{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: DESIGNATION OF BENEFICIARY(IES)**

Dear {stdOCSalutation}:

Upon researching our records, we have found that the employee(s) listed below do not have a beneficiary listed for the NDPERS Retirement Plan/ Group Life Insurance program.

|  |  |
| --- | --- |
| **Member Name** | **SSN – last 4** |
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Please have the employee(s) complete and return the enclosed Designation of Beneficiary for the Group Retirement Plan SFN 2560 / Life Insurance Designation of Beneficiary Change SFN 53855.

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

Sincerely,

NDPERS Benefits Division

Enclosure - Designation of Beneficiary for the Group Retirement Plan SFN 2560

Life Insurance Designation of Beneficiary Change SFN 53855

{tmp SFN-02560}

{tmp SFN-53855}