



# MICHIGAN OFFICE OF RETIREMENT SERVICES

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

www.michigan.gov/ors 800-381-5111 or 517-322-5103

STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

DAVID DEVRIES  
DIRECTOR



«CurrDate»

«FIRSTNAME» «LASTNAME»  
«ADDRCONM»  
«ADDRLINE1»  
«ADDRLINE2»  
«ADDRLINE3»

Member ID: «member\_id»

## Your Member Billing Statement for Service Credit Expires September 29, 2017

Dear «Firstname» «Lastname»:

Our records indicate you requested a *Member Billing Statement* but have not taken action on it.

If you're planning to purchase service credit, full payment for the amount of service you wish to buy or a fully completed *Tax-Deferred Payment (TDP) Agreement (R0392C)* signed by both you and your employer must be received in our office **by 5:00 p.m. EDT, September 29, 2017**. Any service credit payments or TDP agreements received after that time will not be processed and payments will be refunded appropriately.

You can pay for service credit using one of three methods:

1. **A lump sum payment.** Send the Office of Retirement Services (ORS) a post-tax payment, via check or money order for the amount you wish to purchase. Send payments to:

Regular Payments	Overnight Payments
ORS-Finance Division P.O. Box 30673 Lansing MI, 48909-8173	Department of Technology, Management & Budget ATTN: Cashiering Office 235 S Grand Avenue, Suite 801 Lansing, MI 48933

### Note: Starting September 18, you should send your payment overnight.

2. **A Plan-to-Plan Transfer.** To complete a plan-to-plan transfer, you must complete the *Qualified Plan-to-Plan Transfer Certification (R0158X)* form and return it to ORS. It is your responsibility to arrange with your plan administrator to send the rollover payment directly to ORS, following the instructions on the form. ORS must receive the completed form and payment for the amount of service credit you wish to purchase by 5:00 p.m. EDT, September 29, 2017.
3. **Tax-Deferred Payment (TDP) Plan.** Our office must receive a fully completed TDP agreement by 5:00 p.m. EDT, September 29, 2017. Any TDP agreements received after that time will not be processed. If you decide to purchase any or all of the service credit shown on your *Member Billing Statement* through TDP, complete the TDP authorization form that accompanies your billing statement. Your payroll office can help you complete the form.

To find out more information about service credit, our website is your best resource. Go to **[www.michigan.gov/orsschools](http://www.michigan.gov/orsschools)** and click on Service Credit – Earning and Purchasing.

If you have any questions, visit **[www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount)** and use our online message board for secure, direct access to our representatives. You can also contact our office by phone at the numbers listed above.

Sincerely,

Office of Retirement Services

