{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

### RE: Defined Contribution Participant Termination

Dear {stdMbrSalutation}:

We have received notice that your NDPERS membership has been or will be terminating. This change in status may make you eligible for a distribution of your retirement account. **Please disregard this notice if:** 1) you transferred employment to another NDPERS covered employer, 2) you are still employed with your current employer and just experienced a change in your employment or, 3) you have already made application for retirement benefits.

If you become employed with another participating employer within 31 days, no distribution will be processed. Your retirement account will simply pick up where it left off from your previous employment.

If you choose to receive a lump sum distribution, you must complete the Refund/Rollover Kit and return to NDPERS. You may obtain the kit on our website at www.nd.gov/ndpers.

If you have applied for a lump sum distribution, your request will be forwarded to TIAA for processing after NDPERS has verified your eligibility for distribution. The time period between your last regular paycheck and the date of distribution is to ensure that all contributions have been received and credited to your account; and to satisfy federal notification requirements.

If you have chosen to receive a lump sum distribution, you will forfeit all service credit to the date of the distribution, as well as any retirement or disability benefits, and any non-vested employer contributions attributable to that service credit. If you begin working for a participating employer after receiving a lump sum distribution, you will begin accruing benefits as though you had never participated in NDPERS before.

If you have chosen not to take a distribution of your retirement account at this time, it will be necessary for you to complete a Notice of Deferred Retirement Kit. This kit can be obtained on the NDPERS Website or by calling the NDPERS office. This kit will notify NDPERS that you are electing to defer your retirement benefit. Your initial election does not obligate you to draw a periodic retirement benefit; your election can be changed at a later date.

If you have questions about your current account balance, asset allocation or investment options, please contact TIAA at (800) 842-2252.

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

Sincerely,

NDPERS Benefits Division