



**MICHIGAN OFFICE OF  
RETIREMENT SERVICES**

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www.michigan.gov/ors

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DATE

NAME

ADDRESS

CITY, STATE ZIP

Member ID:

Email Address:

## Part-Time Student Employee Service Credit Election

Dear *NAME*:

The Office of Retirement Services (ORS) has researched your employment history and verified that you worked at a Michigan community college before July 1, 2014, while attending as a part-time student.

Due to recent changes in the retirement law, you have an opportunity to add your community college employment to your public school retirement account.

Here's the information we have about your community college employment before July 1, 2014:

*communitycollege*

**First worked:** *first worked date*

**Service credit:** *total service credit amount*

### Your Options

Using the enclosed Your Service Credit Election form, you can choose between the following:

- to add *total service credit* service credit hours at an estimated cost of *total member contributions*.
- to not add your prior service to your retirement account.

### Your Next Steps

1. Read the enclosed plan summary to learn more about your retirement plan, including how service credit affects your retirement plan. Research your options carefully before making your election.
2. Return the election form to ORS by **January 31, 2020, 5 p.m. EST**.
3. When we receive your election form, we'll send you a confirmation letter. If you choose to add this prior service to your public school retirement account, we'll also send you a bill for the amount of contributions and interest needed for your service credit.
4. Review and pay your contributions by **June 30, 2020, 5 p.m. EDT**. ORS will credit your account with your service credit after payment is received.

This is a one-time election and it is irrevocable.

If ORS doesn't receive your election form and full payment by the deadline, your opportunity to add your prior service will no longer be available.

If you have any questions, you can contact our office by phone at the numbers listed above.

Sincerely,

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