



**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:

Request for Required Documents

Dear *NAME*:

The Office of Retirement Services (ORS) received your *Part-Time Community College Student Employment Verification Request (R3800C)* form. On the form you indicated you worked at a Michigan community college before July 1, 2014, while enrolled as a part-time student. However, we did not receive your required document(s).

Please provide the following required document(s) so ORS can process your form and verify your eligibility:

- *REQUIRED DOCUMENTS*
- *REQUIRED DOCUMENTS*

Submit a copy of your document(s) and a copy of this letter to ORS by January 31, 2020, 5 p.m. EST.

- Fax your materials to ORS at **517-284-4416**.
- Or mail your materials to:

ORS

P.O. Box 30171

Lansing, MI 48909-7671

Once ORS receives your required documentation, we'll work with the community college(s) to verify your eligibility to establish membership in the Michigan Public School Employees' Retirement System or to add your community college employment to your retirement account. We'll send you a letter to update you on your status.

Sincerely,

Customer Service

Michigan Office of Retirement Services

Big Plans. Small Steps.