



**AGREEMENT/WAIVER OF PARTICIPATION FOR OPTIONAL  
DEFINED CONTRIBUTION RETIREMENT PLAN**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM  
SFN 54366 (Rev. 01-2025)

**NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657  
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**PART A EMPLOYEE INFORMATION**

Name (Last, First, Middle)	NDPERS Member ID
Last 4 Digits of Social Security Number	Date of Birth (mm/dd/yyyy)
Organization Name	NDPERS Organization ID

**PART B EMPLOYEE ACKNOWLEDGEMENT - INITIAL ALL BOXES. REQUIRED.**

	I am electing to participate in the NDPERS Defined Contribution Plan.
	Temporary – I am filling a position limited in duration which is not regularly funded, with a participating governmental unit. Part-Time – I am a regularly funded, permanent employee and do not meet mandatory participation, which includes working 20 or more hours per week for 20 or more weeks per year.
	I understand that I can only elect to participate in the NDPERS Defined Contribution Plan as a temporary/part-time employee within the <b>first six months</b> of employment or <b>within six months</b> of a change in status from permanent/full time to temporary/part-time.
	I understand that upon electing to participate in the NDPERS Defined Contribution Plan as a temporary/part-time employee, I will be obligated to contribute monthly contributions to the plan and do not have access to these funds for any reason while I am employed with the state of North Dakota or a political subdivision.
	I acknowledge that I am not permitted to make pre-tax contributions. Instead, my contributions will be made on an after-tax basis and that the monthly after-tax contribution I am obligated to pay is 9.26% of my gross monthly salary. I am allowed to make a one-time <u>irrevocable</u> , lifetime additional contribution election in the plan within 180 days of hire. This will remain in effect for as long as I participate in this plan, even if I move into a permanent/full time position. This <u>irrevocable</u> contribution must be submitted to my payroll office no later than the 6th working day of the month for the previous month's salary.  I elect to make an irrevocable contribution of the following additional percentage in the Defined Contribution Plan (select one): <b>REQUIRED:</b> <input type="checkbox"/> 0% <input type="checkbox"/> 1% <input type="checkbox"/> 2% <input type="checkbox"/> 3% <input type="checkbox"/> 4% <input type="checkbox"/> 5% <input type="checkbox"/> 6%
	I understand as a temporary/ part time employee, my election must remain in effect for the duration of my temporary/ part time employment, even if I transfer or return to work to a new temporary/ part time position. I understand that my original election to participate will apply, including contributions unless I miss a payment of my retirement contribution to NDPERS for any reason other than an approved Leave of Absence or if I refunded my Defined Contribution Plan. Then, I will not be eligible to participate as a temporary/ part time employee at any time again.
	I understand that NDPERS will forward my retirement contributions to the Defined Contribution Plan vendor where they will be invested according to the asset allocation that I have selected.
	I understand that if I miss a payment of my retirement contribution to NDPERS for any reason other than an approved Leave of Absence, I will have thirty (30) days to bring my account up to date. Failure to do so will result in termination of my eligibility to participate in the Defined Contribution Plan as a temporary/ parttime employee.
	I understand that if I terminate my employment and take a refund of my retirement account, I will not be allowed to participate in NDPERS through future employment as a temporary/parttime employee.
	I acknowledge that I cannot participate as both a temporary/part time employee and a permanent employee. In the event that my employment qualifies me for participation as a permanent/fulltime, employee, I must participate as such. Any additional temporary/ parttime contributions outside of my permanent/full time employment must be excluded.
	I understand that by electing to participate in the Defined Contribution Plan, my enrollment is <b>effective as of the date of my employee signature</b> and my participation as a temporary/part-time employee is only prospective from this date.

**SIGNATURE AND DATE REQUIRED - PAGE TWO**

**PART C AGREEMENT TO PARTICIPATE**

**IF YOU ELECT TO PARTICIPATE:** I understand the statements listed in Part B and certify that I am eligible under NDCC Chapter 54-52.6-02.6 to participate in the NDPERS Defined Contribution Plan. I elect to begin participating in the plan. **I have provided a copy of this form to my employer for payroll deduction and have completed a Designation of Beneficiary SFN 2560.**

Signature of Applicant (Electronic Signature will not be accepted)	Date
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**PART D WAIVER OF PARTICIPATION**

**IF YOU DECLINE TO PARTICIPATE:** I understand the statements listed in Part B and certify that I am eligible under NDCC Chapter 54-52.6-02.6 to participate in the NDPERS Defined Contribution Plan. I decline to participate.

Signature of Applicant (Electronic Signature will not be accepted)	Date
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**INSTRUCTIONS**

**PART A EMPLOYEE INFORMATION**

For member identification, please provide all requested information.

**PART B EMPLOYEE ACKNOWLEDGEMENT**

Complete the following whether the employee is electing to participate or declining to participate in the Defined Contribution Plan. The employee must read each paragraph and indicate acknowledgement by initialing all boxes on the left side. According to NDCC 54-52-01, "Temporary employee" means an employee who is not eligible to participate as a permanent employee, who is at least eighteen years old and not actively contributing to another employer-sponsored pension.

**PART C ELECTION TO PARTICIPATE AGREEMENT**

(This section should be completed only if employee wishes to participate in optional Defined Contribution retirement program).

1. The employee must sign and date the form. The employee's signature must reflect the name as entered in Part A.
2. A copy of this form should be provided to the department's authorized agent so that the first retirement deduction will be setup on the next available paycheck. This will not be prorated unless the change of status and deduction occur within the same pay period.

**If all sections (Parts A-C) are not complete for enrollment, the form will be returned.**

**PART D WAIVER OF PARTICIPATION**

The employee must sign and date this section only if the temporary employee waives participation in the Defined Contribution Plan. Electronic Signature will not be accepted.