



MICHIGAN OFFICE OF RETIREMENT SERVICES

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

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:

Part-Time Student Employee Retirement Plan Election

Dear *NAME*:

The Office of Retirement Services (ORS) has researched your employment history and verified that you worked at a Michigan community college before July 1, 2014, while attending as a part-time student.

You're already a member of the Michigan Public School Employees' Retirement System. Due to recent changes in the retirement law, you have an opportunity to add your community college employment to your public school retirement account. If you choose to add this employment to your account, you also have the option to enroll in a different retirement plan based on your new first day worked.

Here's the information we have about your community college employment before July 1, 2014:

communitycollege

First worked: *first worked date*

Service credit: *total service credit amount*

Your Options

Using the enclosed Your Retirement Plan Election form, you can choose between the following:

- to not add your prior service to your public school retirement account and stay in your current retirement plan.
- to switch from the *PlanA* retirement plan to the *PlanB* retirement plan and add *total service credit* years of service to your public school retirement account at an estimated cost of *total member contributions*.

Your Next Steps

1. Read more about your retirement plan options in the enclosed plan summaries. Please research your options carefully before making an election.
2. Return the election form to ORS by **January 31, 2020, 5 p.m. EST**.
3. When we receive your election form, we'll send you a confirmation letter. If you choose to add this prior service to your retirement account and enroll in a different retirement plan, we'll also send you a bill for the amount of contributions and interest needed for your service credit.
4. Review and pay your contributions by **June 30, 2020, 5 p.m. EDT**. ORS will credit your account with your service credit after payment is received. **Note:** It's all or none. You can't add this service, but not enroll in a different retirement plan. Or, you can't enroll in a different retirement plan without adding this service.

This is a one-time election and it is irrevocable.

If ORS doesn't receive your election form and full payment by the deadline, your opportunity to add your prior service and enroll in a different retirement plan will no longer be available.

If you have questions, you can contact our office by phone at the numbers listed above.

Sincerely,

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

EXAMPLE

