



# NDPERS

## PRE-RETIREMENT EDUCATION PROGRAM

September 10, 2014

Registration: 7:15 AM – 7:55 AM

Program: 8:00 AM – 5:00 PM

NDPERS – Holiday Inn of Fargo

### TOPICS COVERED INCLUDE:

- ✓ Financial Planning
- ✓ Social Security & Medicare Benefits
- ✓ NDPERS Insurance Benefits
- ✓ NDPERS Retirement Benefits / PEP
- ✓ Legal Planning

This program is designed to assist you in planning for a successful retirement, or just planning for your future, it is designed for ALL ages and New Employees.

### YOU MUST PRE-REGISTER TO ATTEND.

REGISTRATION FORM IS AVAILABLE ON OUR WEBSITE OR AT YOUR PAYROLL OFFICE. ALL REGISTRATIONS MUST BE ACCOMPANIED BY THE REGISTRATION FEE OF \$20.00.

REGISTRATION IS DUE BY: AUGUST 8, 2014

# MEMORANDUM

2014-2

TO: ALL PAYROLL/PERSONNEL OFFICERS

## NDPERS

## PRE-RETIREMENT EDUCATION PROGRAM

September 10, 2014

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Please make a copy of the Invitation/Registration Form for each employee in your agency to notify him or her of the upcoming ***NDPERS Pre-Retirement Education Program*** being offered in **Fargo, ND**. The program is designed for individuals who have not previously attended a NDPERS Pre-retirement Seminar within the last 5 years, but we also encourage New Employees to attend, it is for all ages.

It will be held at the Holiday Inn of Fargo, from 8:00 a.m. to 5:00 p.m. on **September 10, 2014**. Registration begins promptly at 7:15 A.M. Cost of attendance is \$20.00 per NDPERS member. Spouses are encouraged to attend at no extra cost. Please see additional details below.

### REGISTRATION

The registration form should be sent to NDPERS no later than August 8, 2014. Registration forms received after August 8, 2014 will not be accepted. Payment must accompany the completed registration form. No cash will be accepted! Checks should be made payable to "NDPERS".

This year the maximum attendance is 210 people, (including spouses). Registration will be based on first come, first serve. Agencies with more than 50 interested members should Contact the NDPERS office Laurie Enzi (701-328-3981) about conducting their own seminar.

**REGISTRATIONS WILL NOT BE TAKEN OVER THE TELEPHONE!**

## **IDB SYSTEM**

State agencies may wish to be billed through the IDB system. (The IDB will be sent out after the Seminar) If your department is equipped with the IDB system and wishes to be billed through IDB, please group all attendee's registration forms together and send them along with a letter that includes the following information:

1. Name of agency to be billed
2. Agency contact person's name and telephone number
3. Agency's IDB billing number  
(MUST have an IDB Billing number on registration)

## **REMINDER NOTICE**

A confirmation letter along with a benefit estimate will be mailed out to all registered members prior to the seminar.

## **MATERIALS**

Each registered NDPERS Member will receive a spiral bound book the day of the seminar. Spouses will need to share a spiral bound book unless registered separately. Also if you are registering your Spouses or other attendees, **DUE TO LIMITED SEATING, you must register your Spouse/Attendee at the time of registration or there is no guarantee the Spouse/Attendee will get a seat.**

## **REFUNDS**

No refunds will be granted for cancellations received after **August 8, 2014**  
Also if you do not attend the Seminar the day of, there will be No Refund.

## **VACATION TIME**

NDPERS cannot require you to provide time off for your employees to attend this program. However, we encourage you to provide them with the time off without requiring them to take a vacation day if at all possible.

## **SPONSORING A PRE-RETIREMENT EDUCATION PROGRAM (PREP)**

If you are interested in sponsoring a **Pre-Retirement Education Program** in your area, please contact the NDPERS office (Laurie Enzi 328-3981) for more information. A facilitator's handbook is available so you can get an idea of what would be involved. If you are a smaller employer or cannot provide the minimum of 50 people, we encourage you to combine efforts with other participating employers in your area. We have had several co-sponsored programs both outside of Bismarck and in Bismarck that went very well! To secure a date, you must provide a written request to the retirement staff indicating **at least three dates** that would be acceptable. A minimum of **90 days** lead-time is necessary for programs held outside of Bismarck. NDPERS only conducts one seminar per month so get your requests in early.

**Any individual requiring an auxiliary aid or service must contact the NDPERS ADA Coordinator at 328-3900 at least 5 business days before the scheduled meeting.**



**NDPERS PREP – REGISTRATION FORM**  
NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM  
SFN 58753 (Rev. 12-2009)

NDPERS • 400 East Broadway, Suite 505 • PO Box 1657 • Bismarck • ND • 58502-1657  
(701) 328-3900 or (800) 803-7377 • Fax: (701) 328-3920  
Email: [NDPERS-INFO@ND.GOV](mailto:NDPERS-INFO@ND.GOV) Website: [WWW.ND.GOV/NDPERS](http://WWW.ND.GOV/NDPERS)

Please Print

<b>PART A (MEMBER INFORMATION)</b>			
Name:		NDPERS Member ID (Required):	
Date of Birth:	Last 4 Digits of Social Security Number:		
Address:			
City:	North Dakota	Zip Code:	
Work Number: _____ Employer: _____			
Org ID# (required) _____			
<input type="checkbox"/> Paying by Check (enclosed) <input type="checkbox"/> IDB Billing Dept Number _____ Contact Person: _____ <small>(must have number)</small>			
<b>PART B (ADDITIONAL ATTENDEE) – <u>DUE TO LIMITED SEATING</u>, your Attendee <u>MUST</u> be registered at this time or we cannot guarantee they will be seated.</b>			
<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO	
<b>PART C (BENEFIT ESTIMATE)</b>			
<b>Retirement Projection (LIMITED to 1 projections):</b>			
<input type="checkbox"/> Normal Retirement (Rule of 85 or age 65) <input type="checkbox"/> Early Retirement (age 55) <input type="checkbox"/> Disability Retirement			
<input type="checkbox"/> Other-Specify Date: _____ (Month/Year)			
<b>PART D (DUE DATE BACK TO NDPERS)</b>			
Return this registration form to NDPERS by: <b>August 08, 2014</b> Registrations received after this date will NOT BE ACCEPTED! Also Cash will NOT be accepted.			

For Office Use:

Check#:

Contact Ticket#: 2081389