{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: STATEMENT OF OUTSTANDING NDPERS BALANCES**

Dear {stdOCSalutation}:

Below is a summary of your outstanding balances for Retirement and Insurance. This balance could either be the result of adjustments processed on your account, or from your regular monthly billings.

Please login to Employer Self Service (ESS) and initiate the payment at your earliest convenience.

|  |  |
| --- | --- |
| Retirement: | {qu RetirementBalance} |
|  |  |
| Insurance: | {qu InsuranceBalance} |

If you’ve already initiated the payment by clicking Debit ACH in ESS you can disregard this notice.

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

Sincerely,

NDPERS Accounting Division