{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: INTERNAL AUDIT OF** **{PLANTYPE} PLAN**

Dear {stdOCSalutation}:

{x quwhen OrganizationType has 0}

We are conducting an internal audit of the State of North Dakota's {PLANTYPE} with

{stdOrgName}. The internal audit is a routine function of PERS, and the audit of this Employer is part of that routine function. Therefore, it is not intended to imply or should be construed that any practice or operations of this provider has caused this audit.

{x endblock}

{x quwhen OrganizationType has 1}

We are conducting an internal audit of the State of North Dakota's {PLANTYPE} with

{stdOrgName}. The internal audit is a routine function of PERS, and the audit of this Provider is part of that routine function. Therefore, it is not intended to imply or should be construed that any practice or operations of this provider has caused this audit.

{x endblock}

{x quwhen OrganizationType has 2}

We are conducting an internal audit of the State of North Dakota's {PLANTYPE} with

{stdOrgName}. The internal audit is a routine function of PERS, and the audit of this Vendor is part of that routine function. Therefore, it is not intended to imply or should be construed that any practice or operations of this provider has caused this audit.

{x endblock}

{x quwhen OrganizationType has 3}

We are conducting an internal audit of the State of North Dakota's {PLANTYPE} with

{stdOrgName}. The internal audit is a routine function of PERS, and the audit of this Trustee is part of that routine function. Therefore, it is not intended to imply or should

{x endblock}

{x quwhen OrganizationType has 4}

We are conducting an internal audit of the State of North Dakota's {PLANTYPE} with

{stdOrgName}. The internal audit is a routine function of PERS, and the audit of this Bank is part of that routine function. Therefore, it is not intended to imply or should be construed that any practice or operations of this provider has caused this audit.

{x endblock}

{x quwhen OrganizationType has 5}

We are conducting an internal audit of the State of North Dakota's {PLANTYPE} with

{stdOrgName}. The internal audit is a routine function of PERS, and the audit of this Rollover Institution is part of that routine function. Therefore, it is not intended to imply or should be construed that any practice or operations of this provider has caused this audit.

{x endblock}

{x quwhen OrganizationType has 6}

We are conducting an internal audit of the State of North Dakota's {PLANTYPE} with

{stdOrgName}. The internal audit is a routine function of PERS, and the audit of this Estate is part of that routine function. Therefore, it is not intended to imply or should be construed that any practice or operations of this provider has caused this audit.

{x endblock}

{x quwhen OrganizationType has 7}

We are conducting an internal audit of the State of North Dakota's {PLANTYPE} with

{stdOrgName}. The internal audit is a routine function of PERS, and the audit of this Consultant is part of that routine function. Therefore, it is not intended to imply or should be construed that any practice or operations of this provider has caused this audit.

{x endblock}

**In order to assist us will you please provide the following information to our internal auditor by** **{qu DueDate}:**

{x quwhen Information has 0}

1. A list of all employees enrolled in the deferred compensation program with {stdOrgName} during fiscal year ending {qu FiscalEndDate}. Please include the employee's full name, social security number, and the amount deducted from the employee's monthly payroll check.

{x endblock}

{x quwhen Information has 1}

1. Did your agency participate in any tax deferral programs other than the Section 457 deferred compensation program provided by the State of North Dakota during the fiscal year ended { qu FiscalEndDate } (ie, Section 403(b), or Section 401(k))?

{x endblock}

{x quwhen Information has 2}

1. A list of all deferred compensation providers (including addresses) with whom you submitted payroll deductions for the year {qu FiscalEndDateYear }.

{x endblock}

{x quwhen Information has 3}

1. A copy of the W-2 form for each employee who participated in the deferred compensation program for the year {qu FiscalEndDateYear }.

{x endblock}

{x quwhen Information has 4}

1. Copy of all salary authorizations for the period ending on {qu SalaryEndDate}. Please include any salary changes such as retroactive salaries paid and the effective period.

{x endblock}

{x quwhen Information has 5}

1. A schedule of all employees employed with the {stdOrgName} for the period {qu ParticipationStartDate} and {qu ParticipationEndDate}. Please indicate employment dates, leave of absences and termination dates if any, hours worked per week/month, job descriptions, and whether they are enrolled in NDPERS.

{x endblock}

{x quwhen Information has 6}

1. The board minutes for the period {ParticipationStartDate} and {ParticipationEndDate}.

{x endblock}

{x quwhen Information has 7}

1. {qu FreeText}

{x endblock}

Please send this information to our office as follows:

{stdUserFullName}

ND Public Employees Retirement System

400 E. Broadway Suite 505

P.O. Box 1657

Bismarck, ND 58502

Your prompt return of this information is essential to the completion of the internal auditor's examination of this program. If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

NDPERS Internal Audit Division