First be Effective” no later than the 11th year after the academic year you were expected to begin college as specified in your contract. Otherwise, the Refund Designee will only receive the amount paid for the contract less any educational benefits or refund previously paid.

When the contract was purchased, the Purchaser designated the person to receive the refund (if it is not directed to a higher education institution). This designation **can only** be changed by the Purchaser. The Purchaser must submit a completed *Request to Update a Michigan Education Trust Contract (Form 2777)* on page 27. This form requires a notarized signature. If the Purchaser is deceased, contact the MET office. The exception is if the Purchaser named the Beneficiary as the Refund Designee, then only the Beneficiary can complete and submit form 2777.

Process: Once You Submit a Notice to Terminate a MET Educational Benefits Contract (Form 2773) to MET

1. MET will review your documentation for completeness. If no errors are found, the termination is finalized. If your documentation to MET is incomplete or incorrect, MET will notify you in writing to request the necessary forms/changes. *With correct documentation, it will take four to six weeks to process your termination and notify your institution. Errors in the termination documentation will result in a delay in processing time.*
2. When the termination documentation is finalized, MET notifies the university/college you plan to attend via a “MET Student Report” which lists the name, Social Security number and refund amount available for all MET students who are attending that particular university/college. The university/college must then return the MET Student Report indicating the amount to be paid. Once MET receives the completed Student Report, payment is made to the university/college on your behalf.
 - a) If you attend a Michigan independent (private) university/college and direct the refund to the university/college, the refund amount is available to be paid as necessary for **tuition and mandatory fees**. The institution bills MET for the tuition and mandatory fees up to the total refund amount available (see Termination Refund Chart on pages 12 and 13). If the full refund amount is not fully utilized by you (the student), you will have the option to defer (rollover) the refund for an additional academic year* or release the remainder of the refund amount to the Refund Designee between August 1 and August 15 in the fourth year after the contract was terminated.
 - b) If you attend an out-of-state university/college and direct the refund to the out-of-state institution, the refund amount is paid over four annual (based on academic year August 1 – July 31) installments and the institution bills MET for **tuition only** up to the annual refund amount available (see Termination Refund Chart on pages 12 and 13).
 - c) If you attend an out-of-state university/college and do **not** utilize the total annual installment, you will have the option to defer (rollover) the refund into the next academic year* refund amount or release the remainder of the annual installment to the Refund Designee. The refund will be released between August 1 and August 15 of that academic year.
 - d) If you terminate your contract to attend an out-of-state university/college and MET is not billed for classes (during an academic year for which you have an annual refund installment), the **annual** installment will drop from the average tuition to the lowest tuition and will be paid to the Refund Designee for that year. In this situation, the Refund Designee will receive a refund check between August 1 and August 15 of that academic year.

*A Beneficiary (student) may defer at the end of each academic year up to, but not to exceed, the 15-year deadline to receive funds. The 15-year period begins from the academic year the Beneficiary is expected to enter college (as stated on the MET Contract Signature Page at the time of purchase).

- e) If you terminate your MET contract to attend an out-of-state institution and then you decide to discontinue attending college, the refund amount paid to the Refund Designee will drop from the average tuition to the lowest tuition.
3. If you attend a Michigan independent (private) university/college or an out-of-state university/college and **direct the refund to the Refund Designee**, the refund amount is paid in four annual installments. This refund amount is lower than the refund amount paid to a university/college (see Termination Refund Chart on pages 12 and 13).
4. If you terminate your contract because you received a full tuition scholarship or do not plan to attend college, the refund is paid in four annual installments to the Refund Designee (see Termination Refund Chart on pages 12 and 13).
5. You will receive a letter from MET specifying the exact refund amount and how it will be paid. You should receive this letter four to six weeks after submitting completed paperwork. Refund checks, which are issued to the Refund Designee, will be mailed between August 1 and 15.

Note: Once you terminate your MET contract directing payment to Michigan private, community or out of state institution, you cannot reinstate the contract for full tuition at a Michigan public university/college. However, you may direct any remaining refund amount to a Michigan public university/college. In addition, you cannot reinstate a terminated contract in order to transfer it to another Beneficiary.

