



MICHIGAN OFFICE OF RETIREMENT SERVICES

Big Plans. Small Steps.

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

Application to Transfer Michigan Public School Service

For State Employees in the Defined Benefit Plan

MEMBER'S NAME (LAST, FIRST, M.I.)	DATE OF BIRTH	MEMBER ID OR SSN
MAILING ADDRESS	RETIREMENT/TERMINATION DATE:	DAYTIME PHONE NUMBER ()
CITY, STATE, ZIP CODE	PREVIOUS NAMES USED	
EMAIL ADDRESS		

Section I – Michigan Public School Service

Complete to the best of your memory. It is not necessary to consult your school payroll office.

CHECK ONE My request is for informational purposes only.
 I authorize the Michigan Public School Employees Retirement System to transfer any eligible monies and service to the State Employees' Retirement System.

PREVIOUS NAMES USED DURING PUBLIC SCHOOL EMPLOYMENT, IF ANY

SCHOOL DISTRICT WHERE SERVICE RENDERED	SCHOOL FISCAL YEAR	HOURS PER DAY/DAYS PER WEEK	POSITION

Section II – Certification

I certify the above statements are true to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

Send completed application to:

Office of Retirement Service, P.O. Box 30171, Lansing MI 48909-7671



Requirements

This application is used by former members of Michigan's Public School Employees Retirement System to request the transfer of eligible service and/or monies on deposit to Michigan State Employees' Retirement System.

Eligibility

As a State Employees' Retirement System Defined Benefit member, you may receive retirement credit for all years you worked for a Michigan public school and were a member of the Michigan Public School Employees Retirement System.

Conditions

- You must purchase or transfer all of your prior service with a Michigan public school. No partial credit can be received.
- Your purchase or transfer must be paid in full before any service credit will be granted.
- You must have an employer-employee relationship with the state of Michigan.
- Crediting this service follows the same rules and regulations as crediting state service.
- You may use this credit to satisfy the vesting requirements.
- You must be an active contributing member of the Defined Benefit (DB) plan to initiate a transfer or purchase.
- Any concurrent service in both the state of Michigan and Michigan public schools will be subject to the maximum limit of one year in the corresponding fiscal year.

Cost

The cost to transfer your Michigan public school service credit is the amount equal to the contributions you would have paid had you been a member of the State Employees' Retirement System at the time, plus interest. Any member contributions and interest still on deposit with the Public School Employees Retirement System will be applied to the cost, if applicable.

If you began working in the Public School Employees Retirement System after July 1, 1974, you may transfer your public school service at no cost.

If you received a refund of pre-July 1, 1974, contributions, you must repay your refunded amount plus compounded interest in order to receive retirement credit. Upon receipt of this application, the Office of Retirement Services (ORS) will send you a *Member Billing Statement* indicating the cost to repay your refund so you can receive retirement credit for this public school service.

Note: In 1987, the Public School Employees Retirement System began offering the Member Investment Plan, or MIP. This plan allows school employees to enhance their pension with their own contributions. MIP contributions are personal contributions and specific to the Public School Employees Retirement System. If you decide to transfer your public school service to state service you will be provided with appropriate information for handling your MIP contributions.

Application Process

1. Send your completed application to:
Office of Retirement Services
P.O. Box 30171
Lansing, MI 48909-7671
2. ORS will review your application upon receipt. If you are eligible to receive the credit at no cost, you will be notified of the credit granted to you. Otherwise, you will be sent a *Member Billing Statement* along with information on payment options. This statement lists the amount of service you are eligible to purchase, the cost, and the due date. Although it is called a billing statement, you're not obligated to buy this credit.
3. To complete the purchase, follow the instructions on the billing statement.

