{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: Retirement Account Adjustment**

Dear {stdMbrSalutation}:

NDPERS continuously monitors contributions made to retirement accounts to verify that only eligible wages are reported. We are sending you this letter because after working with your employer it was discovered that ineligible wages were reported to your retirement account.

As a result of this process, the following adjustments were made to your retirement account:

|  |  |
| --- | --- |
| Removal of ineligible {qu ReasonForRemovingWages} wages from {qu Month/Year}: | ({qu AmountOfWagesRemoved}) |
|  |  |
| Reduction in your member account balance: | ({qu ReductionInMemberAccountBalance}) |

For questions regarding eligible wage contributions and this retirement account adjustment, contact your employer. **You may be entitled to a refund if any ineligible employee-paid contributions were deducted from your paycheck. Your employer is responsible for such refunds.**

To calculate an updated retirement benefit estimate, access your PERSLink Member Self Service Account at <https://ndpers.nd.gov/login> or download the mobile app. If you require additional assistance to determine how this impacts your retirement benefit, call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Accounting Division

CC: {stdOCName}, {stdOrgName} {stdOrgCodeId}

{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: Retirement Account Adjustment**

Dear {stdOCName} :

Enclosed is a copy of the letter that was sent to {stdMbrFullName} # {stdMbrPERSLinkID} explaining the wage corrections and any changes to their member account balance. Please refer to Adjustment Report #{qu AdjustmentReport} in Employer Self Service for actual adjustments completed.

The member has been instructed in the letter to contact you with any questions.

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

Sincerely,

NDPERS Accounting Division