{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: INCOMPLETE FILE – REQUEST FOR MISSING INFORMATION**

Dear {stdOCSalutation}:

NDPERS has not received the following forms for {stdOrgName} to be enrolled in the NDPERS {qu plan} Plan:

{x quwhen Forms has 0}

* NDPERS Administrative Agreement

{x endblock}

{x quwhen Forms has 1}

* Portability Enhancement Provision (PEP) Agreement

{x endblock}

{x quwhen Forms has 2}

* Signed Board Resolution

{x endblock}

{x quwhen Forms has 3}

* Notice of Appointment of Authorized Agent SFN 17029

{x endblock}

{x quwhen Forms has 4}

* Record of Service

{x endblock}

{x quwhen Forms has 5}

* Employer Payment Election SFN 52799

{x endblock}

{x quwhen Forms has 6}

* Employer Payment Election SFN 54422

{x endblock}

{x quwhen Forms has 7}

* Employee Eligibility Report SFN 54119

{x endblock}

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

Sincerely,

NDPERS Benefits Division