TERMINATION REFUND CHART – ALL CONTRACTS

Reason	Full Benefits	Limited Benefits	Community College
Attends Michigan independent (private) university/college and directs payment to <i>university/college</i>	<u>Weighted average tuition</u> of Michigan public four-year universities Paid as necessary to cover tuition and mandatory fees up to maximum refund allowed	<u>Weighted average tuition</u> of Michigan public four-year universities whose tuition costs do not exceed 105% of the weighted average tuition Paid as necessary to cover tuition and mandatory fees up to maximum refund allowed	<u>Weighted average tuition</u> of Michigan public community colleges Two* annual installments paid as necessary to cover tuition and mandatory fees up to maximum refund allowed
Attends Michigan independent (private) university/college and directs payment to <i>Refund Designee</i>	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract	<u>Lowest tuition</u> of Michigan public community colleges Two* consecutive annual installments paid to the person specified in the contract
Attends out-of-state institution and directs payment to <i>university/college</i>	<u>Average tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid as necessary to pay tuition only up to maximum refund allowed	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid as necessary to pay tuition only up to maximum refund allowed	<u>Average tuition</u> of Michigan public community colleges Two* consecutive annual installments paid as necessary to pay tuition only up to maximum refund allowed
Attends out-of-state institution and directs payment to <i>Refund Designee</i>	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract	<u>Lowest tuition</u> of Michigan public community colleges Two* consecutive annual installments paid to the person specified in the contract
Received a full tuition scholarship	<u>Average tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract	<u>Average tuition</u> of Michigan public community colleges Two* consecutive annual installments paid as necessary to pay tuition only up to maximum refund allowed
Attends a Michigan public community college	<u>Lowest tuition</u> of Michigan public four-year universities Directs payment to school to cover tuition and mandatory fees up to maximum refund allowed	<u>Lowest tuition</u> of Michigan public four-year universities Directs payment to school to cover tuition and mandatory fees up to maximum refund allowed	Not Applicable
Attends a Michigan public university and directs payment to the <i>university</i>.	Not Applicable	Not Applicable	<u>Weighted average tuition</u> of Michigan public community colleges Two* consecutive annual installments paid as necessary to pay tuition only up to maximum refund allowed
Attends a Michigan public university and directs payment to the <i>Refund Designee</i>	Not Applicable	Not Applicable	<u>Lowest tuition</u> of Michigan public community colleges Two* consecutive annual installments paid to the person specified in the contract

Military Enlistment and Technical/trade school (non-degree granting)	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract	<u>Lowest tuition</u> of Michigan public community colleges Two* consecutive annual installments paid to the person specified in the contract
Not Attending College	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract (\$100 termination fee deducted from first installment)	<u>Lowest tuition</u> of Michigan public four-year universities Four* consecutive annual installments paid to the person specified in the contract (\$100 termination fee deducted from first installment)	<u>Lowest tuition</u> of Michigan public community colleges Two* consecutive annual installments paid to the person specified in the contract (\$100 termination fee deducted from first installment)
Beneficiary Dies or is Learning Disabled	<u>Lowest tuition</u> of Michigan public four-year universities Lump sum paid within 60 days to the person specified in the contract	<u>Lowest tuition</u> of Michigan public four-year universities Lump sum paid within 60 days to the person specified in the contract	<u>Lowest tuition</u> of Michigan public community colleges Lump sum paid within 60 days to the person specified in the contract

*Even if you have less than a four-year Full or Limited Benefit contract, the refund amount is paid in four annual installments. Likewise, Community College contract refunds is paid in two annual installments, regardless of number of years purchased.

REFUND AMOUNTS

The refund amounts shall be the weighted average, average or lowest tuition cost based upon the last full academic year before the refund payments commence.

Refund amounts for Full Benefits contracts for the 2012-13 academic year:

Weighted Average: \$11,309 per contract year purchased
Average: \$10,891 per contract year purchased
Lowest: \$8,433 per contract year purchased

Refund amounts for Limited Benefits contracts for the 2012-13 academic year:

Weighted Average: \$10,304 per contract year purchased
Lowest: \$8,433 per contract year purchased

Refund amounts for Community College contracts for the 2012-13 academic year:

Weighted Average: \$2,922 per contract year purchased
Average: \$3,073 per contract year purchased
Lowest: \$2,138 per contract year purchased

- 1) Once terminated, refund amounts do not increase over the refund period. Once payment is made on a terminated contract, *the termination cannot be reversed to use credit hours at a Michigan public institution or to transfer benefits to another beneficiary.*
- 2) If educational benefits have been used prior to the termination of the contract, the refund allowed is reduced by the amount of educational benefits previously paid by MET on the student's behalf.

