



NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM NEW HIRE FORMS CHECKLIST

RETIREMENT PLAN:

Retirement Membership Election [SFN 2561]
Designation of Beneficiary for the Group Retirement Plan [SFN 2560]
Optional Participation for Defined Benefit Retirement Plan [SFN 17627] <i>(if member is a temporary/part-time employee)</i>

HEALTH INSURANCE PLAN:

Health Enrollment Change [SFN 60036]
Waiver of Insurance Coverage [SFN 58819]
Acknowledgement of or Decline Offer of Health Insurance Coverage [SFN 60711]

LIFE INSURANCE PLAN:

Group Life Insurance Enrollment/Change [SFN 53803]
Group Life Evidence of Insurability
Life Insurance Designation of Beneficiary [SFN 53855]

VISION & DENTAL INSURANCE PLAN:

(State, Higher Education & Health Units Only)

Vision/Dental Enrollment Change [SFN 58792]
Waiver of Insurance Coverage [SFN 58819]

FLEX COMP PLAN:

(State & Participating Health Units Only)

FlexComp Enrollment [SFN 53851]

DEFERRED COMPENSATION PLAN:

457 Deferred Compensation Plan Quick Enrollment/Waiver [SFN 54362]
457 Deferred Compensation Plan Enrollment/Change Form [SFN 3803]



**You can easily complete your benefit plan enrollment(s) online using
PERSLink Member Self Service (MSS)!**

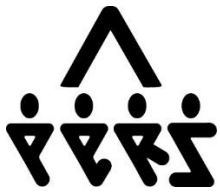
PERSLink MSS provides you with on-line access to benefit information, the ability to complete benefit enrollments and changes, as well as updating your personal profile instead of completing paper forms and submitting to NDPERS.

The following tools and features are available through PERSLink MSS:

Personal Profile	View your personal information on record at NDPERS Update your Name/Marital Status Update your Address, Telephone numbers, and Email
NDPERS Plans	Displays all the NDPERS benefit plans you are enrolled or are eligible to enroll: View Plan Details Document View Plan Highlights Video Provides link to the individual plans: Plans Enrolled In: View details of the plan Update Plan Enrollment Plans Eligible to Enroll In: On-line Enrollment Application
Member Account Balance	Provides a direct link to Retirement Plan member account balance details
Benefits Estimates	Request an official retirement benefit estimate from NDPERS Calculate a Benefit Estimate on-line View Benefit Estimate you performed
Service Credit Purchase	Request an official Service Purchase Cost from NDPERS Calculate a Service Purchase Cost Estimate on-line View any Service Purchase Contracts you have.
Annual Statements	View last three (3) fiscal years of Summary Annual Statements

Check it out now!!!

- Step 1: Go to NDPERS website
- Step 2: Set up your ND Login ID
- Step 3: Log into MSS and see what you can do!

**RETIREMENT MEMBERSHIP APPLICATION**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 2561 (Rev. 09-2023)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657

(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

PART A MEMBER INFORMATION

Name (Last, First, Middle)	NDPERS Member ID
Last 4 Digits of Social Security Number	Date of Birth (mm/dd/yyyy)
Mailing Address	Home/Cell Phone Number
Email Address	
Organization Name	NDPERS Organization ID

PART B DUAL RETIREMENT / RETURN TO WORK

Are you a member of the following retirement plans?

☐ North Dakota Teachers Fund for Retirement (NDTFFR):

Employer	From (mm/dd/yyyy)	To (mm/dd/yyyy)
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☐ Teachers Insurance & Annuity Association (TIAA) coverage through the ND University System:

Employer	From (mm/dd/yyyy)	To (mm/dd/yyyy)
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☐ NDPERS Reemployment☐ I have previously **retired** from one of the NDPERS retirement plans.

- I have contacted the NDPERS office regarding suspension of my retirement benefits.

☐ I have recently **submitted a refund/rollover application** to the NDPERS office.

- I understand I am not eligible for an in-service distribution and NDPERS will cancel my refund/rollover.

PART C IMPORTANT NOTICES

Section 1 - All eligible employees of a participating employer must be immediately enrolled in the NDPERS Defined Benefit plan unless you previously elected participation in the NDPERS Defined Contribution plan. If you previously participated in the NDPERS Defined Contribution plan, you will remain a participant in the Defined Contribution plan.

If you are a **permanent non-classified state employee (except higher education and judicial branch employees)** you have 6 months from taking your new position to switch from the Defined Benefit Plan to the Defined Contribution Plan. If you elect to participate in the Defined Contribution Plan, you do not have the option to switch back to the Defined Benefit Plan. If you wish to elect to participate in the Defined Contribution Plan, you will be provided a "DEFINED CONTRIBUTION RETIREMENT PROGRAM ELECTION SFN 52170". Your election is irrevocable.

Section 2 - In accordance with the North Dakota Century Code Chapter 15-39.01-09(3), if you are certified to teach in the state by the Education Standards and Practices Board and first employed and entered upon the payroll of the **Department of Career and Technical Education** after July 1, 2007, you may elect within 90 days from date of hire to become a member of the Public Employees Retirement System or the Teachers' Fund for Retirement. If an election is NOT made within 90 days from the date of hire, you will be transferred to the Teacher's Fund for Retirement. Additional funds will also be required to make up the employee contribution rates. Complete an "NDPERS/TFFR MEMBERSHIP ELECTION SFN 52727". Your election is irrevocable.

Section 3 - In accordance with the North Dakota Century Code Chapter 15-39.01-09(3), if you are certified to teach in the state by the Education Standards and Practices Board and first employed and entered upon the payroll of the **Department of Public Instruction** after January 6, 2001, you may elect within 90 days from date of hire to become a member of the Public Employees Retirement System or the Teachers' Fund for Retirement. An election made under North Dakota Century Code Chapter 15-39-1-09(3) is irrevocable. If an election is NOT made within 90 days from the date of hire, you will be transferred to the Teacher's Fund for Retirement. Additional funds will also be required to make up the employee contribution rates. Complete an "NDPERS/TFFR MEMBERSHIP ELECTION SFN 52727". Your election is irrevocable.

PART D MEMBER AUTHORIZATION

In accordance with the requirements of the North Dakota Public Employees Retirement System, I make application for retirement enrollment. I understand that my membership will become effective immediately or at the attainment of age 18. I declare that the foregoing statements are full, true, and correct to the best of my knowledge and belief, and are subject to the laws and penalties governing any misrepresentation and fraud. Submit a "Designation of Beneficiary SFN 2560" along with this form.

Member's Signature (Electronic Signature will <u>not</u> be accepted)	Date
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PART A: MEMBER INFORMATION

For member identification, please provide all requested information.

