



# MICHIGAN OFFICE OF RETIREMENT SERVICES

*Big Plans. Small Steps.*

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

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www.michigan.gov/ors

## Act 88 Application – For Public School Employees

Act 88 - Reciprocal Retirement Act of 1961 allows Michigan governmental unit employees to combine service earned to qualify for a pension. Public employees who have worked either full- or part-time for more than one Michigan governmental employer, but perhaps fall short of pension eligibility may qualify. To apply for Act 88 please complete the form below.

MEMBER'S NAME (LAST, FIRST, M.I.)	DATE OF BIRTH:	MEMBER ID OR SSN
MAILING ADDRESS	DESIRED RETIREMENT DATE:	DAYTIME TELEPHONE:
CITY, STATE, ZIP CODE	PREVIOUS NAME(S) USED:	

**Section I – Applicant Authorization-** To be completed by the employee and forwarded to their employer to complete section II.

INDICATE TO THE BEST OF YOUR KNOWLEDGE WHEN THE SERVICE OCCURRED \_\_\_\_\_ TO \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

*I authorize my former employer and its custodian of retirement records to release information in Sections II and III to ORS.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II – Employer Verification-** To be completed by the employer or employer's custodian of records and forwarded to the employer's retirement system to complete Section III on the back side of this form.

EMPLOYER NAME	PHONE NUMBER		
EMPLOYER ADDRESS	CITY, STATE, ZIP CODE		
<b>DATES OF EMPLOYMENT</b> Complete the below information. List each time frame separately (If more space is needed, attach additional copies of this application). (MM/DD/YYYY) (MM/DD/YYYY)			
START DATE _____	END DATE _____		
START DATE _____	END DATE _____		
START DATE _____	END DATE _____		
START DATE _____	END DATE _____		
START DATE _____	END DATE _____		
<i>By my signature below, I certify that the above applicant worked for this agency during the time periods listed above.</i>			
_____ Certifying Official's Signature	_____ Title	_____ Phone Number	_____ Date
_____ Certifying Official's Name (Print)	_____ Employer Name	_____ Address	



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**Section III – Retirement Clearance.** To be completed by the official custodian of retirement records.

Applicant's Name: _____			
Did the applicant participate in a retirement plan? <input type="checkbox"/> YES (complete entire section) <input type="checkbox"/> NO (sign and return to ORS)			
When was the applicant a participant?    FROM ___/___/___ TO ___/___/___			
What is the member's total service credit?    _____			
COMMENTS: _____			
<i>By my signature below, I certify the above information I have provided is correct to the best of my knowledge and belief.</i>			
_____	_____	_____	_____
Certifying Official's Signature	Title	Phone Number	Date
_____	_____	_____	_____
Certifying Official's Name (Print)	Certifying Agency	Address	

Upon certifying this form, the certifying agency should return this form to:

**Office of Retirement Services**  
**P.O. Box 30171**  
**Lansing MI 48909-7671**



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## Instructions

### Use this form to:

Notify Office of Retirement Service (ORS) that you would like to use Act 88 in order to qualify for a pension with the Michigan Public School Employees Retirement System (MPSERS).

### Section I: Applicant Authorization.

The employee must authorize the release of information by the employer and official custodian of retirement records.

### Section II: Employer Verification.

The employer completes this section by entering all dates of employment.

### Section III: Retirement Clearance.

The official custodian of retirement records must complete this section, certifying that the employee participated in their retirement plan.

### Eligibility

For more information about Act 88 eligibility please review the Act 88 section on the MPSERS page of the ORS website.

### Conditions

- You must have a minimum of 3.5 years of credited Michigan public school service.
- There cannot be more than a 20-year break in service between your governmental unit service and your public school service.
- Your other Michigan governmental unit service cannot be concurrent with your Michigan public school service.
- Act 88 is only used when your Michigan governmental unit service, combined with your Michigan public school service, qualifies you for a pension you would not receive otherwise.
- Act 88 cannot be used to qualify someone for survivor or disability benefits. It can only be used for a regular retirement.
- Reciprocal service can count toward the pension eligibility requirement, but is not included in your pension calculation.
- For additional conditions, review the Adding to Your Service Credit section on the MPSERS page of the ORS website.

### Cost

Not Applicable

