{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: RETIREMENT SALARIES**

Dear {stdOCName}:

This letter is to notify the {stdOrgName} that the North Dakota Public Employees Retirement System (NDPERS) is reviewing the retirement salaries reported for the year {qu Year}.

Please provide the following information by {qu DueDate}:

1. A copy of W-2 for the following employee(s):

|  |  |
| --- | --- |
| **Member Name** | **SSN – last 4** |
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|  |  |
|  |  |

2. Answers to the following questions:

* 1. Employer pays %
  2. Employee pays contribution of (up to 4%) %
  3. Employer pays employee's contribution of (up to 4%) %
  4. Gross salary is subject to federal income tax withholding. 🞏YES 🞏NO
  5. Gross salary less employee's share of retirement contribution is

subject to federal income tax withholding. 🞏YES 🞏NO

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Authorized Agent's Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number

Please return this letter in the enclosed self-addressed stamped envelope. Thank you for your prompt attention to this matter.

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

Sincerely,

NDPERS Internal Audit Division

Enclosure - Envelope