Transferring from One University/College to Another (Terminated Contracts)

You must notify MET by updating your University/College via Customer Web, calling the MET office or by submitting a *Notice to Transfer to Another University or College* (Form 2779) on page 29 if you:

- Make a permanent or temporary transfer to any university/college.
- Attend two different institutions at the same time.
- Attend classes at a different Michigan public, private or out-of-state university/college during the summer semester.

Transferring a MET Contract to an Immediate Family Member

If you do not plan to utilize all or a portion of the educational benefits provided under the contract, you may transfer your educational benefits to an immediate family member by submitting a *Request to Transfer MET Educational Benefits* (Form 2781) on page 31. Form 2781 must be completed and signed by the original Beneficiary, the Purchaser of the contract (for 1988 contracts only) and the new Beneficiary (or parent/guardian if the new Beneficiary is less than 18 years old) and mailed to: Michigan Education Trust, P.O. Box 30198, Lansing, MI 48909. **A transfer fee of \$25.00 must be submitted along with the completed Form 2781.** Make the check or money order payable to “Michigan Education Trust.”

Note: Educational benefits may only be transferred to an immediate family member as defined in the contract. A Beneficiary must be 18 years old or older or have a high school diploma to transfer educational benefits. **In addition, all individuals signing Form 2781 certify that no payment has been or will be made to anyone for the transfer of educational benefits.**

If the educational benefits will be transferred to a younger Beneficiary, there is no additional charge. However, if the educational benefits will be transferred to an older student, an additional charge is required. This additional amount is based on the difference between the amount paid for the contract (for the original Beneficiary) and the cost of a contract for the older student in the year the contract was purchased, plus MET’s loss of investment income from the date the contract was purchased to the date of transfer. The additional fee provides the new Beneficiary 15 years from the date of their high school graduation to use educational benefits.

The additional fee may be waived if the new Beneficiary is willing to accept less than 15 years to use educational benefits. If you wish to pay the additional fee, call the MET office at the number listed below for the amount before you submit Form 2781 and the \$25.00 fee.

IMPORTANT: Credit hours transferred after the original Beneficiary has earned more than one-half of the credit hours required for a baccalaureate degree must be used by the new Beneficiary at a qualified higher education institution. The new Beneficiary cannot terminate for a refund payable to the Refund Designee.

Instructions for Form W-9 Request for Taxpayer Identification Number and Certification

The person specified in the contract to receive the refund installments (Refund Designee) must complete and submit Form Federal W-9 when terminating the contract for any reason, including attending a Michigan community college, Michigan private institution or an out-of-state university/college. *The university/college does not have to complete a W-9.* If you do not know who the Refund Designee is, please access your MET Contract information online or refer to the original Contract Signature Page (item #16). You may also call the MET office toll free at (800) 638-4543.

Effective July 1, 2006, MET benefits used to pay college tuition and mandatory fees are exempt from federal and Michigan income taxes. If, however, a MET contract is terminated and the refund is not used to pay qualified higher education expenses, contract “earnings” (the value of the refund over the amount paid for the corresponding portion of the contract) could be subject to federal, state and local income taxes **and a 10% federal excise tax**. The payee (Refund Designee) is responsible for those taxes.

The **Purchaser** may change the person to receive the refund to the student or another individual by submitting a **notarized** *Request to Update a Michigan Education Trust Contract* (Form 2777 p. 27).

The W-9 form is located on page 23 of this handbook.

Refunds Paid to Other Than the Student or the University/College

If a contract is terminated and the refund is paid to an individual (Refund Designee) rather than the university/college, the Refund Designee will receive a refund, which may constitute taxable income for federal, state and local income tax purposes. **In this case, the Refund Designee must complete and sign the Form W-9** certifying that MET has been provided with the correct Social Security number and that the Refund Designee is not subject to any IRS backup withholding taxes. See Example on page 16.

Write the MET contract number(s) in the box in the upper right-hand corner of the Form W-9.

If MET does not receive the completed Form W-9, your request for termination will be delayed until the W-9 is received.

W-9 Example

Refund Designee: The Refund Designee is the person named by the Purchaser to receive a refund when benefits are not paid directly to a higher education institution. However, the Refund Designee must complete and submit Form Federal W-9 when terminating the contract for any reason, including attending a Michigan community college, Michigan private institution or an out-of-state university/college. *The university/college does not have to complete a W-9.*

THE BENEFICIARY IS NOT AUTOMATICALLY THE REFUND DESIGNEE.

