{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE: YOU MUST TAKE ACTION** – Missing NDPERS Retirement Contributions

Dear {stdOCName},

**Your organization has not submitted a retirement payroll report since** **{qu DateOfLastReportReceived}. Your organization must submit any outstanding payroll reports immediately to avoid penalties including additional interest being charged to your accounts.**

As a reminder, participation in the NDPERS retirement plan is mandatory for all eligible employees employed by a participating agency. Any eligible employee(s) must be enrolled immediately.

Payroll reports are due the 15th of the following month. To submit your report and missing retirement contribution to NDPERS, reference the Quick Steps under Resource Library in Employer Self Service (ESS).

*Additional Information*

* In accordance with ND Century Code 54-52-06(2) , any governmental until failing to comply with NDPERS payroll reporting and payment requirements, is subject to penalties.
* To update your organization’s authorized agent, complete and return the Notice of Appointment or Authorized Agent or Contact SFN 17029 available on the NDPERS website.

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

Respectfully,

NDPERS Accounting Division