{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName} Purchase ID: {PurchaseID}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: PURCHASE OF SERVICE REQUEST**

Dear {stdMbrSalutation}:

Our office has received your request for information to purchase service credit. Please note that you are not eligible to purchase service for any time that entitles you to receive retirement benefits from another employer plan. Your prior service credit will need to be verified as eligible before payment will be accepted.

Since you are a newly enrolled member effective {EmploymentDetailStartDate}, we will not receive complete payroll information for you until mid-{2MonthsAfterEmploymentDetailStartDateMonth} when {1MonthAfterEmploymentDetailStartDateMonth}’s full month of salary will be reported to us. Purchase costs, in part are determined by your payroll information. Therefore, your purchase cost information will be delayed approximately thirty (30) days.

Enclosed is a brochure regarding the provisions for purchasing eligible service for your information.

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

Sincerely,

NDPERS Benefits Division

Enclosure – Purchase Brochure