{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: JOB SERVICE RETIREMENT BENEFIT PAYMENT**

Dear {stdMbrSalutation}:

{x if AcctRelation = “ALTP”}

Your first payment represents {NumberofMonthsFirstPaymentRepresents} months of benefits. Your next payment, and all succeeding payments, will be in the amount of ${BenefitAmount}, less deductions, if any. Payments are released the first business day of each month.

{x endblock}

{x if AcctRelation = “BENE”}

Your first beneficiary payment represents {NumberofMonthsFirstPaymentRepresents} months of benefits. Your next payment, and all succeeding payments, will be in the amount of {BenefitAmount}, less deductions, if any. Payments are released the first business day of each month.

{x endblock}

**PLEASE KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS; ALL ADDRESS CHANGES MUST BE IN WRITING.**

**Member Self Service**

Once you receive your first payment, you will have the ability to access your NDPERS account(s) through NDPERS Member Self Service. The instructions to log in to Member Self Service can be found on the NDPERS web site at www.nd.gov/ndpers. You will need a ND Login ID and password along with your NDPERS Member ID and date of birth. Your NDPERS Member ID is printed in the upper right hand corner on the first page of this letter.

We are offering through MSS the ability to view:

1. Your retirement payment(s) and related details,
2. Insurance coverage(s) and related details,
3. Annual statement(s) and 1099R tax information, when available

We also offer you the capability to do direct on-line updates and requests for:

1. Address changes
2. Federal & ND State income withholding elections
3. Spouse or Designated contact information
4. Scheduling an Appointment
5. Submitting questions to NDPERS
6. Reporting a death of a spouse or a covered insurance dependent

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

Sincerely,

NDPERS Benefits Division