{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: SERVICE PURCHASE INSTALLMENT PAYMENTS**

Dear {stdMbrSalutation}:

We have received notice that you are terminating employment. NDPERS is currently receiving installment payments on a service purchase to buy {TotalTimeToPurchase} of service credit. The contract for your service purchase needs to be paid in full by the 15th of the month following your termination date.

{x quif PayDed = "0"}

We are anticipating receiving one additional payroll deduction which will leave a remaining balance due of {qu BalDueAmt} to be paid off by {qu BalDueDate}.

{x endif}

{x quif PayDed = "1"}

The remaining balance due of {qu BalDueAmt} to be paid off by {qu BalDueDate}.

{x endif}

If you are unable to make this payment, the total months of service credit purchased will be pro-rated based upon the payments received.

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

Sincerely,

NDPERS Benefits Division