



Department of Technology, Management & Budget  
 Office of Retirement Services  
 www.michigan.gov/ors (800) 381-5111  
 P.O. Box 30171  
 Lansing MI 48909-7671

## New Employer Information

*For Reporting Units of the Michigan Public School Employees Retirement System*

You will need to submit the following information and documents to the Office of Retirement Services (ORS) before you can begin reporting employees to the Michigan Public School Employees Retirement System (MPERS). Once this information is received, ORS will email the Superintendent/ Administrator a Payment Processor Authorization form.

### Section I – Reporting Unit Information

REPORTING UNIT NAME	RU #
MAILING ADDRESS	DAYTIME PHONE
CITY, STATE, ZIP CODE	TAX ID NUMBER

### Section II – Contact Information

CONTACT NAME	CONTACT DAYTIME PHONE
CONTACT EMAIL ADDRESS	CONTACT TITLE
SUPERINTENDENT/ADMINISTRATOR NAME	SUPT/ADMIN DAYTIME PHONE
SUPERINTENDENT/ADMINISTRATOR EMAIL ADDRESS	

### Section III – Payroll Information

PAYROLL FREQUENCY			
WEEKLY	BIWEEKLY	SEMIMONTHLY	MONTHLY
NUMBER OF EMPLOYEES TO BE REPORTED	REPORTING START DATE	DATE SCHOOL OPENED	

### Section IV – Additional Documents

The following documents are to be completed and submitted to ORS with this form.

- Member Contribution Resolution (R0449C) found at [www.michigan.gov/psru](http://www.michigan.gov/psru)
- Web Administrator Authorization form (R0687C) found at [www.michigan.gov/psru](http://www.michigan.gov/psru)
- Your payroll calendar (see Reporting Instruction Manual Chapter 3.2)

If you need assistance, contact Employer Reporting at [ORS\\_Web\\_Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov), or (517) 636-0166.

**Fax your completed forms to:**  
**ORS Employer Reporting**  
**(517) 322-5190**

