



**MICHIGAN OFFICE OF  
RETIREMENT SERVICES**

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

[www.michigan.gov/ors](http://www.michigan.gov/ors)

Toll Free: 800-381-5111

Local: 517-284-4400

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DATE

NAME  
ADDRESS  
CITY, STATE ZIP

Member ID:  
Email Address:

## Part-Time Student Employee Retirement Plan Election and Participation

Dear *NAME*:

Recently you received a postcard from the Office of Retirement Services (ORS). We hope you had a chance to visit our website to learn about the steps you can take now to secure your financial future.

*COMMUNITY COLLEGE* let us know that you worked there while attending as a part-time student. When you were hired, you were eligible to participate with the public school employees' retirement plan. But, you were not given that choice. Now, we need you to tell us two things.

1. Which plan you would like your service credited to (Pension Plus or Defined Contribution), and
2. Whether you wish to continue participating in the retirement plan while working at a community college as a part-time student.

The enclosed form allows you to answer both these important questions at one time, and we need to hear from you by **June 28, 2019, 5:00 p.m. EDT**.

Visit *WEBSITE* to learn more about your options so you can make an informed decision. Detach and return the completed *Retirement Plan Election and Participation* form (R3723C), to make your retirement plan and participation elections. **Please note** since this is a special election for you, you will need to use the form and not the "I'm ready to make my election" link found on [PickMiPlan.org](http://PickMiPlan.org).

If you were a part-time student and worked at a Michigan community college before July 1, 2014, there is a chance you may be able to add that employment to your retirement account. Visit [michigan.gov/ccstudents](http://michigan.gov/ccstudents) for more information.

Retirement is a journey; we are here to help you along yours. If you have any questions you can contact our office by phone at the numbers listed above.

Sincerely,

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