



**Memorandum**  
2016-1

TO: All Payroll & Personnel Officers

FROM: NDPERS

DATE: February 10, 2016

SUBJECT: NDPERS Pre-Retirement Education Program (PREP) on April 13, 2016

Please distribute this email with attached Invitation/Registration Form to your employees.

**Are you P-R-E-Pared for your retirement? PREP is a program designed for individuals who plan on retiring in the next five to ten years.**

It will be held in the **Exhibit Hall at the Bismarck Event Center from 8:00 a.m. to 5:00 p.m. on April 13, 2016.**

Cost of attendance is \$20.00 per NDPERS member. Spouses are welcome to attend at no extra cost but must be registered. Each registered NDPERS member will receive one set of seminar materials along with a Benefit Estimate.

**REGISTRATION**

The registration form must be returned to NDPERS no later than **March 28, 2016**. Registration forms received after **March 28, 2016** will not be accepted. Payment must accompany the completed registration form. No cash will be accepted. Make checks payable to "NDPERS".

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

**REMINDER NOTICE**

**NDPERS will send confirmation letters to all registered members after the March 28 registration deadline.**

**REFUNDS**

- No refunds will be granted for cancellations received after **March 28, 2016**.
- If you do not attend the seminar on the day of the event, there will be no refund.

**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 (PREP)**

April 13, 2016

Registration: 7:15 AM – 7:55 AM  
Program: 8:00 AM – 5:00 PM  
Exhibit Hall | Bismarck Event Center

### **TOPICS COVERED INCLUDE:**

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

This program is designed for **NDPERS members planning to retire in the next 5 to 10 years.**  
*We will help you plan for a successful retirement!*

## **You must Pre-Register to attend.**

*Spouses are welcome to attend, but must be registered. Registration Form is available on our website or at your payroll office. Please send form along with the registration fee of \$20.00. Make checks payable to "NDPERS".*

**Registration is due by: March 28, 2016**



