



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 Election

Dear *NAME*:

The Office of Retirement Services (ORS) has researched your employment history and verified that you worked at a Michigan community college before July 1, 2014, while attending as a part-time student.

Recent changes in the retirement law allow you a one-time chance to establish membership in the Michigan Public School Employees' Retirement System.

Here's the information we have about your community college employment before July 1, 2014:

communitycollege

First worked: *first worked date*

Service credit: *total service credit amount*

Your Options

Using the enclosed Your Retirement Plan Election form, you can choose between the following:

- to participate in the *Plan* retirement plan and receive credit for your community college employment. The estimated cost of your member contributions, plus interest, is *total member contributions*.
- to not participate in the retirement system.

Your Next Steps

1. Read about your retirement plan option in the enclosed plan summary and research your options carefully before making an election.
2. Return the election form to ORS by **January 31, 2020, 5 p.m. EST**.
3. When we receive your election form, we'll send you a confirmation letter. If you choose to establish membership in the retirement system and receive credit for your community college employment, we'll also send you a bill for the amount of contributions and interest needed for your service credit.
4. Review and pay your contributions by **June 30, 2020, 5 p.m. EDT**. ORS will credit your account with your service credit after payment is received.

This is a one-time election and it is irrevocable.

If ORS doesn't receive your election form and full payment by the deadlines, your opportunity to participate in the Michigan Public School Employees' Retirement System will no longer be available.

If you have questions, you can contact our office by phone at the numbers listed above.

Sincerely,

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

EXAMPLE