MEMORANDUM

2006-3

TO: ALL PAYROLL/PERSONNEL OFFICERS

NDPERS

PRE-RETIREMENT EDUCATION PROGRAM

May 18, 2006

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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 Dickinson. The program is designed for individuals who have not previously attended a NDPERS Pre-retirement Seminar. It will be held at the Dickson State University Student Center Ballroom Room 116A from 8:00 a.m. to 5:00 p.m. on May 18, 2006. 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 May 1. Registration forms received after May 1, 2006 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 250 people, including spouses. Registration will be based on first come, first serve. Agencies with more than 20 interested members should contact the NDPERS office (Cindy Aaser 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

REMINDER NOTICE

An agenda will be sent via email to all registered NDPERS members on or before May 5, 2006**.**

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 **May 1, 2006**.

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 (Cindy Aaser 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

May 18, 2006

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

Dickinson State University
Student Center Ballroom Room 116A

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 MAY 1, 2006.

NDPERS Pre-Retirement Education Program

Sponsored By:

Agenda

NDPERS
Dickinson State University
Student Center Ballroom
Room 116A
May 18, 2006

7:30 – 8:00	REGISTRATION
8:00 – 8:15	INTRODUCTION *Sharmain Dschaak, NDPERS*
8:15 – 9:15	SOCIAL SECURITY BENEFITS *Howard Kossover, Social Security Administration*
9:15 – 10:30	PLANNING FOR YOUR FINANCIAL WELL BEING AT RETIREMENT *Klayton Oltmanns, Edward Jones Co*
10:30 – 10:45	BREAK
10:45 – 11:30	NDPERS DEFERRED COMPENSATION (457 PLAN) *Sharmain Dschaak, NDPERS*
11:30 – 12:30	LUNCH (ON YOUR OWN)
12:30 – 2:00	NDPERS RETIREMENT BENEFITS *Sharmain Dschaak, NDPERS*
2:00 – 3:15	LEGAL CONCERNS RELATING TO RETIREMENT *Gordon Schnell, Mackoff Kellogg Law Firm*
3:15 – 3:30	BREAK
3:30 – 4:45	NDPERS HEALTH, HEALTH CREDIT, LIFE, DENTAL, VISION & LONG TERM CARE INSURANCE *Sharmain Dschaak, NDPERS*
4:45 – 5:00	CLOSING REMARKS & EVALUATION OF PROGRAM *Sharmain Dschaak, NDPERS*

REGISTRATION FORM

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) _____ E-MAIL ADDRESS: _____

NAME OF EMPLOYER: _____

☐My spouse will be attending. Name: _____

☐Paying by Check (enclosed) ☐IDB Billing Dept Number_____ Contact Person_____

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 May 1!

TO: **NDPERS**
Cindy Aaser
PO BOX 1657
Bismarck ND 58502-1657
FAX: 701-328-3920 E-mail: caaser@state.nd.us

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 April 24, 2006. Confirmations will sent via E-mail on April 25th.

Cash will NOT be accepted! Registrations will NOT be taken over the phone!
Registration forms received after May 1st will NOT BE ACCEPTED!

If you have any questions please give Cindy Aaser a call at 701-328-3923.