{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: Deferred Compensation Contributions**

Dear {stdMbrSalutation}:

{x quwhen Item has 0}

A contribution of {ContributionAmount1} was withheld from your {PayPeriodStartDate} wages paid {PayCheckDate} for the Deferred Compensation Plan. According to our records, this deduction is not permitted to begin until the {qu ApprovedPayPeriodBeginDate} pay period begin date paid {qu ApprovedPaycheckDate}. A copy of this letter has been sent to your payroll department requesting this excess deduction to be adjusted on the next payroll.

{x endblock}

{x quwhen Item has 1}

A contribution of {ContributionAmount1} was withheld from your {PayPeriodStartDate} wages paid {PayCheckDate} for the Deferred Compensation Plan. According to our records, this contribution decreased from {ContributionAmount1} to {AmountFromEnrollment1} on the {PayPeriodStartDate} pay period begin date paid {PayCheckDate}. A copy of this letter has been sent to your payroll department requesting this excess deduction of {ContribMinusEnrollAmt} be adjusted on the next payroll.

{x endblock}

{x quwhen Item has 2}

A contribution of {ContributionAmount1} was withheld from your {PayPeriodStartDate} wages paid {PayCheckDate} for the Deferred Compensation Plan. According to our records, this contribution increased from {AmountFromEnrollment1} to {ContributionAmount1} on the {qu ApprovedPayPeriodBeginDate} pay period begin date paid {qu ApprovedPaycheckDate}. A copy of this letter has been sent to your payroll department requesting this excess deduction of {qu MissedAmount} be adjusted on the next payroll.

{x endblock}

{x quwhen Item has 3}

A contribution of {ContributionAmount1} was withheld from your {PayPeriodStartDate} wages paid {PayCheckDate} for the Deferred Compensation Plan. According to our records, this contribution ended effective {ProviderContributionEndDate}. A copy of this letter has been sent to your payroll department requesting this excess deduction of {ContributionAmount1} be adjusted on the next payroll.

{x endblock}

{x quwhen Item has 4}

A contribution of {ContributionAmount1} was withheld from your {PayPeriodStartDate} wages paid {PayCheckDate} for the Deferred Compensation Plan. According to our records, you are not currently enrolled with Deferred Compensation. Please complete an enrollment form to elect this benefit or enroll online through Member Self Service. The election needs to be made in the month prior to when the wages are earned. A copy of this letter has been sent to your payroll department requesting this excess deduction of {ContributionAmount1} be adjusted on the next payroll.

{x endblock}

{x quwhen Item has 5}

A contribution of {qu OldDeductionAmount} was withheld from your {PayPeriodStartDate} wages paid {PayCheckDate} for the Deferred Compensation Plan. According to our records, this contribution increased from {qu OldDeductionAmount} to {qu NewDeductionAmount} beginning with this pay period. A copy of this letter has been sent to your payroll department requesting this deduction be increased on the next payroll.

With your consent, a one-time adjustment can be made for the missed deduction amount of {qu MissedAmount} on the next pay period (Deduction would be the {qu MissedAmount} AND {qu NewDeductionAmount}) or just the new deduction of {qu NewDeductionAmount} can start going forward. Please notify your employer of your intentions.

{x endblock}

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

Sincerely,

NDPERS Accounting Division

CC:

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: Deferred Compensation Contributions –** ({stdMbrFullName}, {stdMbrPERSLinkID})

Dear {stdOCSalutation}:

{x quwhen Item has 0}

This is to request that a Deferred Compensation refund be processed on the next payroll. This employee had a contribution of {ContributionAmount1} withheld for the Deferred Compensation Plan that was not authorized by NDPERS. According to our records, this deduction is not permitted until the {qu ApprovedPayPeriodBeginDate} pay period begin date paid {qu ApprovedPaycheckDate}. The NDPERS office has not refunded this money, so you will need to reduce your next payment to NDPERS by {ContributionAmount1}. Please adjust this excess deduction on the next payroll.

{x endblock}

{x quwhen Item has 1}

This is to request that a Deferred Compensation refund be processed on the next payroll. This employee had an additional {ContribMinusEnrollAmt} withheld for the Deferred Compensation Plan that was not authorized by NDPERS. According to our records, this member decreased their contribution from {ContributionAmount1} to {AmountFromEnrollment1} on the {PayPeriodStartDate} pay period begin date paid {PayCheckDate}. The NDPERS office has not refunded this money, so you will need to reduce your next payment to NDPERS by {ContribMinusEnrollAmt}. Please adjust this excess deduction on the next payroll.

{x endblock}

{x quwhen Item has 2}

This is to request that a Deferred Compensation refund be processed on the next payroll. This employee had an additional {qu MissedAmount} withheld for the Deferred Compensation Plan that was not authorized by NDPERS. According to our records, this member increased their contribution from {AmountFromEnrollment1} to {ContributionAmount1} on the {qu ApprovedPayPeriodBeginDate} pay period begin date paid {qu ApprovedPaycheckDate}. The NDPERS office has not refunded this money, so you will need to reduce your next payment to NDPERS by {qu MissedAmount}. Please adjust this excess deduction on the next payroll.

{x endblock}

{x quwhen Item has 3}

This is to request that a Deferred Compensation refund be processed on the next payroll. This employee had a contribution of {ContributionAmount1} withheld for the Deferred Compensation Plan that was not authorized by NDPERS. According to our records, this member ended their contribution on the {PayPeriodStartDate} pay period begin date paid {PayCheckDate}. The NDPERS office has not refunded this money, so you will need to reduce your next payment to NDPERS by {ContributionAmount1}. Please adjust this excess deduction on the next payroll.

{x endblock}

{x quwhen Item has 4}

This is to request that a Deferred Compensation refund be processed on the next payroll. This employee had a contribution of {ContributionAmount1} withheld for the Deferred Compensation Plan that was not authorized by NDPERS. According to our records, this member isn’t currently enrolled with Deferred Compensation and should not have had a deduction withheld from their {PayPeriodStartDate} paid {PayCheckDate}. The NDPERS office has not refunded this money, so you will need to reduce your next payment to NDPERS by {ContributionAmount1}. Please adjust this excess deduction on the next payroll.

{x endblock}

{x quwhen Item has 5}

This employee had a contribution of {qu OldDeductionAmount} withheld for the Deferred Compensation Plan for the {PayPeriodStartDate} paid {PayCheckDate}. According to our records, this member increased their contribution from {qu OldDeductionAmount} to {qu NewDeductionAmount} beginning with this pay period. Please increase this deduction on the next payroll.

Please note, a one-time adjustment can be made to this deduction for the missed amount this pay period with the employee’s consent or the new deduction can start going forward. Please verify with your employee of their intentions. If they choose to do the makeup contribution, we need an email with their consent for documentation purposes.

{x endblock}

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

Sincerely,

NDPERS Accounting Division

CC:

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}