PART B: DUAL MEMBERSHIP / RETURN TO WORK

Indicate if you have membership with the North Dakota Teachers Fund for Retirement (NDTFFR) or Teacher Insurance Annuity Association (TIAA - ND Board of Higher Education) and the dates of employment and the employer's name.

Indicate if you are returning to work and have previously retired or recently submitted a refund/rollover application to the NDPERS office. This application to return to NDPERS employment will result in suspension of retirement benefits or cancellation of a refund/rollover application.

PART C: IMPORTANT NOTICES

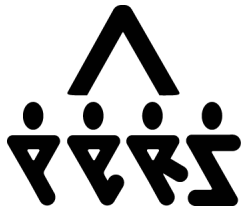
If you are a permanent state employee, please ensure that you carefully read Section 1; this pertains to participation in the Defined Contribution plan versus the Defined Benefit plan.

If you are a certified teacher and are employed with either the Department of Career and Technical Education or the Department of Public Instruction, please ensure that you carefully read Sections 2 and 3; this pertains to your participation in NDPERS or the NDTFFR.

PART C: MEMBER AUTHORIZATION

You must sign and date the form. Your signature should reflect the name as entered in Part A. Submit a "Designation of Beneficiary SFN 2560" along with this form.

Please review form before submitting to NDPERS to ensure that ALL appropriate sections/boxes are complete.

**DESIGNATION OF BENEFICIARY FOR THE GROUP RETIREMENT PLAN**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 2560 (Rev. 12-2023)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657**(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov**

*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. Sec. 3402. The individual's social security number will be used for tax reporting and as an identification number.

PART A MEMBER INFORMATION

Name (Last, First, Middle)	<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<input type="checkbox"/> Single <input type="checkbox"/> Widowed	NDPERS Member ID
Date of Birth (mm/dd/yyyy)	Last Four Digits of Social Security Number		
Spouse Name (Last, First, Middle)			Spouse Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

PART B PLAN

<input type="checkbox"/> ALL DEFINED BENEFIT PLANS (<i>Update beneficiaries for all plans</i>) Mark plan below <u>only</u> if beneficiary designation should be applied to a specific plan: <input type="checkbox"/> Main / Main 2020 <input type="checkbox"/> Public Safety with Prior <input type="checkbox"/> Job Service <input type="checkbox"/> Judges <input type="checkbox"/> Public Safety without Prior <input type="checkbox"/> National Guard <input type="checkbox"/> Highway Patrol <input type="checkbox"/> State Public Safety	<input type="checkbox"/> 401(a) DEFINED CONTRIBUTION PLAN* <i>*Please Note: You must update beneficiaries for the 457 Deferred Compensation Plan directly with your selected provider company.</i>
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PART C PRIMARY BENEFICIARY(IES) – Complete all sections

Name	Relationship	Social Security Number*	Birth Date (mm/dd/yyyy)	% Share	Address
Total must equal				100%	

PART D CONTINGENT/SECONDARY BENEFICIARY(IES)

Name	Relationship	Social Security Number*	Birth Date (mm/dd/yyyy)	% Share	Address
Total must equal				100%	

PART E SPOUSE AUTHORIZATION

If you are married and designate a beneficiary other than or in addition to your spouse, your spouse must complete this section. If a member dies while actively employed before completing three years of service, a lump sum payment of his/her retirement account will be paid to the listed beneficiary(ies).

If a member with three or more years of credited service is married, North Dakota law requires the spouse's consent before benefits can be paid other than to the member's spouse. (NDCC 30.1-05-02). If spouse's consent is given, please be advised, that if your primary beneficiary election is someone in addition to or in lieu of your spouse, there is no monthly pre-retirement death benefit provision.

I consent to the above retirement beneficiary(ies) designated by the above named NDPERS member.

Spouse's Signature (Electronic Signature will <u>not</u> be accepted)	Date
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PART F MEMBER AUTHORIZATION

I understand that this election revokes any previous retirement account beneficiary designations. I understand that, if married, any initiation of dissolution or annulment of my marriage may void this designation. I have read and understand the terms and conditions listed on page two (2) of this designation. I hereby certify that the information provided on this form is true and correct to the best of my knowledge.

Member's Signature (Electronic Signature will <u>not</u> be accepted)	Date
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PROVISIONS FOR ALL BENEFITS

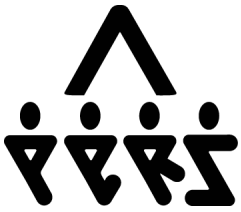
1. This "Designation of Beneficiary" is for the group Retirement Plan only. To designate beneficiary (ies) for the group Life Insurance Plan, please complete a "Life Designation of Beneficiary SFN 53855".
2. **EFFECTIVE WHEN FILED:** This designation will be effective when properly executed and received in the NDPERS office.
3. **SUBJECT TO LAWS AND REGULATIONS:** This designation is subject to the governing statutes and to rules and regulations established by the Retirement Board of the North Dakota Public Employees Retirement System. The acceptance of the designation by NDPERS does not establish that a survivor benefit will be payable. Whether or not a benefit is payable and the amount thereof will be determined at the time of death under laws and regulations then applicable.
4. **WHO IS ELIGIBLE TO BE A BENEFICIARY:** Any person, whether or not a relative, or a church or charity may be designated as a primary or contingent beneficiary. A member may also designate his or her estate as beneficiary and the benefits will be distributed according to his or her testamentary will or according to the state laws for interstate distribution. A creditor of a member (such as a bank, credit union, loan company, etc.) may not be named a beneficiary as a means of providing security for a debt. (N.D.C.C. 28-22-19)
5. **DESIGNATED BENEFICIARIES:** All beneficiary designations shall equal 100% of the benefit. If the benefit is being divided amongst multiple beneficiaries and the total share does not equal 100%, NDPERS shall amend the designations in order to reach the 100% in total, but in no circumstance will NDPERS amend the beneficiary designation by more than one (1) %. If an amendment is necessary, the additional percentage shall be credited to the eldest beneficiary.

If shares are not designated, NDPERS will distribute benefits equally to the named beneficiary(ies). As this distribution may not reflect the member's preference, we recommend the member be sure to designate the percent of share for each listed beneficiary.
6. If there are no surviving beneficiaries, all benefits will be paid to your estate.
7. A **certified** copy of the death certificate must be sent to NDPERS to process a claim.

