MEMORANDUM

2013-2

TO: ALL PAYROLL/PERSONNEL OFFICERS

NDPERS

PRE-RETIREMENT EDUCATION PROGRAM

September 18, 2013

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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 Minot 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 Norsk Room, at the Minot Fairgrounds from 8:00 a.m. to 5:00 p.m. on September 18, 2013. 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 23, 2013 Registration forms received after August 23, 2013 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 300 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 a IDB Billing number on registration)

REMINDER NOTICE

We are **Unable** to send out a reminder notice, so please keep this for your records.

MATERIALS

Each registered NDPERS Member will receive a binder the day of the seminar along with a Benefit Projection. Spouses will need to share a binder 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 23, 2013**.
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 **P**re-**R**etirement **E**ducation **P**rogram 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 two 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
PRE-RETIREMENT EDUCATION PROGRAM

September 18, 2013

Registration: 7:15 AM – 7:55 AM
Program: 8:00 AM – 5:00 PM

NDPERS – Minot Fairgrounds, ND

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.

YOU MUST PRE-REGISTER TO ATTEND.

REGISTRATION FORM IS AVAILABLE ON OUR WEBSITE OR AT YOUR PAYROLL OFFICE. ALL REGISTRATION MUST ACCOMPANY THE REGISTRATION FEE OF $20.00.

REGISTRATION IS DUE BY: AUGUST 23, 2013

58753

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 Website: WWW.ND.GOV/NDPERS

Please Print

PART A (MEMBER INFORMATION)		
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) _____

☐ Paying by Check (enclosed) ☐ IDB Billing Dept Number_____ Contact Person:_____
(must have number)

PART B (ADDITIONAL ATTENDEE) – DUE TO LIMITED SEATING, your Attendee MUST be registered at this time or we cannot guarantee they will be seated.

☐ YES ☐ NO

PART C (BENEFIT ESTIMATE)

Retirement Projection (LIMITED to 1 projections):

☐ Normal Retirement (Rule of 85 or age 65) ☐ Early Retirement (age 55) ☐ Disability Retirement

☐ Other-Specify Date: _____(Month/Year)

PART D (DUE DATE BACK TO NDPERS)

Return this registration form to NDPERS by: **August 23, 2013 Registrations received after this date will NOT BE ACCEPTED! Also Cash will NOT be accepted.**

For Office Use:
Check#:
Contact Ticket#: 1958073