If you are unsure who the Refund Designee is, please access your MET Contract information online or refer to the original Contract Signature Page (item #16). You may also call the MET office toll free at (800) 638-4543.

Contract Number(s)
99-999999

Form W-9
(Rev. October 2007)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

Give form to the
 requester. Do not
 send to the IRS.

Name (as shown on your income tax return)
Samuel Doe

Business name, if different from above

Check appropriate box: Individual/sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (Disregarded entity, Corporation, Partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
123 Maple Street

City, state, and ZIP code
Your Town, State 41234

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<small>Social security number</small>	1 2 3 4 5 6 7 8 9
<small>OR</small>	
<small>Employer identification number</small>	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ *Samuel Doe* Date ▶ *March 3, 2009*

Refund Designee Information →

Refund Designee Social Security Number →

Refund Designee Signature And Date →

MET Annual Statement of Benefits and Taxable Income

When contract benefits are paid, MET will provide the contract payee (the Beneficiary or the Refund Designee) with a federal Form 1099-Q each January.

Effective July 1, 2006, MET benefits used to pay college tuition and mandatory fees may be exempt from federal and Michigan income taxes. If, however, a MET contract is terminated and the refund is not used to pay qualified higher education expenses, contract “earnings” (the value of the refund over the amount paid for the corresponding portion of the contract) could be subject to federal, state and local income taxes **and a 10% federal excise tax**. The payee (Refund Designee) is responsible for those taxes.

To demonstrate the calculation of a refunded contract’s annual “earnings,” the following example uses a MET contract purchased for \$8,901 and which provides a total refund of \$11,240:

1) Total amount paid for the contract (contract price plus any fees)	\$8,901.00
2) *Total refund to be paid (less termination fee)	\$11,240.00
3) Non-taxable portion multiplier (item 1 divided by item 2)	0.79
4) Annual refund installment	\$2,810.00
5) Non-taxable portion (item 4 multiplied by item 3)	\$2,219.90
6) Taxable “earnings” (item 4 less item 5)	\$590.10

*The total refund is dependent upon the reason for termination. (See the Termination Refund Chart on pages 12 and 13.)

MET refunds are paid over four years (university contracts) or two years (community college contracts). The exception to this is termination under death or disability of the Beneficiary, when the refund is a lump sum released within 60 days.

This tax discussion is included for general information only. Consult a tax advisor for advice on how the purchaser/beneficiary may be specifically affected.

Federal Tax Credits:

For 2009 and 2010, the *American Opportunity Tax Credit (AOTC)* allows a credit, subject to income limits, against federal income tax of up to \$2,500 each year for qualified tuition and fees paid for the first four years of a student's post-secondary education. The Tax Relief, Unemployment Insurance Reauthorization and Job Creation Act of 2010 extends the AOTC for two additional years until December 31, 2012. The *Hope Scholarship Credit (2008 and prior)* allowed a credit, subject to income limits, against federal income tax of up to \$1,800 each year for qualified tuition and fees paid for the first two years of a student's post-secondary education. The *Lifetime Learning Credit* allows a credit, subject to income limits, against federal income tax of up to \$2,000 each year per return for tuition and fees paid on behalf of the taxpayer, the taxpayer's spouse, or any dependent. You cannot claim an *American Opportunity, Hope Scholarship, or Lifetime Learning Credit* for expenses paid with MET contract "earnings."

There is also a deduction for up to \$4,000 for qualified higher education tuition and fees available for federal income tax purposes. Subject to income limitations, the amount reflecting the cost of purchasing a MET contract, when used to pay tuition and fees for the taxpayer, the taxpayer's spouse, or dependent, may qualify for the *Tuition and Fees Deduction*. The *Tuition and Fees Deduction* cannot be claimed for any student for which an *American Opportunity, Hope Scholarship, or Lifetime Learning Credit* is claimed in the same year.

The maximum annual contribution to *Coverdell Education Savings Accounts (ESA)* for a beneficiary is \$2,000. In addition, under current federal law, beginning in 2011 a 6% excise tax will apply to contributions made to an ESA in the same year as the contribution to a Qualified Tuition Program for the same Beneficiary.

These descriptions of the *Hope Scholarship Credit, Lifetime Learning Credit, Tuition and Fees Deduction, and ESA* are not exhaustive. You should consult with a tax advisor concerning specific questions on how the federal tax law may affect you.

