



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 Status Change: Closing, Inactive, or Annexing – For Reporting Units of the Michigan Public School Employees Retirement System

Use this form to notify ORS that your reporting unit will no longer be reporting to ORS because you are closing, going to inactive status, or annexing with another reporting unit. Submit this form at least 30 days before your change of status. ORS will work with your reporting unit to properly close out your account so that you can avoid late fees and interest charges.

Section I – Reporting Unit Information

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

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

NAME	PHONE
TITLE	EMAIL
ORGANIZATION	REPORTING UNIT NUMBER (IF APPLICABLE)
FORWARDING ADDRESS STREET	FORWARDING CITY, STATE, ZIP

Section III – Final Payroll Information

FINAL PAYROLL DATE	FINAL PAYROLL AMOUNT	NUMBER OF EMPLOYEES REPORTED
PLEASE SPECIFY REASON FOR STATUS CHANGE:		
<input type="checkbox"/> EMPLOYEE(S) REPORTED BY MANAGEMENT COMPANY	<input type="checkbox"/> NO PARTICIPATING EMPLOYEE(S)	
<input type="checkbox"/> REPORTING UNIT CLOSING (NO LONGER REPORTING)		
<input type="checkbox"/> REPORTING UNIT ANNEXING WITH ANOTHER REPORTING UNIT (PLEASE PROVIDE REPORTING UNIT NAME AND NUMBER BELOW)		
ANNEXING WITH REPORTING UNIT (NAME)	ANNEXING WITH REPORTING UNIT (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 reporting unit.

NAME	PHONE
SIGNATURE	DATE
TITLE	

Section IV – Additional Information: If and when you will need to reactivate your account, you will need to submit form *New Employer Information (R0910C)* to the Michigan Office of Retirement Services. If you need assistance, contact Employer Reporting at ORS_Web_Reporting@michigan.gov or 800-381-5111.

Fax your completed form to: **ORS Employer Reporting at 517-284-4416.**

