

MEMORANDUM

2013-1

TO: ALL PAYROLL/PERSONNEL OFFICERS

NDPERS

PRE-RETIREMENT EDUCATION PROGRAM

May 22, 2013

Please make a copy of the **Invitation/Registration Form** for each employee in your agency to notify them of the upcoming **NDPERS Pre-Retirement Education Program** being offered in Bismarck ND. The program not only addresses crucial issues to be considered in planning, but also provides an informational base from which to work. Topics include financial planning, NDPERS benefits, Social Security benefits, and Legal Aspects of Retiring. **This seminar is ideal for employees that are within 5 to 10 years away from retirement.**

It will be held at the Civic Center, in Exhibit Hall A from 8:00 a.m. to 5:00 p.m. on May 22, 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 **April 26, 2013**. Registration forms received after **April 26, 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 400 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 **April 26, 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 **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 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

May 22, 2013

Registration: 7:15 AM – 7:55 AM

Program: 8:00 AM – 5:00 PM

NDPERS – Civic Center, Bismarck ND

TOPICS COVERED INCLUDE:

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

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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: APRIL 26, 2013