{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: REFUND or ROLLOVER OF MEMBER ACCOUNT**

Dear {stdMbrSalutation}:

Recently, you contacted the NDPERS office to request a refund or rollover of your account. To initiate this request, you must complete and submit an Application for Refund or Direct Rollover SFN 53879 to the NDPERS office.

{x if PlanId = 1}

As a **Defined Benefit Plan member**, complete the enclosed form.

* Log into your NDPERS Member Self Service (MSS) account online at [www.ndpers.nd.gov](http://www.ndpers.nd.gov) to confirm the amount of your taxable and non-taxable balances
* Complete Part A, B, D and/or E
* Sign and date Part G

{x endif}

{x if PlanId = 0}

As a **Defined Contribution Plan member**, complete the enclosed form.

* Complete Part A, mark “Defined Contribution” in Part B, and check box in Part F
* Sign and date Part G

**The** **{stdCPOR\_Name} Distribution Form MUST also be completed and submitted in the online** **{stdCPOR\_Name} portal at** **{stdCPOR\_Web}**

* Contact {stdCPOR\_Name} directly by phone at {stdCPOR\_Phone} or log into your account online at {stdCPOR\_Web} to request a distribution form.

{x endif}

You must meet the following eligibility requirements:

* Terminate employment at least 60 days
  + Your employer must notify NDPERS of your last day worked
  + You may not return to any NDPERS-covered employment
* Application must be on file at NDPERS for at least 30 days
  + Distributions only occur the first working day of each month

NDPERS does not permit in-service distributions, so you may not return a NDPERS-covered employer prior to receiving your distribution. A “NDPERS-covered employer” is any public employer affiliated with the NDPERS retirement program – regardless of your contributing or non-contributing status as an employee. If your termination is not bona fide or you transfer to another NDPERS-covered employer, you are not eligible for a distribution and your application will be cancelled. If you receive an ineligible refund or rollover, you will be required to repay your distribution back to NDPERS with interest.

Your distribution will be issued in approximately 60 to 90 days, subject to tax notification requirements. You will receive a letter from NDPERS confirming the date of your distribution. By receiving a refund or rollover of your account balance, you forfeit all future retirement or disability benefits. This may include forfeiting the following benefits:

* Retirement Benefits
  + Disability Benefits
  + Non-Vested Employer Contributions
  + Retiree Health Insurance Credit, if applicable
  + Dual membership with TFFR or TIAA, if applicable
* Retiree Insurance Benefits
  + Health
  + Dental
  + Vision
* Grandfathered Status
  + You will lose service credit and NOT be “grandfathered” in the plan you are electing to refund/rollover. Upon reemployment, you will be enrolled in the new eligible NDPERS plan available the time of your reemployment.

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

Sincerely,

NDPERS Accounting Division

{tmp SFN-53879}