



# MICHIGAN OFFICE OF RETIREMENT SERVICES

PO Box 30171 · Lansing, MI 48909-7671

Michigan.gov/ORS

Toll Free: 800-381-5111

Fax: 517-284-4416

## Application to Transfer Michigan Public School Service

For State Employees in the Defined Benefit Plan

This application is used by former members of the Michigan Public School Employees' Retirement System to request the transfer of eligible service and/or monies on deposit to the Michigan State Employees' Retirement System.

MEMBER'S NAME (LAST, FIRST, M.I.)	DATE OF BIRTH	MEMBER ID OR SOCIAL SECURITY NUMBER
MAILING ADDRESS	RETIREMENT/TERMINATION DATE	DAYTIME PHONE NUMBER
CITY, STATE, ZIP CODE	PREVIOUS NAMES USED	
EMAIL ADDRESS		

### Section I — Michigan Public School Service

Complete to the best of your memory. It is not necessary to consult your school payroll office.

CHECK ONE  *My request is for informational purposes only.*  
 *I authorize the Michigan Public School Employees' Retirement System to transfer any eligible monies and service to the State Employees' Retirement System.*

PREVIOUS NAMES USED DURING PUBLIC SCHOOL EMPLOYMENT, IF ANY

SCHOOL DISTRICT WHERE SERVICE RENDERED	SCHOOL FISCAL YEAR	HOURS PER DAY/DAYS PER WEEK	POSITION

### Section II — Certification

*I certify the above statements are true to the best of my knowledge and belief.*

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APPLICANT'S SIGNATURE DATE

Send completed application to:  
**Michigan Office of Retirement Services, PO Box 30171, Lansing MI 48909-7671**



## Application to Transfer Michigan Public School Service — Requirements

### Eligibility

As a member of the State Employees' Retirement System's Defined Benefit (DB) Plan, you may receive retirement credit for all years you worked for a Michigan public school and were a member of the Michigan Public School Employees' Retirement System.

### Conditions

- You must purchase or transfer all of your prior service with a Michigan public school. You cannot receive partial credit.
- Your purchase or transfer must be paid in full before any service credit will be granted.
- You must have an employer-employee relationship with the State of Michigan and be an active contributing member of the DB Plan to initiate a transfer or purchase.
- You may use this credit to satisfy the vesting requirements.
- No more than 1 year of credit can be granted in any given year, even if your State of Michigan and public school service are concurrent.

### Cost

The cost to transfer your Michigan public school service credit is the amount equal to the contributions you would have paid had you been a member of the State Employees' Retirement System at the time, plus interest. Any member contributions and interest still on deposit with the Michigan Public School Employees' Retirement System will be applied to the cost, if applicable. Transfers of service credit while the State Employees' Retirement System was non-contributory July 1, 1974, through March 31, 2012, are at no cost, and any Michigan Public School Employees' Retirement System contributions during that time may be refunded.

If you received a refund of pre-July 1, 1974, contributions, you must repay your refunded amount plus compounded interest in order to receive retirement credit.

When the Michigan Office of Retirement Services (ORS) receives your application, we'll send you a *member billing statement* indicating the cost to repay your refund so you can receive retirement credit for this public school service.

*Note:* In 1987, the Michigan Public School Employees' Retirement System began offering the Member Investment Plan (MIP). These contributions are personal contributions and specific to the Michigan Public School Employees' Retirement System. If you decide to transfer your public school service to state service, we'll provide appropriate information for handling your MIP contributions.

### Application Process

1. Send your completed application to:  
**Michigan Office of Retirement Services**  
PO Box 30171  
Lansing, MI 48909-7671
2. ORS will review your application upon receipt. If you're eligible to receive the credit at no cost, we'll notify you of the credit granted to you. Otherwise, we'll send you a *member billing statement* along with information on payment options. This statement lists the amount of service you're eligible to purchase, the cost, and the due date. Although it's called a billing statement, you're not obligated to buy this credit.
3. To complete the purchase, follow the instructions on the billing statement.