{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName} Purchase ID: {PurchaseID}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: PURCHASE OF SERVICE CREDIT**

Dear {stdMbrSalutation}:

NDPERS has received information from you regarding your interest to purchase service credit. However, additional documentation is needed from you before NDPERS can proceed with your request. The following is required:

{x quwhen InformationNeeded has 0}

* DD214/NGB22

{endblock}{x quwhen InformationNeeded has 1}

* Verification of Previous Public Employment – SFN 19397

{endblock}{x quwhen InformationNeeded has 2}

* Rollover/Transfer Request for Service Credit Purchases – SFN 52059

{endblock}{x quwhen InformationNeeded has 3}

* Purchase Payment Election – SFN 53757

{endblock}{x quwhen InformationNeeded has 4}

* Purchase Payment Worksheet - SFN 53854

{endblock}{x quwhen InformationNeeded has 5}

* Irrevocable Salary Deduction for Purchase of Service – SFN 54004

{endblock}{x quwhen InformationNeeded has 6}

* Purchase Agreement for USERRA Active Military – SFN 17758

{endblock}{x quwhen InformationNeeded has 7}

* Other

{endblock}

Please complete and return the forms by {qu FormReturnDate}.

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

Sincerely,

NDPERS Benefits Division

{x quwhen InformationNeeded has 1}

{tmp SFN-19397}

{endblock}{x quwhen InformationNeeded has 2}

{tmp SFN-52059}

{endblock}{x quwhen InformationNeeded has 3}

{tmp SFN-53757}

{endblock}{x quwhen InformationNeeded has 4}

{tmp SFN-53854}

{endblock}{x quwhen InformationNeeded has 5}

{tmp SFN-54004}{endblock}{x quwhen InformationNeeded has 6}

{tmp SFN-17758}

{endblock}