



**DEFINED CONTRIBUTION RETIREMENT PLAN ENROLLMENT
FOR NEWLY ENROLLED MEMBERS EFFECTIVE JANUARY 1, 2025**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 62522 (Rev 12-2024)

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PART A: MEMBER INFORMATION

Name (Last, First, Middle)	NDPERS Member ID
Last Four Digits of Social Security Number	Date of Birth (mm/dd/yyyy)
Member Email	Member Phone Number
Employer	Employer Organization Code

PART B: ELIGIBILITY

NDCC 54-52.6-01 defines an eligible employee who is first enrolled effective January 1, 2025 in the Defined Contribution Plan as having the same meaning as provided under section 54-52-02.15. According to 54-52.6-09, all eligible employees of a participating employer must be immediately enrolled in the NDPERS Defined Contribution Plan within the first month of employment.

Per NDCC 54-52-02.15, "eligible employee" means a permanent employee who meets the following:

- 1) is at least eighteen years of age;
- 2) becomes a participating member after December 31, 2024 and
- 3) is not eligible to participate in the law enforcement plan, judges' plan, highway patrol plan, teachers' fund for retirement plan, or alternative retirement plan established under section 15-10-17 for university system employees.

After December 31, 2024, under 54-52.6-02.1, eligible employees includes the following:

- 1) Temporary or Part-time employees within 180 days of beginning employment must complete the Agreement/Waiver of Participation for Optional Defined Contribution Retirement Plan SFN 54366.
- 2) Elected or appointed state officials enrolled for the first time, from and after the date that individual qualifies and takes office.
- 3) Nonstate appointed officials of participating employers within the first month of taking office.
- 4) Elected officials specifically of participating counties, at their individual option, may enroll within the first six months of their term.

PART C: ADDITIONAL CONTRIBUTION ELECTION AND ACKNOWLEDGEMENT

I understand I have the option to contribute up to 3% of my gross wages to the Defined Contribution Plan, and my employer will match my contribution. I understand that if I do not elect an additional contribution within my first 30 days of employment, I will not have a future option to contribute up to an additional 3% in the Defined Contribution Plan later. I acknowledge that this one-time 30-day election is an irrevocable, lifetime election for as long as I participate in this plan, and the amount cannot be changed, unless I become a temporary or part-time employee in the future.

I elect to contribute the following additional percentage into the Defined Contribution Plan:

0% 1% 2% 3%

I acknowledge that under the NDCC 54-52.6 I am responsible for directing the investments in the Defined Contribution Retirement Plan. I will be solely responsible for the investment results of my account. NDPERS and its governing board will not be liable for any election or investment decision I make or any default investment made as a result of my failure to timely make an investment election.

PART D: MEMBER AUTHORIZATION

Member's Signature (Electronic Signatures will <u>not</u> be accepted)	Effective Date
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INSTRUCTIONS

PART A: MEMBER INFORMATION

For member identification, please provide all requested information.

PART B: ELIGIBILITY

Eligible Employee

54-52.6-02.1. Participation in defined contribution retirement plan. Except as otherwise provided under section 54-52-02.5 or 54-52-02.15, an eligible employee who is first enrolled shall participate in the defined contribution retirement plan under this chapter.

Temporary or Part-Time Employee (Optional Participation)

Within one hundred eighty (180) days of beginning employment, a "Temporary" or "Part-Time" employee may elect to participate in the retirement plan by contributing 9.26% of the employee's monthly gross salary, and he/she may also elect to contribute up to an additional 6.00%. An employer may not pay an optional participant's contributions. An optional participant may continue to participate until termination of employment or reclassification of the employee as a permanent, mandatory employee. Complete the Agreement/Waiver of Participation for Optional Defined Contribution Retirement Plan SFN 54366 in the New Hire Form Packet.

Elected County Official

Eligible elected officials of participating counties, at their individual option, may enroll in the defined contribution retirement plan under chapter 54-52.6 within the first six (6) months of their term. If an elected county official is electing to opt out of enrollment under this chapter after December 31, 2024, the Waiver of Membership for Elected Officials Only SFN 53405 must be completed. Please contact NDPERS for this form.

PART C: ADDITIONAL CONTRIBUTION ELECTION AND ACKNOWLEDGEMENT

A one-time irrevocable, lifetime additional employee contribution into the Defined Contribution Plan of up to 3% must be elected within the first 30 days of employment as a permanent employee, elected or appointed official. The amount elected may not be later changed.

PART D: MEMBER AUTHORIZATION

Acknowledgement of plan enrollment. Electronic signatures will not be accepted.