



**MICHIGAN OFFICE OF
RETIREMENT SERVICES**

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

DATE

NAME

ADDRESS

CITY, STATE ZIP

Member ID:

Email Address:

Part-Time Student Employee Retirement Plan Eligibility

Dear «Firstname» «Lastname»:

The Office of Retirement Services (ORS) has reviewed your *Part-Time Community College Student Employment Verification Request (R3800C)* form and researched your employment history using the information you provided. After reviewing the document(s) you submitted and contacting the community college(s) you indicated that you worked for, we have determined you are not eligible to establish membership in the Michigan Public School Employees' Retirement System because *ADD REASON*.

If you believe this is incorrect, please contact the community college where you worked. The community college—not ORS—maintains its employment and student records. ORS will reconsider its decision if you can provide additional supporting documents to prove your employment and/or part-time student status at the community college. This may include a:

- community college transcript
- W-2 from the community college
- paystub(s) issued by the community college
- letter of employment from the community college

If you have any additional supporting documents, please submit copies along with a copy of this letter to ORS by **January 31, 2020, 5 p.m. EST**. We will not return original documents.

- Fax your materials to ORS at **517-284-4416**.
- Or mail your materials to:

ORS

P.O. Box 30171

Lansing, MI 48909-7671

ORS will review any additional documentation you submit and contact you by mail regarding whether you qualify.

Sincerely,

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