{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE:** **{PlanName} RETIREMENT PLAN**

Dear {stdMbrSalutation}:

We have received notice that your {PlanName} Retirement Plan membership has been or will be terminating. We are required to send all terminating members a statement of their accrued unreduced benefit. **Please read this letter closely for directions on the necessary paperwork you will need to complete.** **Please disregard this notice if:** 1) you transferred employment to another NDPERS covered employer, 2) you are still employed with your current employer and just experienced a change in your employment or, 3) you already submitted an application for retirement benefits.

**ACCRUED UNREDUCED BENEFIT:**

**{x if MainorLEorNG = 1}**

**You have less than three years of service credit; therefore, you are not eligible for a monthly retirement benefit.**

**{endif}****{x if Judges = 1}**

**You have less than five years of service credit; therefore, you are not eligible for a monthly retirement benefit.**

**{endif}****{x if HP = 1}**

**You have less than ten years of service credit; therefore, you are not eligible for a monthly retirement benefit.**

**{endif}****{x if BCI = 1}**

**You have less than three years of service credit or were hired after August 1, 2023 and have less than ten years of service credit; therefore, you are not eligible for a monthly retirement benefit.**

**{endif}**

{x if MainorLEorNG = 1}

**Member Account Balance:** {MemberAccountBalance}. This is the sum of your employee contributions, any portion of your employer contributions that you have become vested in through participation in PEP, plus interest. The interest paid on your member account balance is based on a rate established by the NDPERS Board and builds on a tax-deferred basis.

{endif}{x if HP = 1}

**Member Account Balance:** {MemberAccountBalance}. This is the sum of your employee contributions, plus interest. The interest paid on your member account balance is based on a rate established by the NDPERS Board and builds on a tax-deferred basis.

{endif}{x if Judges = 1}

**Member Account Balance:** {MemberAccountBalance}. This is the sum of your employee contributions, plus interest. The interest is paid on your member account balance is based on a rate established by the NDPERS Board and builds on a tax-deferred basis.

{endif}

**Disability Retirement Benefit:** To apply for long-term disability benefits, you must submit an Application for Disability Retirement Benefits SFN 18000 to NDPERS within 12 months of termination of NDPERS covered employment.

**Service Purchase:** If applicable, the contract for your service purchase needs to be paid in full by the 15th of the month following your termination date.

If you choose to take a refund or rollover, you will need to complete an Application for Refund or Direct Rollover SFN 53879. With this option, you forfeit all service credit to the date of your distribution, as well as any retirement or disability benefits, and any non-vested employer contributions attributable to that service credit. If you return to NDPERS covered employment in the future, **you have the option to repurchase your forfeited service credit at an actuarial cost which may be 2 to 3 times higher**.

If you choose to leave your member account balance at NDPERS, you must complete an Application for Deferred Retirement Benefits SFN 59044. You will continue to receive interest on your member account balance and may continue to contribute to this account in the future upon obtaining NDPERS employment. **If your member account balance shown in this letter is less than $1,000.00, you must make an election to defer your account or you will be issued a refund automatically.** If this occurs, you will be sent a separate notice providing more details.

Upon leaving employment, you are responsible for notifying NDPERS of the type of payment method, if any, for your retirement account distribution. Applicable kits and forms for submitting your application(s) may be found on the NDPERS website at <https://ndpers.nd.gov/>. On the NDPERS Home Page under ”Life Events,” click “Joining or Leaving Employment.”

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Benefits Division