PROVISIONS FOR RETIREMENT BENEFITS ONLY

1. **DEATH OF ACTIVELY EMPLOYED MEMBER:**
 - A. If a member dies while actively employed before completing three years of service, a lump sum payment of his/her retirement account will be paid to whoever is the listed beneficiary(ies).
 - B. If a member dies after completing three years of service, his/her retirement account will be distributed pursuant to N.D.C.C. 54-52-17(6) and N.D.C.C. 39-03.1-11(6).
2. **DEATH OF RETIREE:** Benefits will be paid to the named beneficiary based upon the option selected by the member at retirement. If there are no surviving beneficiaries, any remaining cash value will be paid to your estate.
3. **DEATH OF SURVIVING SPOUSE (in accordance with North Dakota law):** A lump sum payment of any remaining cash value will be paid to the spouse's named beneficiary. If there are no surviving beneficiaries, any remaining cash will be paid to the spouse's estate.

<p>NOTE: Benefits are not paid out to minor children listed as beneficiaries unless a trust or guardianship has been established.</p>



OPTIONAL PARTICIPATION FOR DEFINED BENEFIT RETIREMENT PLAN

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 17627 (Rev. 08-2021)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657

(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

PART A MEMBER INFORMATION

Name (Last, First, Middle)	NDPERS Member ID
Last Four 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 an employee of a participating governmental unit and am filling a position that is not regularly funded or if it is regularly funded, I do not work twenty (20) or more hours a week for more than 19 weeks a year. My services may or may not be limited in duration.
	I understand that I can only elect to participate in the NDPERS as a temporary/part-time employee within the first six (6) months of employment or within six (6) months of a change in status from permanent/full time to temporary/part-time.
	I understand that I cannot elect to participate in the North Dakota Public Employees Retirement System as a temporary/part-time employee if I am actively contributing to another employer sponsored Pension fund (Public or Private).
	I understand that if I am first enrolled on or after August 1, 2015 any dual service with the Teachers Fund for Retirement (TFFR) can only be recognized for vesting and not calculation of my Final Average Salary (FAS). <input type="checkbox"/> I am a dual member with Teachers Fund for Retirement (TFFR) or Teachers Insurance & Annuity Association (TIAA) through the ND University System for vesting purposes only.
	I understand that upon electing to participate in the North Dakota Public Employees Retirement System, 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 political subdivision.
	I acknowledge that the monthly after tax contribution I am obligated to pay is 15.26% of my gross monthly salary and this contribution must be submitted to my payroll officer no later than the 6th working day of the month for the previous month's salary.
	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 as a temporary/ part-time employee.
	I understand that if I terminate my employment and take a refund of my retirement monies, I will not be allowed to participate in NDPERS through future employment as a temporary/part-time employee.
	I acknowledge that I cannot participate as both a temporary employee and a permanent employee concurrently. In the event that my employment qualifies me for participation as a full-time permanent employee, I must participate as such. Additional part-time employment cannot be included.
	I understand that by electing to participate in the North Dakota Public Employees Retirement System, my enrollment is effective as of my employee signature and my participation as a temporary/part-time employee is not retrospective from this date.

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 N.D.C.C. 54-52-02.9 to participate in the North Dakota Public Employees Retirement System. **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 <u>not</u> be accepted)	Date (mm/dd/yyyy)
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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 54-52-02.9 to participate in the North Dakota Public Employees Retirement System. I decline to participate.

Signature of Applicant (Electronic Signature will <u>not</u> be accepted)	Date (mm/dd/yyyy)
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INSTRUCTIONS

PART A MEMBER 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 Benefit retirement plan. The employee must read each paragraph and indicate acknowledgement by initialing all boxes on the left side.

PART C ELECTION TO PARTICIPATE AGREEMENT

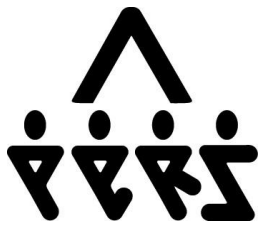
(This section should be completed only if employee wishes to participate in optional Defined Benefit retirement program).

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 employee waives participation in the Defined Benefit retirement plan.

**HEALTH INSURANCE APPLICATION OR CHANGE**
NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 60036 (Rev. 03-2024)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657
(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov**PART A MEMBER IDENTIFICATION**

Employee Name (Last, First, Middle)		NDPERS Member ID
Last Four Digits of Social Security Number	Date of Birth (mm/dd/yyyy)	Daytime Telephone Number
Organization Name		NDPERS Organization ID
Preferred Email Address	Active in the Military <input type="checkbox"/> No <input type="checkbox"/> Yes	

PART B INSURANCE ELECTION

Date of Change (mm/dd/yyyy) - Actual effective date of coverage will be determined by NDPERS based on plan provisions.

Section 1 Reason for Change

<input type="checkbox"/> New Coverage (I do not have existing coverage)	<input type="checkbox"/> Transfer Employment				
<input type="checkbox"/> Annual Enrollment	From <table border="1" style="display: inline-table;"><tr><td> </td><td> </td></tr></table> To <table border="1" style="display: inline-table;"><tr><td> </td><td> </td></tr></table>				
<input type="checkbox"/> ACA Temporary (Employer Complete Part E)	<input type="checkbox"/> Transfer from existing NDPERS policy. Current policyholder name & PERSLink ID: _____				
<input type="checkbox"/> Cancel Coverage	<input type="checkbox"/> Return from Leave of Absence (LOA)				
<input type="checkbox"/> Loss of Other Coverage-Complete Part D (<u>Must include Certificate of Creditable Coverage</u>)	<input type="checkbox"/> Change HSA (Complete Section 2)				
<input type="checkbox"/> Remove Dependent					
<input type="checkbox"/> Add Dependent/Spouse: Is this an adult child? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please answer the following question. Is adult child Disabled? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, complete SFN 58556 and SFN 58798.					

Section 2 Type of Coverage (Choose ONE option)

<input type="checkbox"/> PPO/Basic Health Plan PPO/Basic Health Plan Authorization: By signing this application I represent that I am joining the PPO/Basic Health Plan. I acknowledge I have had the opportunity to review the terms and conditions relating to participation in the PPO/Basic Health Plan. <input type="checkbox"/> High Deductible Health Plan/Health Savings Account (HDHP/HSA) This option is available only to permanent employees of state agencies, the university system, and district health units. HDHP/HSA Authorization: By signing this application I represent that: (1) I am joining a HDHP/HSA; (2) I will not be covered by any other health plan that is not a HDHP (including my spouse's general-purpose health care Flexible Spending Account, which is a non-HDHP) for the upcoming plan year or enrolled in Medicare; I have not enrolled in my employers general-purpose health care Flexible Spending Account for the upcoming plan year and (3) I cannot be claimed as a dependent on another person's tax return. I understand that a HSA will be established on my behalf. I acknowledge I have had an opportunity to review the terms and conditions relating to participation in the HDHP/HSA. Would you like to contribute to an HSA on a pre-tax basis? <input type="checkbox"/> No <input type="checkbox"/> Yes Health Savings Account (HSA) Annual Maximum: <table><tr><td></td><td>2024</td></tr><tr><td>Single HDHP Coverage:</td><td>\$4,150</td></tr><tr><td>Family HDHP Coverage:</td><td>\$8,300</td></tr><tr><td>Age 55+ Catchup:</td><td>\$1,000</td></tr></table> <p style="text-align: center;">HDHP/HSA election continued on the next page</p>		2024	Single HDHP Coverage:	\$4,150	Family HDHP Coverage:	\$8,300	Age 55+ Catchup:	\$1,000
	2024							
Single HDHP Coverage:	\$4,150							
Family HDHP Coverage:	\$8,300							
Age 55+ Catchup:	\$1,000							

