{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: AUDIT – RETIREMENT CONTRIBUTIONS**

Dear {stdOCSalutation}:

The internal auditor is conducting an audit of the North Dakota Public Employees Retirement System (NDPERS). Please provide us the following information as of the close of business on June 30, {qu DueDateYear}, regarding retirement contributions to NDPERS.

**Please sign and return this letter to NDPERS, Attn:** **{stdUserFullName}**, using the enclosed stamped self-addressed envelope. Thank you for your cooperation.

Sincerely,

NDPERS Internal Audit Division

{x quwhen EmployerContributionConfirmation has 0}

**Please complete:**

|  |  |
| --- | --- |
| Retirement contributions for the month ending 6/30/{qu Year } (paid in July) | $ |
| Total salary for employees enrolled in PERS retirement for month ending 6/30/{ qu FiscalYear } | $ |
| Total salary for employees enrolled in PERS retirement for fiscal year ending 6/30/{ qu FiscalYear } | $ |
| Total retirement contributions from 7/01/{qu PreviousYear} to 6/30/{qu FiscalYear } | $ |

{endblock}

{x quwhen EmployerContributionConfirmation has 1}

**Please complete:**

|  |  |
| --- | --- |
| Retirement contributions for the month ending 6/30/{qu FiscalYear} for Object Code 1840 (paid in July) | $ |
| Retirement contributions for the month ending 6/30/{qu FiscalYear} for Object Code 1850 (paid in July) | $ |
|  |  |
| Total salary for employees enrolled in PERS retirement for month ending 6/30/{qu FiscalYear} covered under Object Code 1840 | $ |
| Total salary for employees enrolled in PERS retirement for month ending 6/30/{qu FiscalYear} covered under Object Code 1850 |  |
|  |  |
| Total salary for employees enrolled in PERS retirement for fiscal year ending 6/30/{ qu FiscalYear } covered under Object Code 1840 | $ |
| Total salary for employees enrolled in PERS retirement for fiscal year ending 6/30/{ qu FiscalYear } covered under Object Code 1850 | $ |
|  |  |
| Total retirement contributions from 7/01/{qu PreviousYear} to 6/30/{qu FiscalYear} for Object Code 1840 | $ |
| Total retirement contributions from 7/01/{qu PreviousYear} to 6/30/{qu FiscalYear} for Object Code 1850 | $ |

{endblock}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EXCEPTIONS AND/OR COMMENTS: | | | | | |
|  | | | | | |
|  |  | |  |  |  | |
| Authorized Signature |  | | Title |  | Date |
|  | | | | | |
|  | |  | | | |
| Telephone Number | | | | | |