



**MICHIGAN OFFICE OF  
RETIREMENT SERVICES**

P.O. Box 30171 · Lansing, MI 48909-7671

[www.michigan.gov/ors](http://www.michigan.gov/ors)

Toll Free: 800-381-5111

Local: 517-284-4400

Fax: 517-284-4416

DATE

NAME

ADDRESS

CITY, STATE ZIP

Member ID:

Email Address:

## More Information Needed to Process Your Employment Verification

Dear NAME:

The Office of Retirement Services (ORS) received your *Part-Time Community College Student Employment Verification Request (R3800C)* form.

We can't verify your community college employment and part-time student status because your form is incomplete. It's missing the following information:

- *MISSING INFORMATION.*
- *MISSING INFORMATION.*

Please resubmit the enclosed *Part-Time Community College Student Employment Verification Request (R3800C)* form with the missing information to ORS by **January 31, 2020, 5 p.m. EST**. If you miss the deadline, your opportunity to establish membership in the Michigan Public School Employees' Retirement System or to add your community college employment to your retirement account will no longer be available.

Sincerely,

Customer Service  
Michigan Office of Retirement Services  
*Big Plans. Small Steps.*