{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName} Purchase ID: {PurchaseID}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: FIRST PAYMENT TOWARDS PURCHASE OF SERVICE CREDIT**

Dear {stdMbrSalutation}:

This letter is to confirm receipt of your first payment towards the purchase of {TotalTimeToPurchase} months service credit. Your contract amount of {TotalContractAmount} has been reduced for a beginning principal balance of {PayOffAmt}.

{x when ComparePaymentAmtInterestDue is 1}

This balance has been set up on a {PaymentFrequency} payment schedule. A copy is enclosed for your records. The term for your contract has been projected to {LastPaymentDueDateAccordingToPaymentsTab}.

{x endblock}

{x when ComparePaymentAmtInterestDue is 0}

However, the amount indicated for a {PaymentFrequency} payment was not enough to cover monthly interest on your contract. By paying {ExpectedPaymentAmount} per {PaymentFrequency}, the principal balance of your contract will not be reduced. Therefore, we can not supply you with a payment schedule or project a completion date.

{x endblock}

If you terminate employment with a participating employer, you must complete the purchase by the 15th of the following month in order to receive full credit.

{x when PayrollDeduction has “Y”}

NDPERS does not have the authority to make any changes to your payroll deduction amount towards the purchase of service credit. Therefore, it is your responsibility to contact them should any changes need to be made or to halt deductions.s

{x endblock}

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

Sincerely,

NDPERS Accounting Division

{x when ComparePaymentAmtInterestDue is 1}

Enclosure – Payment Schedule

{x endblock}