The HSA limits include all contributions (both employee & employer paid) for the calendar year. I understand that If I exceed the annual limits, it will be my responsibility to request a refund from the HSA administrator or be subject to federal excise tax.

If my employer allows pre-tax payroll deductions to my Health Savings Account, I elect to defer a monthly amount of:

I understand that I may modify my election at any time throughout the year as long as applicable payroll timelines are followed.

I understand that if I am joining the HDHP due to annual enrollment and currently participate in my employer's Flex Medical Spending Account (MSA), my deduction to my HSA will begin no sooner than February and may be delayed until April if my MSA is not exhausted as of December 31. I also understand that if this is the case, the amount I may defer annually to my HSA will be prorated based on the limits and the number of months eligible.

Section 2 Signature for the HDHP/HSA Plan

Member's Signature for the HDHP/HSA Plan (Electronic signature is not accepted)	Date of Signature
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Section 3 Level Of Coverage for Plan

☐ Single Coverage (Self Only)

☐ Family Coverage (Self and Spouse OR Self and Eligible Child(ren) OR Self, Spouse, Eligible Child(ren))

PART C DEPENDENT INFORMATION

- List all family members to be covered under the plan, other than yourself:
- a. Indicate dependent's address below name if address is different from yours.
 - b. Relationship: Spouse, child, stepchild, adopted child, legal guardian, or grandchild.
 - c. If you are adding a grandchild, submit Grandchild Eligibility Verification SFN 60983 and copy of the child's birth certificate.

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. Section 3402. The individual's social security number will be used for tax reporting and as an identification number.

*If the social security number is unknown at time of application, you may still submit the application, but will need to follow-up with this information once received/known.

Dependent Name (last, first, middle) If address is different than subscriber, indicate address under name	Relationship	Gender	Date of Birth	Social Security Number	Marital Status	Court Ordered Coverage	
						No	Yes
	Spouse					N/A	
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

PART D OTHER HEALTH COVERAGE INFORMATION

If you are newly enrolling or updating your health insurance due to loss of coverage, this section must be completed. Attach a Certificate(s) of Coverage or other documentation from your insurance company showing the coverage end dates and individuals insured. **Failure to provide documentation may affect eligibility to enroll/update your insurance.**

Are you, your spouse or any of your Eligible Dependents currently or were previously covered by another insurance benefit plan(s)?

☐ No, skip to next section

☐ Yes, **please complete this section.**

Other Coverage Name & Phone Number	Policy Number	Policyholder (last, first, middle)	Date of Birth	Policy Coverage Dates (mm/dd/yyyy)	Name(s) of Person(s) Covered
				From	
				To	
				From	
				To	

Do you intend to keep your current policy(ies) in force after the effective date of this Application?

☐ Yes ☐ No - Explain why:

PART E EMPLOYER CERTIFICATION OF ACA ELIGIBLE TEMPORARY EMPLOYEE

I certify that this employee meets the definition of a full-time employee under the Affordable Care Act and as such, is being offered coverage.

Check appropriate method of determination

☐ **Monthly Measurement**

☐ Date of New Hire
(mm/dd/yyyy)

☐ Date of Change in Position/Increase in Hours
(mm/dd/yyyy)

☐ **Look-back Measurement**

The current measurement period used by the employer is

From

To

This information is required for NDPERS to determine enrollment eligibility.

Authorized Agent's Signature (Electronic signature is not accepted)

Date of Signature

Member Authorization on next page

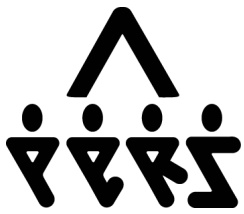
PART F MEMBER AUTHORIZATION

I understand that any company(s) with which I am applying for coverage reserves the right to accept or decline this application in whole or in part. I further understand that no contractual right is created by this application or advance premium payment and the same shall not be considered accepted unless or until the Benefit Plan is issued to me. I have read this application in its entirety (front and back page) and understand and acknowledge that the accuracy and sufficiency of the information I provide (or fail to provide) in each and every numbered section of this application serves as the basis in determining my eligibility (and the eligibility of my dependents) for coverage and receiving a Benefit Plan(s), and by signing this application I certify the information is accurate and complete. I understand and agree that inaccurate, incomplete or omitted information represented in this application may constitute a fraudulent act or intentional misrepresentation of material facts voiding or retroactively cancelling any Benefit Plan(s) issued, as well as any claims for medical benefits and services paid, based on the information I submit through this application. I further understand a person who submits an application or files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

- I understand members are subject to limitations and exclusions outlined in the relevant Benefit Plan/Policy.
- I understand that in the event the group through which I am enrolled elects to terminate, the Insurance Carrier has the right at its sole discretion to continue my coverage on a non-group basis subject to the premium and Benefit Plan provisions for non-group coverage then in effect.
- I understand conversion coverage will not be offered to a Subscriber if the group through which the Subscriber is eligible has terminated coverage with the Insurance Carrier and has enrolled as a group with another Insurance Carrier.
- I understand, in the event my employer adopts the method of payroll deduction, I hereby authorize and direct my employer to deduct the current premium from my wages or salary and remit to NDPERS.
- I acknowledge that the Summary of Benefits and Coverage and other related plan information is available on the NDPERS website at <https://www.ndpers.nd.gov/>.

