{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**YOUR IMMEDIATE ATTENTION IS REQUIRED**

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

**RE: OUTSTANDING CHECK(S)**

Dear {stdOCName}:

In reviewing our checking account records, it has come to our attention that one of the{if benefittype = “RFND”} refund{endblock}{if istrPremiumRefund = “Y”} premium refund{endblock}{if istrSheduleType = “VNPM”} vendor payment{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 vendors 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 you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Accounting Division