



February 5, 2018
ORS 3% Refund Update

Now that the state workgroup has finished their recommendations and we have final guidance from our audit firm and legal counsel, we have further information for those receiving the ORS 3% Refund from Charlotte Public Schools. Again, this information only impacts those individuals that were employed by CPS between 2010 and 2012. If you were employed by another school district during that time you will need to contact that district for their particular process.

Important Information That You Need to Know...

1. If you have not yet confirmed your contact information with HR, please do so immediately. We are getting quite a bit of returned mail so if you believe you (or a friend) should be getting a refund from us but have not received a letter in the mail from us, make sure you are contacting us. You may do so by emailing us at CPSHR@charlottenet.org.
2. For anyone receiving a refund from CPS that is currently listed as **CURRENT/ACTIVE** with ORS, you will be taxed at the flat rate of 22% federal withholding, normal state withholding, and the employee portion of FICA.
3. For anyone receiving a refund from CPS that is currently listed as **RETIREEES/INACTIVE** with ORS, you will be taxed at the last rate we have on file for you. This includes federal, state, and the employee portion of FICA.
4. We will not be accepting any changes to individual withholding rates.
5. We will not be processing any additional deductions (HSA, 403B, Insurance, etc) for this check.
6. This check will be separate from any other payroll check.
7. We will be contacting the last known relative to make individual arrangements for anyone receiving a refund from CPS that is deceased.
8. The interest portion of your check will not be taxed through our payroll system. However, you may be required to report that amount as income on your 2018 tax return. Please contact your tax professional for guidance.
9. **ALL** checks will be mailed via US Mail service on **Tuesday, March 6, 2018**. If you have not provided the required confirmation before that date your check will be held until you do so.

10. In January 2019, anyone receiving a refund from CPS will be issued a W2 and this 2018 income will be reported to the IRS and State of Michigan.

This letter and all other communications on this topic can be found on our district website at: http://www.charlottenet.org/human_resources.html

If you have further questions, please direct them to Human Resources at CPSHR@charlottenet.org. We will try our best to answer your question as quickly as possible. We appreciate everyone's continued patience as we continue to work through this process for you.

Respectfully,

Michelle M. Sine

Michelle M. Sine, CFO
Executive Director of Business, Operations & Human Resources
Charlotte Public Schools