{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**Re: Defined Contribution Plan Election for** **{stdMbrFullName}**

Dear {stdOCSalutation}:

Enclosed is a copy of the Defined Contribution Retirement Program Election SFN 52170 for the above referenced employee. The employee has elected to transfer from the Defined Benefit Retirement Plan to the Defined Contribution Retirement Plan effective {qu EffectiveDateofPlanChange}.

If you are on the PeopleSoft payroll system, terminate the employee’s coverage in the defined benefit plan and enroll them in the defined contribution plan for the {qu EffectiveDateofPlanChange} payroll paid on {qu PayrollStartDate}. Please refer to ConnectND Benefits Administration Exercise 9 for instructions. Retain a copy of the form for your records.

If your agency is not on Central Payroll, retain the copy for your records. No other action is required.

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

Sincerely,

NDPERS Benefits Division

Enclosure – Defined Contribution Retirement Program Election SFN 52170