{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName} Purchase ID: {PurchaseID}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: REQUEST FOR PURCHASE OF SERVICE CREDIT INFORMATION**

Dear {stdMbrSalutation}:

{x when ServiceCreditType has “PPE” }

NDPERS received your request for information about purchasing service credit within the NDPERS retirement system. In order to verify your eligibility to purchase previous public service, you and your former employer will need to complete and return the enclosed **Verification of Previous Public Employment (SFN 19397)** form. This form will also allow us to determine the number of months that you will be eligible to purchase, which is information needed to determine the cost to purchase service credit.{x endblock}

{x when ServiceCreditType has “MS”}

NDPERS received your request for information about purchasing active military service as service credit within the NDPERS retirement system. The maximum amount of military service that can be purchased is 48 months and it can not overlap with your NDPERS covered employment. Also, in order to purchase this type of service, you can not be eligible to receive or be receiving benefits from the military for the service. Therefore, in order to verify your eligibility to purchase active military service, we will need a photocopy of your **DD214 Discharge** form.{x endblock}

The method for calculating the cost to purchase retirement credit is done on an actuarial basis. NDPERS calculates the amount of money a member needs to deposit into the retirement fund today to provide for the increase in their retirement benefits. Purchase costs are determined using the following factors, a member's: current age, years until normal retirement age, average salary, current retirement credit, and actuarial information (i.e. life expectancy and project investment rates).

Once NDPERS receives the enclosed form back in our office, we will be able to determine your eligibility to purchase this service credit and will calculate the cost of the purchase. This information will be sent to your home address and will include benefit estimates that will show you a projection of your monthly retirement benefit with and without the purchase of service.

Enclosed is a brochure that provides general information about purchasing service for your review.

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

Sincerely,

NDPERS Benefits Division

{when ServiceCreditType has “PPE”}Enclosure –Verification of Previous Public Employment (SFN 19397){endblock}

{if ServiceCreditType is PPE}

{tmp SFN-19397}

{endif}