{stdlongdate} Organization ID: {stdOrgCodeId}

{stdOCName} Purchase ID: {PurchaseID}

{stdOrgName}

{stdOCAdrCorStreet1}

{x stdOCAdrCorStreet2}

{stdOCAdrCorCity} {stdOCAdrCorState} {stdOCAdrCorZip}

**RE:** **{stdMbrFullNameLFM}** **{stdMbrPERSLinkID}**

Dear {stdOCSalutation}:

The enclosed Irrevocable Salary Reduction Agreement for Purchase of Service Credit SFN-54004 has been completed by the above referenced employee to begin **pre-tax** payroll deductions.

Please begin the pretax deduction as indicated on the agreement {qu DeductionBeginDate} for the amount specified {qu MonthlyDeductionAmount}. Due to IRS restrictions, this monthly payroll deduction can not be changed at anytime during the contract period. It can only be stopped when the contract is paid in full, or due to termination, retirement, disability or death of the member. The deduction must continue until the date indicated on the form {qu DeductionEndDate}. In addition, supplemental after-tax payments CANNOT be applied to the contract. Payroll deductions must be remitted to NDPERS prior to the 15th of each month.

For state agencies using the PeopleSoft payroll system, use the new general deduction (S00733 when setting this up) for pretax purchase payments.

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

Sincerely,

NDPERS Accounting Division