Please retain a copy of this Application for your records

Member's Signature (Electronic signature is not accepted)	Date of Signature



WAIVER OF INSURANCE COVERAGE
NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 58819 (Rev. 12-2021)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657
(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

PART A EMPLOYEE IDENTIFICATION

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

PART B WAIVER OF INSURANCE COVERAGE

Check the applicable insurance plan <input type="checkbox"/> Health Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Vision Insurance <input type="checkbox"/> Life Insurance
I have been informed that I am eligible to apply for insurance coverage under my employer's Benefit Plan issued. I do not wish coverage for <input type="checkbox"/> Myself <input type="checkbox"/> Spouse <input type="checkbox"/> Eligible Dependents <input type="checkbox"/> Myself and Entire Family
Reason coverage is being waived <input type="checkbox"/> I have coverage through my spouse's employer <input type="checkbox"/> I have other individual coverage <input type="checkbox"/> I have Medicare coverage <input type="checkbox"/> Other _____

PART C EMPLOYEE AUTHORIZATION

I hereby forfeit insurance coverage at this time. I fully understand that if I or my Eligible Dependents desire to be covered under my employer's insurance Benefit Plan in the future, I and my Eligible Dependents may have a Waiting Period for Preexisting Conditions and one of the following must apply:

1. If at the time I am declining coverage, it is because:
 - a. I or my Eligible Dependents have other group insurance coverage, and that coverage is either terminated as a result of loss of eligibility (Including loss as a result of legal separation, divorce, death, termination of employment or reduction of hours) or employer contributions toward such coverage was terminated; or
 - b. Coverage was under COBRA at the time I declined coverage and that coverage has been exhausted.

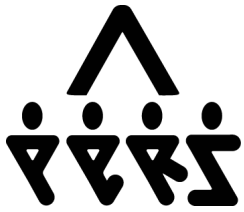
Under (a.) and (b.) above, I must complete a membership application within 31 days after I lose my current coverage.

2. If I have a new dependent as a result of marriage, birth, adoption or placement for adoption, I may enroll myself and my Eligible Dependents, provided that I request enrollment within 31 days of marriage, birth, adoption or placement for adoption.

3. If I do not meet requirements under 1 or 2 above, I may apply as a Late Enrollee, Late Enrollees must request enrollment during the Enrollment Period.

Signature of Member (Electronic Signature will <u>not</u> be accepted)	Date
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ACKNOWLEDGEMENT OF OR DECLINE OFFER OF HEALTH INSURANCE COVERAGE
NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 60711 (Rev. 12-2021)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657
(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

PART A EMPLOYEE IDENTIFICATION

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

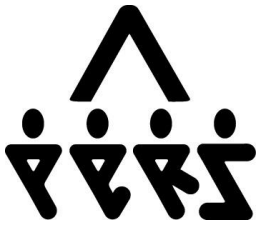
**PART B ACKNOWLEDGEMENT OF OFFER OF HEALTH INSURANCE COVERAGE
(FOR STATE EMPLOYEES COVERED UNDER NDPERS THROUGH SPOUSE OR PARENT)**

<input type="checkbox"/> I understand that I am offered adequate and affordable coverage as a "full-time" employee as defined by the Affordable Care Act. I am already covered under the NDPERS health insurance through my spouse or parent. I understand that my coverage will remain through my spouse or parent unless my spouse or parent terminates employment or ceases to be an Eligible Employee, at which time I will have the opportunity to apply for coverage within 31 days of the event as an Eligible Employee.	
Employee's Signature (Electronic Signature will not be accepted)	Date

PART C DECLINE OFFER OF HEALTH INSURANCE COVERAGE

<p>I understand that I am offered adequate and affordable coverage as a "full-time" employee as defined by the Affordable Care Act. I understand that the coverage is offered to me and my Eligible Dependents. I decline for one of the following (check applicable) reasons:</p> <p>Please check the applicable box:</p> <div><input type="checkbox"/> I have coverage through my spouse's or parent's employer (non-NDPERS) <input type="checkbox"/> I have Medicare coverage</div> <div><input type="checkbox"/> I have other individual coverage (non-NDPERS) <input type="checkbox"/> Other: _____</div> <p>I hereby decline health insurance coverage at this time. I understand that in declining this offer of health insurance coverage, I may not be eligible to apply for a federal tax subsidy through the Marketplace Exchanges. I fully understand that if I or my Eligible Dependents desire to be covered under my employer's insurance Benefit Plan in the future, I and my Eligible Dependents may have a Waiting Period for Preexisting Conditions and one of the following must apply:</p> <p>1. If at the time I am declining coverage, it is because:</p> <div><p>a. I or my Eligible Dependents have other group insurance coverage, and that coverage is either terminated as a result of loss of eligibility (Including loss as a result of legal separation, divorce, death, termination of employment or reduction of hours) or employer contributions toward such coverage was terminated; or</p><p>b. Coverage was under COBRA at the time I declined coverage and that coverage has been exhausted.</p></div> <p>Under (a.) and (b.) above, I must complete a membership application within 31 days after I lose my current coverage.</p> <p>2. If I have a new dependent as a result of marriage, birth, adoption or placement for adoption, I may enroll myself and my Eligible Dependents, provided that I request enrollment within 31 days of marriage, birth, adoption or placement for adoption.</p> <p>3. If I do not meet requirements under 1 or 2 above, I may apply as a Late Enrollee, Late Enrollees must request enrollment during the Enrollment Period.</p>	
Signature (Electronic Signature will not be accepted)	Date

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**DENTAL/VISION INSURANCE APPLICATION OR CHANGE**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 58792 (Rev. 03-2024)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657

(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

PART A MEMBER IDENTIFICATION		
Employee Name (Last, First, Middle)		NDPERS Member ID
Last Four Digits of Social Security Number	Date of Birth	Daytime Telephone Number
Organization Name		NDPERS Organization ID
Active in the Military? <input type="checkbox"/> No <input type="checkbox"/> Yes		
PART B INSURANCE ELECTION		
Date Of Change (mm/dd/yyyy) <div style="border: 1px solid black; width: 200px; height: 30px; margin: 10px auto;"></div> <p style="text-align: center;">Actual effective date of coverage will be determined by NDPERS based on plan provisions.</p>		
Section 1 Reason for Change		
<div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;"><input type="checkbox"/> New Coverage (I do not have existing coverage) <input type="checkbox"/> Annual Enrollment <input type="checkbox"/> Cancel Dental Coverage (if eligible) <input type="checkbox"/> Cancel Vision Coverage (if eligible) <input type="checkbox"/> Remove Dependent* <input type="checkbox"/> Leave of Absence/LOA or FMLA <input type="checkbox"/> Add Dependent/Spouse: Is this an adult child? <input type="checkbox"/> No <input type="checkbox"/> Yes, <u>If yes, please answer the following question</u> Is adult child Disabled? <input type="checkbox"/> No <input type="checkbox"/> Yes, <u>If yes, complete SFN 58556 and SFN 58798.</u></div><div style="width: 50%;"><input type="checkbox"/> Loss of Other Coverage (<u>Attach a Certificate of Creditable Coverage</u>) <input type="checkbox"/> Transfer Employment: from _____ to _____ <input type="checkbox"/> Transfer from existing NDPERS policy Current policyholder name & PERSLink ID: _____</div></div> <p><u>*A dependent can only be removed from the dental or vision insurances mid-year if due to ineligibility (divorce, death, or when a dependent child is no longer eligible).</u></p>		
Section 2 Level Of Coverage for Plan(s):		
<u>Both Insurance options below must be completed:</u>		
Dental Insurance: <input type="checkbox"/> Emp. Only <input type="checkbox"/> Emp.+Spouse <input type="checkbox"/> Emp.+Child(ren) <input type="checkbox"/> Emp.+Family <input type="checkbox"/> Decline/Cancel		
Vision Insurance: <input type="checkbox"/> Emp. Only <input type="checkbox"/> Emp.+Spouse <input type="checkbox"/> Emp.+Child(ren) <input type="checkbox"/> Emp.+Family <input type="checkbox"/> Decline/Cancel		
Section 3 Pre-Tax Payroll Deduction Election		
Do not complete Section 3 if you are an employee with Higher Education or a District Health Unit that does not participate in the NDPERS FlexComp plan.		
Your insurance premium can be a pre-tax payroll deduction. If you pre-tax an insurance premium, you may not change coverage during the plan year unless you experience an IRS Qualified Change of Status.		
Do you wish to have your insurance premium deducted as a pre-tax payroll deduction? Dental Insurance <input type="checkbox"/> No <input type="checkbox"/> Yes Vision Insurance <input type="checkbox"/> No <input type="checkbox"/> Yes		

