{stdLongDate}

{ContactFullName}

{x when SameAsMemberAddress has “N”}

{ContactAdrCorStreet1}

{ x ContactAdrCorStreet2}

{ContactAdrCorCity} {ContactAdrCorState} {ContactAdrCorZip}

{x endblock}

{x when SameAsMemberAddress has “Y”}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

{x endblock}

{x quwhen Request has “0” }

**SUBJ: NAME CHANGE OR DISCREPANCY**

{x endblock}

{x quwhen Request has “1” }

**SUBJ: ADDRESS CHANGE OR DISCREPANCY**

{x endblock}

Dear { ContactFullNameMixed }:

Regulations governing the administration of NDPERS prohibit us from changing information on a member's account unless we receive a written request signed by the member.

{ x when iblnIsPOAExits is “Y”}

{x quwhen Request has “0”}

NDPERS received notice that you have had a name change. In order to verify this information and update your record, we must have your signed authorization. Please complete and return the enclosed Notice of Change (SFN 10766) and return it to our office at your earliest convenience. For your convenience, enclosed is a self-addressed, return envelope.

{x endblock}

{x quwhen Request has “1”}

NDPERS received notice that you have had an address change. In order to verify this information and update your record, we must have your signed authorization. Please complete and return the enclosed Notice of Change (SFN 10766) and return it to our office at your earliest convenience. For your convenience, enclosed is a self-addressed, return envelope.

{x endblock}

The USPS has notified our office to forward mail for the above referenced individual to the above address.

{x endblock}

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

Sincerely,

NDPERS Benefits Division

Enclosure – Notice of Change SFN 10766

Envelope

{tmp SFN-10766}