



MICHIGAN OFFICE OF RETIREMENT SERVICES

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

Michigan.gov/PSRU

Toll Free: 800-381-5111

Fax: 517-284-4416

Reporting Unit (RU) Status Change: Closing, Inactive, or Annexing – For RUs of the Michigan Public School Employees' Retirement System

Use this form to notify the Michigan Office of Retirement Services (ORS) that your RU will no longer be reporting to ORS because you are closing, going to inactive status, or annexing with another RU. Submit this form to ORS at least 30 days before your change of status. ORS will work with your RU to properly close out your account so that you can complete any final reporting and avoid late fees and interest charges.

Section I – RU Information

RU NAME		RU NUMBER
STREET ADDRESS		PHONE NUMBER
CITY, STATE, ZIP CODE		TAX ID NUMBER
DATE STATUS CHANGES	FINAL PAYROLL END DATE	

Section II – Contact Information: Please identify the individual at the school, intermediate school district, or sponsoring entity to be contacted over the next six months for any follow-up communications regarding this change.

NAME	PHONE NUMBER
TITLE	EMAIL ADDRESS
ORGANIZATION	RU NUMBER (IF APPLICABLE)
STREET ADDRESS	CITY, STATE, ZIP CODE

Section III – Final Payroll Information

FINAL PAYROLL DATE	FINAL PAYROLL AMOUNT	NUMBER OF EMPLOYEES REPORTED
PLEASE SPECIFY REASON FOR STATUS CHANGE:		
<input type="checkbox"/>	RU IS CLOSING.	
<input type="checkbox"/>	EMPLOYEES ARE INDIRECTLY HIRED THROUGH A THIRD-PARTY EMPLOYER. NO EMPLOYEES ARE RETIREES (HIRED DIRECTLY OR INDIRECTLY) OF THE MICHIGAN PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM. NO EMPLOYEES TO REPORT.	
<input type="checkbox"/>	RU IS ANNEXING WITH ANOTHER RU. (PLEASE PROVIDE RU NAME AND NUMBER BELOW.)	
ANNEXING WITH RU (NAME)	ANNEXING WITH RU (NUMBER)	

Superintendent's Certifying Signature

By my signature below, I certify that the information provided above is correct and that the individual identified is authorized to report and manage the account closing process for this RU.

NAME	PHONE NUMBER
SIGNATURE	DATE
TITLE	

Section IV – Additional Information: If and when you need to begin reporting to ORS, you will need to contact Employer Reporting at ORS_Web_Reporting@Michigan.gov or 800-381-5111. Mail, email, or fax this completed form to ORS.

Mail: Michigan Office of Retirement Services, PO Box 30171, Lansing, MI 48909-7671

Email: ORS_Web_Reporting@Michigan.gov

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