PART C DEPENDENT INFORMATION

List all family members to be covered under the plan, other than yourself:

- Indicate dependent's address below name if address is different from yours.
- Relationship: Spouse, child, stepchild, adopted child, legal guardian, or grandchild.
- If you are adding a grandchild, submit Grandchild Eligibility Verification SFN 60983 and copy of the child's birth certificate.

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. Section 3402. The individual's social security number will be used for tax reporting and as an identification number.

Dependent Name (last, first, middle) If address is different than subscriber, indicate address under name	Relationship	Gender	Date of Birth	Social Security Number	Marital Status	Court Ordered Coverage	Active Military
	Spouse					N/A	<input type="checkbox"/> No <input type="checkbox"/> Yes
						<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
						<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
						<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
						<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

PART D OTHER COVERAGE INFORMATION

Are you, your spouse or any of your Eligible Dependents currently or were previously covered by another insurance benefit plan(s)?

☐ No, skip to next section

☐ Yes, **please attach Certificate(s) of Coverage or other documentation from your insurance company. Failure to provide documentation may affect your eligibility**

Do you intend to keep your current policy(ies) in force after the effective date of this Application?

☐ Yes ☐ No

If no, why? Please specify plan:

Workers' Compensation/No-Fault

Are you, your spouse or any of your Eligible Dependents currently receiving or have received worker's compensation benefits?

☐ No ☐ Yes

Are you, your spouse or any of your Eligible Dependents currently receiving no-fault benefits?

☐ No ☐ Yes

Continued to page 3

PART E MEMBER AUTHORIZATION

I understand that any company(s) with which I am applying for coverage reserves the right to accept or decline this application in whole or in part. I understand that by making this election, I will be required to participate in the plan for the current calendar year and may only be able to cancel coverage during a future annual enrollment or upon termination of my employment.

I further understand that no contractual right is created by this application or advance premium payment and the same shall not be considered accepted unless or until the Benefit Plan is issued to me. I have read this application in its entirety (front and back pages) and understand and acknowledge that the accuracy and sufficiency of the information I provide (or fail to provide) in each and every numbered section of this application serves as the basis in determining my eligibility (and the eligibility of my dependents) for coverage and receiving a Benefit Plan(s), and by signing this application I certify the information is accurate and complete. I understand and agree that inaccurate, incomplete or omitted information represented in this application may constitute a fraudulent act or intentional misrepresentation of material facts voiding or retroactively cancelling any Benefit Plan(s) issued, as well as any claims for medical benefits and services paid, based on the information I submit through this application. I further understand a person who submits an application or files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

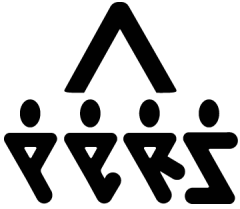
- I understand members are subject to limitations and exclusions outlined in the relevant Benefit Plan/Policy.
- I understand that in the event the group through which I am enrolled elects to terminate, the Insurance Carrier has the right at its sole discretion to continue my coverage on a non-group basis subject to the premium and Benefit Plan provisions for non-group coverage then in effect.
- I understand conversion coverage will not be offered to a Subscriber if the group through which the Subscriber is eligible has terminated coverage with the Insurance Carrier and has enrolled as a group with another Insurance Carrier.
- I understand, in the event my employer adopts the method of payroll deduction, I hereby authorize and direct my employer to deduct the current premium from my wages or salary and remit to NDPERS.
- I acknowledge that the Summary of Benefits and coverage and other related plan information is available on the NDPERS website at ndpers.nd.gov.

Please retain a copy of this Application for your records

Member's Signature (Electronic signatures will not be accepted)

Date of Signature

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**LIFE INSURANCE ENROLLMENT/CHANGE**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 53803 (Rev. 04-2023)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657

(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

Underwritten by Voya Financial (Carrier) Policy Number: 67389-7

PART A EMPLOYER/EMPLOYMENT STATUS

Organization Name	NDPERS Organization ID	Employment Status <input type="checkbox"/> Active Full-Time <input type="checkbox"/> Active Part-Time
This Change is due to: (Check all that apply) <input type="checkbox"/> New Hire (Date of Hire ____/____/____) <input type="checkbox"/> New Employer Group <input type="checkbox"/> Annual Enrollment-Read below for Evidence of Insurability (EOI) requirements <input type="checkbox"/> Decrease Coverage <input type="checkbox"/> Marital Status Change (Date of Change ____/____/____) <input type="checkbox"/> Birth/Adoption (Date of Change ____/____/____)		Effective Date ____/01/20____

PART B EMPLOYEE INFORMATION

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

PART C EMPLOYEE COVERAGE

Basic Life <input checked="" type="checkbox"/> Employee Only—Employer Provides \$12,000 of Basic Life Coverage at no expense to you (Temporary employees electing coverage are responsible for basic life premium)
Supplemental Life and AD&D Election: When you are first eligible for supplemental life coverage, you can elect up to the Guaranteed Issue (GI) Limit of \$300,000 without evidence of insurability (EOI). You can request coverage above the GI Limit to a maximum of \$600,000, but must submit EOI. You are subject to approval by the carrier for the amount above GI. During annual enrollment, you can increase your existing employee supplemental by up to a \$25,000 increment without EOI up to the GI Limit. EOI must be completed for newly electing employee supplemental (only have Basic \$12,000), increases larger than \$25,000, or requests above the GI Limit and are subject to approval by the Carrier. <input type="checkbox"/> I am applying for a TOTAL (include Basic Life in total) supplemental life coverage of \$_____ (Increments of \$5,000) <input type="checkbox"/> Waive Additional Supplemental Life & AD&D coverage