Contract Number(s)*

Notice to Use MET Educational Benefits

Issued under Public Act 316 of 1986

Use this notice if you will be attending a Michigan public university or community college under Full, Limited and Community College** Benefits Plans. The Beneficiary, must submit this notice to MET by June 1 before the Academic Year in which you wish to begin using educational benefits. If you wish to begin using educational benefits earlier or later than the beginning of an Academic Year, this notice should be submitted three months before the date of use to ensure timely receipt of educational benefits.

Beneficiary Name (Student)		Beneficiary's Social Security Number	
Beneficiary's Address			
City	State		ZIP Code
E-mail Address		Daytime Telephone Number	
Name of Institution Beneficiary Will Attend			Semester and Year Benefits Will Be First Used
Signature of Beneficiary (Student)			Date

*If you would like to activate more than one MET contract at this time, indicate all applicable contract numbers above.

**A Community College contract can only be activated on this form if you are attending a community college. If you are attending a Michigan 4-year university under a Community College contract, please complete the Notice to Terminate A MET Educational Benefits Plan Contract (form 2773) item "h" and include the required documentation.

To ensure timely receipt of educational benefits, submit this notice within the specified time period.

MAIL TO:
Michigan Education Trust
P.O. Box 30198
Lansing, MI 48909

Fax:
(517) 373-6967

Michigan Public Educational Institutions

Four-Year Universities

Central Michigan University
Eastern Michigan University
Ferris State University
Grand Valley State University
Lake Superior State University
Michigan State University
Michigan Technological University
Northern Michigan University
Oakland University
Saginaw Valley State University
University of Michigan - Ann Arbor
University of Michigan - Dearborn
University of Michigan - Flint
Wayne State University
Western Michigan University

Two-Year Community and Junior Colleges

Alpena Community College
Bay De Noc Community College
Delta College
Glen Oaks Community College
Gogebic Community College
Grand Rapids Community College
Henry Ford Community College
Jackson Community College
Kalamazoo Valley Community College
Kellogg Community College
Kirtland Community College
Lake Michigan College
Lansing Community College
Macomb Community College
Mid-Michigan Community College
Monroe County Community College
Montcalm Community College
Mott Community College
Muskegon Community College
North Central Michigan College
Northwestern Michigan College
Oakland Community College
St. Clair County Community College
Schoolcraft College
Southwestern Michigan College
Washtenaw Community College
Wayne County Community College
West Shore Community College

Full Benefits Contracts: Provide undergraduate tuition and mandatory fees* at every Michigan public 4-year university. At a Michigan public community college, it provides tuition, contact/billing hour fees and mandatory fees (in-state or in-district)**.

Limited Benefits Contracts: Provide undergraduate tuition and mandatory fees at Michigan public universities whose tuition costs do not exceed 105% of the weighted average tuition cost of Michigan's four-year public institutions. Full tuition benefits would not be covered at institutions with tuition costs greater than 105% of the weighted average tuition. Rather, only a percentage of the tuition benefits would be provided for students attending those institutions. At a Michigan public community college, it provides tuition, contact/billing hour fees and mandatory fees (in-state or in-district)**. Michigan public universities whose tuition costs exceeded 105% of the weighted average tuition for the 2012-13 academic year are the University of Michigan-Ann Arbor campus (UM-AA), Michigan State University (MSU), and Michigan Technological University (MTU). For the 2012-13 academic year, MET will cover 25 of 30 credit hours at UM-AA, 27 of 30 credit hours at MSU, and 25 of 30 credit hours at MTU.

Community College Contracts: Provide *in-district* tuition and mandatory fees* when attending a Michigan community college.

*Mandatory fees are those fees which are required to be paid by all students attending a particular university/community college. Application fees and fees which are course specific, such as lab fees for science classes, computer classes, etc., or fees assessed based on the number of credit hours enrolled are not covered.

**MET only pays contact/billing hour fee and out-of-district tuition if the student does not qualify for the in-district tuition rate and only to the extent that the out-of-district tuition, contact/billing hour fees and mandatory fees do not exceed the average tuition of Michigan public 4-year universities.

Contract Number(s)

Notice to Terminate a MET Educational Benefits Contract

Issued under Public Act 316 of 1986.

