{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**YOUR IMMEDIATE ATTENTION IS REQUIRED**

**{if istr2ndCashOutstandingNotice = “Y” } 2nd Notice****{ endblock}**

**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. Our auditors require us to follow up on un-cashed checks to ensure that our members are receiving the payments they are due.

If you have lost the check in question, please contact this office and we will issue a replacement.

The outstanding check in question is listed below:

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

*If you have already cashed the check listed above, please disregard this letter.*

{if benefittype = “RETR”}

NDPERS requires your payment to be direct deposited into your checking or savings account at your bank. If you have not already setup direct deposit, please complete and return the enclosed Authorization for Direct Deposit SFN 18379. { endblock}

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

Sincerely,

NDPERS Accounting Division

{if benefittype = “RETR”}

Enclosure – Authorization for Direct Deposit SFN 18379

{endblock}

{if benefittype is RETR}

{tmp SFN-18379}

{endif}