PART D DEPENDENT COVERAGE

Supplemental Dependent Life Insurance Election: Only available if you elected Supplemental in Part C. When you are initially eligible for dependent coverage or during annual enrollment, you can elect it without providing evidence of insurability. <input type="checkbox"/> \$10,000 for eligible spouse and \$10,000 for each eligible dependent child. OR <input type="checkbox"/> \$7,000 for eligible spouse and \$7,000 for each eligible dependent child. OR <input type="checkbox"/> \$5,000 for eligible spouse and \$5,000 for each eligible dependent child. OR <input type="checkbox"/> \$2,000 for eligible spouse and \$2,000 for each eligible dependent child. OR <input type="checkbox"/> Waive Supplemental Dependent Coverage

PART E SPOUSE COVERAGE

Supplemental Spouse Life Election: Only available if you elected dependent coverage in Part D. When you are initially eligible for supplemental spouse coverage, you can elect up to \$100,000 in coverage without providing evidence of insurability. Total spouse coverage up to \$300,000 is available if your spouse completes an Evidence of Insurability form (EOI) for approval by the Carrier. Supplemental spouse coverage is limited to 50% of the employee's coverage amount. Upon a qualifying event or annual enrollment, an Evidence of Insurability form (EOI) must be completed. <input type="checkbox"/> Total Amount of coverage \$_____ (Increments of \$5,000)		
<table border="1"> <tr> <td>Name</td> <td>Date of Birth(mm/dd/yyyy)</td> </tr> </table>	Name	Date of Birth(mm/dd/yyyy)
Name	Date of Birth(mm/dd/yyyy)	
<input type="checkbox"/> Waive Supplemental Spouse Coverage		

PART F BENEFICIARY INFORMATION

To designate your beneficiary(ies), you must complete and submit a Life Insurance Designation of Beneficiary SFN 53855

Part G AUTHORIZATION AND INSTRUCTIONS

I acknowledge I have read the authorization on page 2 of SFN 53803.

Employee's Signature (Electronic Signature will not be accepted)	Date
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PART G AUTHORIZATION

READ THIS INFORMATION CAREFULLY AND SIGN THIS FORM ON PAGE 1 BEFORE SUBMITTING IT TO NDPERS.

- I authorize my employer to deduct from my wages the premium, if any, for the elected coverage.
- To the best of my knowledge and belief, the information I have provided on this form is correct.
- I understand that any person who knowingly and with intent to defraud, submits an application or files a claim containing any materially false or misleading information, commits a fraudulent act, which is a crime.
- I understand my coverage begins on the effective date assigned by the Carrier, provided I am actively at work.
- I understand that evidence of insurability may be required for coverage to become effective.

INSTRUCTIONS

Part A Employer/Employment Status

Must be completed by your employer's authorized agent.

Part B Employee Information

For member identification, please provide all requested information.

Part C Employee Coverage

Check the appropriate box to elect the level of coverage you want. You must have the basic life to have the employee supplemental, the employee supplemental to have dependent life, and the dependent life to have spouse supplemental. Any box NOT checked will be considered an automatic cancellation of coverage.

Check the appropriate box(es) to either maintain the same level of coverage you had or elect to decrease your level of coverage. Indicate the TOTAL amount of coverage you are requesting.

Part D Dependent Coverage

Check the appropriate box to elect the level of coverage you want. You must have the basic life to have the employee supplemental, the employee supplemental to have dependent life, and the dependent life to have spouse supplemental. Any box NOT checked will be considered an automatic cancellation of coverage.

Check the appropriate box(es) to either maintain the same level of coverage you had or elect to decrease your level of coverage.

Part E Spouse Coverage

Check the appropriate box to elect the level of coverage you want. You must have the basic life to have the employee supplemental, the employee supplemental to have dependent life, and the dependent life to have spouse supplemental. Any box NOT checked will be considered an automatic cancellation of coverage.

Check the appropriate box(es) to either maintain the same level of coverage you had or elect to decrease your level of coverage.

Part F Beneficiary Information

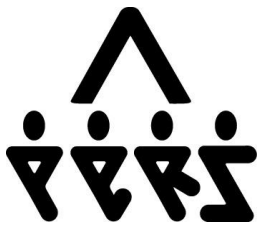
To designate your beneficiary(ies), you must complete and submit a Life Insurance Designation of Beneficiary SFN 53855.
IT IS IMPORTANT TO KEEP YOUR BENEFICIARY DESIGNATIONS CURRENT IF YOU EXPERIENCE LIFE CHANGE EVENTS.

Part G Authorization

You must sign and date this form to be valid. Electronic Signature will not be accepted.

The Evidence of Insurability form is accessible on the NDPERS website under Active Members>Insurance Plans>Life Insurance>Forms:

<https://www.ndpers.nd.gov/forms/life-insurance-forms-active>.



LIFE INSURANCE DESIGNATION OF BENEFICIARY
NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 53855 (Rev. 03-2024)
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(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

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. Sec. 3402. The individual's social security number will be used for tax reporting and as an identification number.

PART A MEMBER INFORMATION		Policy Number 67389-7
Name (Last, First, Middle)		NDPERS Member ID
Last Four Digits of Social Security Number		Date of Birth (mm/dd/yyyy)
Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed		
Effective Date		

PART B DESIGNATION OF BENEFICIARY						
All beneficiary designations shall equal 100% of the benefit. If more than one person in a class (primary or contingent beneficiary) is named, individuals of that class will share equally in the benefits unless specific shares are designated. If the total share does not equal 100%, NDPERS will amend the designation in order to reach 100%. If an amendment is necessary, NDPERS will adjust by no more than one (1) percent and the additional percentage shall be credited to the eldest beneficiary.						
Primary Beneficiary(ies) If person enter Last, First, Middle	Relationship	Gender	Social Security Number	Birth Date	% Share	Address
Total must equal 100%						
Contingent/Secondary Beneficiary(ies) If person enter Last, First, Middle	Relationship	Gender	Social Security Number	Birth Date	% Share	Address
Total must equal 100%						

PART C MEMBER AUTHORIZATION	
I understand that this election revokes any previous life insurance beneficiary designations. I have read and understand the terms and conditions listed on page two (2) of this designation. I hereby certify that the information provided on this form is true and correct to the best of my knowledge.	
Member's Signature (Electronic Signatures will <u>not</u> be accepted)	Date

Part A Member Information

Enter your name, NDPERS ID number, date of birth, last four digits of your Social Security Number, marital status, and effective date of change.