Use this notice when attending a Michigan independent or out-of-state institution under Full, Limited and Community College contract (or Michigan public institution if you have a Community College contract) OR to receive a refund. Submit this notice to MET by July 15 before the Academic Year in which the Beneficiary (student), wishes to terminate the Contract. **Allow 4-6 weeks for processing.**

*Beneficiary Name (Student)	Beneficiary's Social Security Number
Street Address	Daytime Telephone ()
City, State, ZIP Code	E-mail Address
Name of Institution Beneficiary Will Attend	Semester and Year Refund will First be Effective (i.e. Fall 2010) (required info. under <u>all</u> options)

The Beneficiary requests termination of the above referenced contract for the following reason:

- a. Beneficiary will attend a Michigan Independent, Degree-granting College or University. **Attach: 1) Acceptance letter and 2) W-9 form for refund designee (regardless of where you direct refund).**
To whom should refund be paid?
 College (Weighted Average tuition) Refund Designee (Lowest tuition to Person in Item 16 of Contract Signature Page) Initial to Confirm
- b. Beneficiary will attend an Out-of-State Institution of Higher Education. **Attach: 1) Acceptance letter and 2) W-9 form for refund designee (regardless of where you direct refund).**
To whom should refund be paid?
 College (Average tuition for Full Benefits and Lowest tuition for Limited Benefits) Refund Designee (Lowest tuition to Person in Item 16 of Contract Signature Page) Initial to Confirm
- c. Beneficiary has received a full tuition scholarship, is enrolled in a United States Military Academy or is enrolled under GI Benefits. **Attach: 1) Verification of scholarship that states terms (what costs will be covered per term/semester as well as number of terms/semesters covered or terms of renewal), and 2) W-9 form for refund designee.**
- d. Beneficiary does not plan to attend a Higher Education Institution. Complete the affidavit on the reverse side of this form stating that you, the Beneficiary, do not plan to attend a Higher Education Institution. The affidavit must be notarized. **Attach: W-9 form for refund designee (Person in Item 16 of Contract Signature Page).**
- e. Beneficiary is Disabled or has died. **Attach: 1) a sworn or attested statement of the Beneficiary's Disability. If the Beneficiary has died, the person with legal authority to act on behalf of the Beneficiary should submit a certificate of death and sign the form below in place of the Beneficiary's signature, and 2) W-9 form for refund designee (regardless of where you direct refund).**
- f. Beneficiary has a Full or Limited Benefits contract and has or will attend a Community College and intends to terminate the Contract for a refund payable to the Community College. **Attach W-9 form for refund designee.**
- g. Military. **Attach: 1) Copy of enlistment contract and 2) W-9 form for refund designee.**
- h. Beneficiary has a Community College contract and will attend a Michigan public 4-year institution. **Attach: 1) Acceptance letter and 2) W-9 form for refund designee (regardless of where you direct refund).**
To whom should refund be paid?
 College (Weighted Average tuition) Refund Designee (Lowest tuition to Person in Item 16 of Contract Signature Page)
- i. Beneficiary will attend a technical or trade school which is a non-degree granting (diploma/certificate) institution. **Attach: 1) Acceptance letter or other proof of enrollment and 2) W-9 form for refund designee (Person in Item 16 of Contract Signature Page).**

If you are unsure of the appropriate reason for termination, call MET at (800)-638-4543.

*Signature of Beneficiary (Student)	Date
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***Beneficiary must be at least 18 years of age or have a high school diploma. If you are not 18 years of age, attach a copy of your high school diploma.**

Michigan Education Trust Affidavit

Use this Affidavit **only** when not attending a higher education institution as defined in the contract.

_____, being first duly sworn, states:
Signature of Beneficiary (Student)

1. I am at least 18 years of age or have a high school diploma.
(Attach: copy of high school diploma if not 18.)
2. I am the Beneficiary of Michigan Education Trust (MET) Contract
Number _____.
3. This affidavit is submitted to MET in order to comply with the
requirements of my "Notice to Terminate a MET Contract"
form dated _____.
4. I do not plan to attend a higher education institution as defined in the
MET contract.

Signature of Beneficiary (Student)

Date

State of _____

County of _____

On this _____ day of _____, _____, before me, a Notary Public in and for the County
and State above, personally appeared _____ who after being duly
sworn, represented and acknowledged execution of this instrument.

Notary Public

_____ County

My Commission Expires:

Notary Seal or Stamp Required

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

Disregarded entity. Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Contract Number(s)

Request to Update a Michigan Education Trust Contract

Issued under Public Act 316 of 1986. Filing is mandatory.

