{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName} Purchase ID: {PurchaseID}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: PURCHASE OF SERVICE CREDIT INQUIRY**

Dear {stdMbrSalutation}:

We received your request for information regarding the purchase of service credit.

{x quwhen PurchaseItem has 0}

In order to purchase additional service credit, you must be vested in the NDPERS retirement system. To be vested, you must have {NoofMonths} months of credit on file. Currently, our records indicate that you have {MemberPSC} months of credit. Therefore, you are not eligible to purchase additional/generic credit at this time. Upon achieving {NoofMonths} months of credit, please contact our office to obtain a cost calculation.

The only types of service that an employee with less than { NoofMonths } months of credit is able to purchase are:

* Previous permanent public employment
* Previous NDPERS employment that was refunded
* Previous federal employment
* Active military duty (up to 48 months)
* Approved leave of absences/seasonal employment (upon return)

Please note that you can not purchase any of the above types of service if you are eligible for retirement benefits from another plan for that service. Therefore, if you have an account balance with another plan, you would need to fully liquidate the account balance.

If you have any of these types of service in your employment history, please have this service verified by you and your public service employer through the completion of a Verification of Previous Public Employment SFN 19397. This form is available on the PERS website. Upon completion, submit to our office for a cost calculation. Enclosed is a purchase brochure to provide you with more information regarding this provision.

{x endblock}

{ x quwhen PurchaseItem has 1}

NDPERS must comply with state regulations to determine eligibility to purchase service credit. According to the NDCC 54-52, you must be an active permanent employee with the retirement system with which you wish to purchase service credit. Since you are no longer an active permanent employee contributing to NDPERS with an NDPERS covered employer, you would not be able to purchase service credit with NDPERS at this time.

If you return to eligible employment with a participating employer of NDPERS, please contact our office to determine your eligibility to purchase this service at that time.

{x endblock}

{ x quwhen PurchaseItem has 2}

Temporary service is not eligible service to purchase under the NDPERS Defined Benefit Plan. Only service that meets NDPERS eligibility requirements can be purchased. These requirements are: 1) employed by a governmental unit, 2) attained age 18, 3) worked 20 hours or more per week at least five months each year, and 4) services are not limited in duration and filling an approved regularly funded position. Any service classified as temporary does not meet these eligibility requirements.

However, upon becoming vested in our system, you may be eligible to purchase up to 60 months of additional retirement credit that does not have to be linked to previous public employment.

{x endblock}

{ x quwhen PurchaseItem has 3}

Our records indicate that you are currently employed and enrolled in NDPERS as a part-time/temporary employee. The North Dakota Century Code (NDCC) 54-52-02.9 allows temporary employees to participate in NDPERS. However, this cite specifically prohibits temporary employees from purchasing additional service credit under NDCC 54-52-17.4. It is under NDCC 54-52-17.4 that various types of service credit are listed as types of service that may be eligible to be purchased. Therefore, as a temporary employee, you are unable to purchase service credit. However, if you become a permanent employee in the future, please inquire at that time regarding your eligibility.

{x endblock}

{ x quwhen PurchaseItem has 4}

Effective August 1, 2003, NDCC 54-52-17.4(7) limits the amount of additional service credit that can be purchased to five years of service credit. Our records indicate that you have already purchased five years of additional service credit. Therefore, you are not eligible to purchase additional generic credit at this time.

The only other types of service that an active permanent employee is able to purchase are:

* Previous permanent public employment
* Previous NDPERS employment that was refunded
* Previous federal employment
* Active military duty (up to 48 months)
* Approved leave of absences/seasonal employment (upon return) and if a missed month of contribution resulted

If you have any of these types of service in your employment history, please submit a Verification of Previous Public Employment SFN 19397 to request a cost calculation. This form is available on the NDPERS website. Enclosed is a purchase brochure to provide you with more information regarding this provision.

{x endblock}

{ x quwhen PurchaseItem has 5}

Please find a copy of the Verification of Previous Public Employment SFN 19397 received by NDPERS. Based on the information verified by your previous public employment in Part C, it appears that you still have credit and are entitled to receive benefits from the previous public employer based on your years of service with them. Since you are entitled to receive benefits from them, you can not purchase these years of service unless you liquidate the entire account with them. To verify this, NDPERS requires a statement from the plan verifying that you no longer have funds or are entitled to benefits with them. Until this is received, NDPERS can not provide information or accept payment towards the purchase of these months of service credit.

{x endblock}

{ x quwhen PurchaseItem has 6}

Upon review of your record, we find that you already have credit on file at NDPERS for these years of service credit. Therefore, they are not eligible to purchase. The types of service that an employee is able to purchase are:

* Previous permanent public employment
* Previous NDPERS employment that was refunded
* Previous federal employment
* Active military duty (up to 48 months)
* Approved leave of absences/seasonal employment (upon return)
* Additional service (up to 60 months) for vested employees only

Please note that you can not purchase any of the above types of service if you are eligible for retirement benefits from another plan for the same years of service.

If you have any of these types of service in your employment history, please have this service verified by you and your public service employer through the completion of a Verification of Previous Public Employment SFN 19397. This form is available on our website. Upon completion, submit to our office for a cost calculation.

{x endblock}

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

Sincerely,

NDPERS Benefits Division