

PLANNING FOR RETIRMENT WITH MPSERS

Are you enrolled in the Michigan Public School Employees Retirement System (MPSERS) and thinking of retiring in the near future? If so, you should be aware that processing your actual retirement takes more time than most people realize. Here are some suggestions that should help the process run more smoothly:

Twelve months prior to your retirement date (Recommended):

- Contact MPSERS and request that they audit your account and forward a copy of the audit to you.
- Upon receipt of the audit report, verify that all information is correct. For example:
 - The correct number of years of service
 - Credit for any sabbaticals you may have taken
 - All school systems you worked for are reported
- If information is missing or incorrect, contact MPSERS to correct the problem and/or gather additional information about the missing or incorrect data.

At least three months prior to your retirement date (Required):

- Contact MPSERS to request a retirement packet.
- When you receive your retirement packet, complete all the required information and return it to MPSERS in the timeframe they give you. *(Please keep in mind that even if you submit all your paperwork within the suggested time frame, MPSERS will often still run behind in processing your first retirement check.)*

Please contact your HR Service Representative in Human Resources if you have any questions or need assistance.

MPSERS Contact Information:

Lansing Office (Walk-ins welcome)

7150 Harris Drive
Lansing, MI 48909
1-800-381-5111

Detroit Office (By appointment only)

Cadillac Place – 3068 West Grand Boulevard, Suite 4-700
Detroit, MI 48202
(313) 456-4010