PURCHASER INFORMATION

Name	Social Security Number
Street Address	Daytime Telephone ()
City, State, ZIP Code	E-mail Address

NEW REFUND DESIGNEE

Name	Social Security Number
Street Address	Telephone Number ()
City, State, ZIP Code	E-mail Address

As purchaser of the above Michigan Education Trust (MET) contract, I request that MET change the person to receive the refund (if it is not directed to a higher education institution) (item 16 of the Contract Signature Page) to the person listed above.

Signature of Purchaser	Date
------------------------	------

State of _____ County of _____ On this _____ day of _____, _____, before me, a Notary Public in and for the County and State above, personally appeared _____ who after being duly sworn, represented and acknowledged execution of this instrument. _____ Notary Public _____ County My Commission Expires: <p style="text-align: center;">Notary Seal or Stamp Required</p>
--

MAIL TO:
Michigan Education Trust
P.O. Box 30198
Lansing, Michigan 48909

Fax:
(517) 373-6967

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Contract Number(s)

Notice to Transfer to Another University or College

Issued under Public Act 316 of 1986. Filing is voluntary.

The Beneficiary must submit this notice to MET to transfer to a different Michigan public university or college.

If you have been using your MET educational benefits at a Michigan public institution, you may only *transfer* between Michigan public universities and community colleges. To have MET funds paid to a Michigan independent (private) or out-of-state institution you must complete the *Notice to Terminate a MET Educational Benefits Contract* (form 2773) and supply the required documentation. Upon completion of the termination process, the resulting refund amount may be directed to the Michigan independent (private) or out-of-state institution.

Students with terminated contracts must submit this notice to MET in order to transfer to another institution (all types of institutions).

Beneficiary Name (Student)	Beneficiary's Social Security Number
Street Address	Daytime Telephone ()
City, State, ZIP Code	E-mail Address
Name of University/College Currently Attending	Name of University/College Transferring To
City and State of University/College Currently Attending	City and State of University/College Transferring To
Major Area of Study	Semester and Year Beneficiary Will Transfer
Is this a permanent transfer? Yes No If No, list the semester(s) and year that the transfer applies to _____	
Comments	

Signature of Beneficiary (Student)	Date
------------------------------------	------

MAIL TO:
Michigan Education Trust
P.O. Box 30198
Lansing, Michigan 48909

Fax:
(517) 373-6967

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Contract Number

Request to Transfer MET Educational Benefits

Issued under Public Act 316 of 1986. Filing is mandatory.

A \$25.00 processing fee is required when transferring educational benefits. Checks should be made payable to the Michigan Education Trust and enclosed with this completed form. If the original beneficiary is learning disabled or deceased, the fee is waived.

The person(s) requesting the transfer and the new beneficiary to whom the contract is proposed to be transferred to (or the parent or guardian of the new beneficiary if the new beneficiary is a minor) certifies that no payment has been or will be made to anyone (except for payment to MET, if any) for the transfer of educational benefits.

ORIGINAL BENEFICIARY

*Original Beneficiary Name		Relationship Between Original Beneficiary and New Beneficiary	
Street Address		Beneficiary's Social Security Number	
City, State, ZIP Code			
No. of Years (or semesters) of Educational Benefits Purchased		Work Telephone	Home Telephone
Age at the Time of Transfer		Grade as of December 1, 2011 (if applicable)	
If applicable, Last Semester/Year Enrolled		If applicable, Institution Name	

*Original beneficiary must be at least 18 years of age. If you are not 18 years of age, attach a copy of your high school diploma.

NEW BENEFICIARY

New Beneficiary Name		*Year (or Expected Year) of High School Graduation	
Street Address		New Beneficiary's Existing MET Contract No. (if applicable)	
City, State, ZIP Code		New Beneficiary's Social Security Number	
No. of Years (or credit hours) of Educational Benefits Requesting to Be Transferred		Work Telephone	Home Telephone
Age at the Time of Transfer	Date of Birth	Grade as of December 1, 2011	
Currently Enrolled in College/University? <input type="checkbox"/> Yes <input type="checkbox"/> No		Institution Name	
Is the new Beneficiary older than original Beneficiary*? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the new Beneficiary willing to accept the original Beneficiary's high school graduation year as the year eligible benefits begin? This may reduce the length of time available to use the benefits. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you want to activate this contract now? <input type="checkbox"/> Yes <input type="checkbox"/> No (Michigan public University/College only)			

*If the educational benefits will be transferred to an older student, an additional charge is required. This fee may be waived if the new Beneficiary is willing to accept less than fifteen years to completely use educational benefits.

