

# BENEFICIARY CHECKLIST



## Using your MET at a Michigan Public 4-year University or a Michigan Public Community College- University (Full or Limited) Plans

- Submit Notice to Use MET Education Benefits request online or form 3181.

**NOTE: Submit Notice to Use MET Education Benefits request as soon as possible so that MET may notify the Michigan school of your funds in a timely manner.**

## Using your MET at a Michigan Community College or Michigan Public 4-year University- Community College Plan

- Submit Notice to Use MET Education Benefits online or form 3181.

**Or**

- Submit Notice to Terminate a MET Education Benefits Contract online if enrolled in a Michigan Public 4-year school or form 2773.
- High school diploma, if under 18 years of age.

## Using your MET with a Full Tuition Scholarship, Enrolled in a United States Military Academy or G.I. Bill- All Plans

- Submit Notice to Terminate a MET Education Benefits Contract form 2773.
- Scholarship verification showing amount of tuition covered and number of semester/years covered or renewal terms. Termination using Montgomery G.I. Bill requires verification of both the G.I. Bill and proof of enrollment.
- Form W-9 must be completed by the Refund Designee. If you are unsure of who the Refund Designee is, please contact the MET office or access your online account.

## Military Enlistment- All Plans

- Form 2773 Notice to Terminate a MET Education Benefits Contract. Beneficiary must complete, sign, and date.
- Enlistment contract.
- Form W-9 must be completed by the Refund Designee. If you are unsure of who the Refund Designee is, please contact the MET office or access your online account.

Tel: 800-638-4543

Email: [TreasMET@Michigan.gov](mailto:TreasMET@Michigan.gov)

Website: [SETwithMET.com](http://SETwithMET.com)

**Do not include the checklist with your submission.**

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## Using your MET at a Michigan Independent (Private) or Out-of-State School- All Plans

- Submit Notice to Terminate a MET Education Benefits Contract online or form 2773.
- High school diploma, if under 18 years of age.
- Form W-9 must be completed by the Refund Designee. If you are unsure of who the Refund Designee is, please contact the MET office or access your online account.

## Death/Disability of Beneficiary

- Form 2773 Notice to Terminate a MET Education Benefits Contract.
- Death certificate/or letter confirming learning disability.
- Form W-9 must be completed by the Refund Designee. If you are unsure of who the Refund Designee is, please contact the MET office or access your online account.

## NOT Attending a degree granting higher education school- All Plans

- Form 2773 Notice to Terminate a MET Education Benefits Contract.
  - Affidavit form 2273 must be completed and notarized.
- High school diploma, if under 18 years of age.
- Form W-9 must be completed by the Refund Designee. If you are unsure of who the Refund Designee is, please contact the MET office or access your online account.

If you need assistance with any of the forms, call MET toll-free at (800) 638-4543 or email [TreasMET@Michigan.gov](mailto:TreasMET@Michigan.gov) to connect with a MET representative.

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