



North Dakota
Public Employees Retirement System
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MEMORANDUM

2005-01

TO: ALL PAYROLL/PERSONNEL OFFICERS

NDPERS

PRE-RETIREMENT EDUCATION PROGRAM

April 14, 2005

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. The program is designed for individuals who have not previously attended a NDPERS pre-retirement seminar. It will be held at the Kelly Inn North, 3800 Main Ave, in Fargo from 8:00 a.m. to 5:00 p.m. on April 14, 2005. 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 **March 22, 2005**. Registration forms received after March 22, 2005 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 200 people, including spouses. Registration will be based on first come, first serve. Agencies with more than 20 interested members should contact the NDPERS office (Shari Buchholz 701-328-3923) 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. 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

ACCOMMODATIONS

A block of rooms has been reserved for **Wednesday, April 13, 2005** at the state rates of \$45.00 single and \$55.00 double occupancy under "NDPERS" at the Kelly Inn North. These rooms will be held until **April 7th, 2005**. Please contact the Kelly Inn, North directly at 1-701-282-2143.

REMINDER NOTICE

An agenda will be sent via email to all registered NDPERS members on or before **March 26th**.

MATERIALS

Each registered NDPERS member will receive a binder the day of the seminar. Spouses will share a binder unless registered separately.

REFUNDS

No refunds will be granted for cancellations received after **March 26, 2005**.

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 (Shari Buchholz 328-3923) 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 20 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

April 14, 2005

Registration: 7:15 AM – 7:55 AM

Program: 8:00 AM – 5:00 PM

**Kelly Inn Best Western
Fargo**

TOPICS COVERED INCLUDE:

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

This program is designed to assist you in planning for a successful retirement.

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 MARCH 22TH.



NDPERS Sponsored PRE - RETIREMENT EDUCATION PROGRAM REGISTRATION FORM

REGISTRATION FEE: \$20.00; No charge for accompanying spouse.

NAME: _____

SSN: _____

(In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to 26 U.S.C. § 3402. The individual's social security number will be used as an identification number.)

ADDRESS: _____

PHONE: (work) _____ Phone: (other) _____

E-mail Address: (A confirmation will be sent out via e-mail only on or before March 26th) _____

NAME OF EMPLOYER: _____

My spouse will be attending. Name: _____

NDPERS BENEFIT ESTIMATE INFORMATION

Retirement Projection (LIMITED to 2 projections; this includes Unused Sick Leave):

Age 55 Age 62 Age 65 Earliest Rule of 85 Other-Specify Date: _____

Unused Sick Leave Purchase:

(Leave blank if unused sick leave purchase is not desired)

_____ Number of hours of accumulated sick leave

RETURN NO LATER THAN MARCH 22, 2005

TO: NDPERS
 Shari Buchholz
 PO BOX 1657
 Bismarck ND 58502-1657

IF PAYING BY CHECK, THE REGISTRATION FEE OF \$20 MUST BE INCLUDED WITH A COMPLETED REGISTRATION FORM. Make check payable to "NDPERS". NO REFUNDS GRANTED FOR CANCELLATIONS RECEIVED AFTER MARCH 26RD.

**Cash will NOT be accepted! Registrations will NOT be taken over the phone!
Registration forms received after March 22, 2005, will NOT BE ACCEPTED!**

If you have any questions please give Shari Buchholz a call at 701-328-3923.