



**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:

### Part-Time Student Employee Service Confirmation

Dear «Firstname» «Lastname»:

The Office of Retirement Services (ORS) has reviewed your *Part-Time Community College Student Employment Verification Request (R3800C)* form. We've researched your employment history and verified that you worked for a Michigan community college before July 1, 2014, while attending as a part-time student.

*COMMUNITY COLLEGE* has already reported your employment as a part-time student to ORS and the service has already been added to your retirement account. There's no additional service ORS can add to your account.

If you're no longer working for a Michigan public school employer and wish to take a refund of your retirement contributions, please visit [michigan.gov/miaccount](http://michigan.gov/miaccount).

To see how much service credit and contributions on account you have, log in to miAccount at [michigan.gov/orsmiaccount](http://michigan.gov/orsmiaccount). If you haven't previously logged in to miAccount, use your Member ID, located above, to access your account.

Sincerely,

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