{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**YOUR IMMEDIATE ATTENTION IS REQUIRED – FINAL NOTICE**

**RE: OUTSTANDING CHECK(S)**

Dear {stdMbrSalutation}:

In reviewing our checking account records, it has come to our attention that one of the{if benefittype = “RFND”} refund{endblock}{if benefittype = “RETR”} benefit{endblock}{if istrPremiumRefund = “Y”} premium refund{endblock} check(s) you have been issued from NDPERS has not yet been cashed as of {asofdate}.

The purpose of this letter is to request that you cash the outstanding check you are holding at your earliest convenience. If you do not cash the check, or contact our office to have the check reissued, the payment will be turned over to unclaimed property.

|  |  |  |
| --- | --- | --- |
| **Date of Check** | **Check Number** | **Check Amount** |
| {dateofcheck} | {checknumber} | {checkamount} |

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

Sincerely,

NDPERS Accounting Division