THE BENEFICIARY AND NEW BENEFICIARY MUST SIGN ON THE REVERSE SIDE. ALL SIGNATURES MUST BE NOTARIZED. PLEASE ALLOW 4-6 WEEKS TO PROCESS THE TRANSFER.

MAIL TO:
Michigan Education Trust
P.O. Box 30198
Lansing, Michigan 48909

Contract Number(s)

Michigan Education Trust Request to Defer Annual Installment Refund

You may defer payment of any remaining balance on your annual refund installment to the next academic year by submitting the completed form to Michigan Education Trust (MET) by July 31.

If this completed form is not received by July 31, MET will release the refund to the Refund Designee between August 1 - 15. Pursuant to your MET contract, *the refund will be issued at the lowest tuition if partial payment was not made.*

Beneficiary Name (Student)	Beneficiary's Social Security Number
Street Address	Daytime Telephone ()
City, State, ZIP Code	E-mail Address
Name of Institution Beneficiary is Attending	Academic Year to be Deferred

I request MET defer the annual refund into the next academic year until further notice . I will notify MET in writing to reverse the deferral and release any unused balance.	
Signature of Beneficiary (Student)	Date

REMINDER: This form is due to MET by July 31.

MAIL TO:
Michigan Education Trust
P.O. Box 30198
Lansing, Michigan 48909

Fax: (517) 373-6967

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Michigan Education Trust (MET) Contract Value Worksheet

If the MET Contract Purchaser is a parent, use this worksheet to calculate the refund value of your MET contract based on the Higher Education Reconciliation Act (HERA) requiring recalculation of financial aid packages for prepaid tuition programs. This information may be used to complete the Free Application for Federal Student Aid (FAFSA) form.

If the MET Contract was purchased by anyone other than a parent, you are not required to disclose MET on the FAFSA form.

Freshmen and Students not yet attending college

Tuition Value per year from the listing below*	
Multiply by the number of MET contract years purchased	X
Total Refund Value to be reported on FAFSA	=

Students returning to Michigan public colleges

Tuition Value per credit hour from listing below*	
Multiply by the number of MET credit hours remaining	X
Total Value of MET contract	=

Students returning to Michigan private and out-of-state colleges

The Refund Amount available is the Total Value of the MET contract	=
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***Tuition Values:**

Full Benefits Contract

Average tuition of \$10,891 per year or \$363.04 per credit hour.

Limited Benefits Contract

Lowest tuition of \$8,433 per year or \$281.10 per credit hour.

Community College Contract

Average tuition of \$3,073 per year or \$102.43 per credit hour.

If you have online access, the credit hours remaining and refund amounts available for students can be obtained at **www.SETwithMET.com**. If you do not have online access, you may request a password on the web site.

Questions, call MET at 1-800-MET-4-KID (638-4543) or (517) 335-4767 in the greater Lansing area.

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Contract Number(s)

Michigan Education Trust Change of Address

It is important that we have correct addresses and phone numbers. Please notify us when a **permanent address** change is made. This will enable us to mail the appropriate individual important program information such as tax information used for income tax purposes. The MET contract is a legal document; therefore, any changes to the contract must be made in writing to the MET office and mailed (or faxed) to the address listed below. Either the Purchaser, Beneficiary or Appointee must sign this form. If change of address applies to more than one Beneficiary (student), please copy this form and submit a separate form for each Beneficiary (student).

This change of address applies to (check all that apply):		
<input type="checkbox"/> Purchaser	<input type="checkbox"/> Beneficiary (student)	<input type="checkbox"/> Appointee
Name	E-mail Address	
New Address	Daytime Telephone ()	
City, State, ZIP Code		

The Purchaser's signature is required to change Purchaser address. Purchaser may also sign to change address for an Appointee and a Beneficiary under 18 years of age.	
Purchaser Signature	Date

The Beneficiary must be 18 years of age and can only change his/her address.	
Beneficiary Signature	Date

The Appointee's signature is required to change Appointee's address. Appointee may also sign to change address for the Purchaser and a Beneficiary under 18 years of age.	
Appointee Signature	Date

MAIL TO:
Michigan Education Trust
P.O. Box 30198
Lansing, Michigan 48909

Fax:
(517) 373-6967

Fold here

1st Class
Postage
Required

Michigan Education Trust
P.O. Box 30198
Lansing MI 48909

Fold here