Part B Designation of Beneficiary

1. Use full legal name. (Example: "Anna May Smith," not Mrs. John Smith")
2. A member may designate contingent beneficiary(ies) who will receive benefits if the primary beneficiary(ies) predecease member.
3. All beneficiary designations shall equal 100% of the benefit. If more than one person in a class (primary or contingent beneficiary) is named, individuals of that class will share equally in the benefits unless specific shares are designated. If the benefit is being divided amongst multiple beneficiaries and the total share does not equal 100%, NDPERS shall amend the designations in order to reach the 100% in total, but in no circumstance will NDPERS amend the beneficiary designation by more than one (1) percent. If an amendment is necessary, the additional percentage shall be credited to the eldest beneficiary. The benefit will be distributed as directed by the designation. If a named beneficiary does not survive, the beneficiary's share will be distributed among any surviving beneficiaries in the same proportion as the initial shares.
4. To file a death claim, a certified copy of the Death Certificate must be provided to NDPERS to process the claim.
5. Benefits are not paid out to minor children listed as beneficiaries unless a trust or guardianship has been established, or as allowed by law.
6. If an estate is named, specify whose estate such as: "Estate of the Insured." Full name and address of the executor must be included.

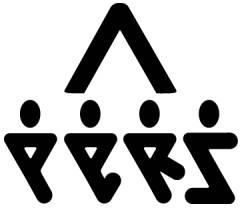
TRUSTEE DESIGNATION:

1. Trustee under the last will and testament of the insured, or his/her successors in trust, PROVIDED, HOWEVER, that if no claim is made by the Trustee within one year from the date of death of the insured or if the insured shall die leaving no last will and testament containing the trust covering this policy, the proceeds shall be payable to the estate of the insured. Payment of the proceeds of this policy to said Trustee or successors in trust shall fully and finally discharge the Company from all liability.
2. "The _____ Trust Company, trustee under written trust agreement date (month, date, year) _____, or its successor or successors in trust, and payment of the proceeds of this policy to said Trustee or successor or successors shall fully and finally discharge the Company from all liability." Full name and address of trust administrator must be included.

IT IS IMPORTANT TO KEEP YOUR BENEFICIARY DESIGNATIONS CURRENT IF YOU EXPERIENCE LIFE CHANGE EVENTS.

Part C Member Authorization

You must sign and date this section for this form to be valid.

**FLEXCOMP ENROLLMENT****NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM**

SFN 53851 (Rev. 08-2023)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657**(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov****PART A EMPLOYEE INFORMATION**

<input type="checkbox"/> New Election Date of Hire _____ To participate in the Plan for the period _____ through December 31, 20____.		
Employee Name (Last, First, Middle)		NDPERS Member ID (Required)
Empl ID (PeopleSoft Payroll System-Required)	Last Four Digits of Social Security Number	Date of Birth (mm/dd/yyyy)
Preferred Email Address		
Organization Name		NDPERS Organization ID

PART B PREMIUM CONVERSION –DECLINE TO PRE-TAX LIFE INSURANCE PREMIUM

Group Life Employee Supplemental Insurance Premium up to \$50,000 of coverage will automatically be pre-taxed. I decline this action.

Employee's Signature (Electronic signature is not accepted)	Date
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PART C PREMIUM CONVERSION- PRE-TAX INSURANCE PREMIUMS

I elect to pretax the following insurance premiums, excluding the NDPERS administered group life insurance:

Company/Product Name		
<input type="checkbox"/> AFLAC-Accident	<input type="checkbox"/> Central United – Cancer	<input type="checkbox"/> Delta Dental - NDPERS
<input type="checkbox"/> AFLAC-Cancer	<input type="checkbox"/> Colonial Life - Accident	<input type="checkbox"/> Total Dental Admin-Elite Choice (TDA)
<input type="checkbox"/> AFLAC-Hospital Confinement	<input type="checkbox"/> Colonial Life - Cancer	<input type="checkbox"/> Superior Vision - NDPERS
<input type="checkbox"/> AFLAC-Hospital Intensive Care	<input type="checkbox"/> Colonial Life - Medical Bridge	<input type="checkbox"/> US Able – Accident Elite
<input type="checkbox"/> AFLAC-Lump Sum Critical Illness		<input type="checkbox"/> US Able – Cancer Care Elite
<input type="checkbox"/> AFLAC-Specified Health Event Plan		<input type="checkbox"/> US Able – Hospital Confinement
<input type="checkbox"/> Custer Health Unit Only –Dental <input type="checkbox"/> Custer Health Unit Only - Vision		

PART D MEDICAL SPENDING REIMBURSEMENT ACCOUNT

Medical Spending Annual Maximum \$3,050	What is the total ANNUAL amount you want payroll deducted for the Plan Year? \$ _____ ANNUAL AMOUNT
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PART E DEPENDENT CARE REIMBURSEMENT ACCOUNT

Dependent Care Annual Maximum: Single \$5,000 - Married \$5,000 Married filing separate tax returns \$2,500	What is the total ANNUAL amount you want payroll deducted for the Plan Year? \$ _____ ANNUAL AMOUNT
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PART F AUTHORIZATION

I have read the information in its entirety, INCLUDING THE BACK PAGE, and I hereby apply for the options listed above. I understand this agreement revokes my prior election. I authorize NDPERS to adjust my pay as required by my election. I understand that the benefit options I have elected will remain in force throughout the plan year unless I have a change in status event allowed under IRC Section 125. If my required contributions for the elected insurance premiums are increased or decreased while this agreement is in effect, my pay reduction will automatically be adjusted to reflect that increase or decrease. I understand that any amounts remaining in my account(s) not used for eligible expenses incurred during the plan year will be forfeited in accordance with current plan provisions and tax laws. **I understand that I cannot participate in the flex comp medical spending account if I am covered on the NDPERS High Deductible Health Plan (HDHP) with a Health Savings Account (HSA).**

Employee's Signature (Electronic signature is not accepted)	Date
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ENROLLMENT

New employees who meet eligibility requirements must enroll within 31 days of their hire date. Your participation will begin the first day of the month the contribution is received.

ENROLLMENT FORM INSTRUCTIONS

PART A EMPLOYEE INFORMATION

For employees paid through the Office of Management and Budget (OMB) payroll system: Your NDPERS Member ID is required on the form along with your Employee ID number which can be found on your pay stub or direct deposit advice.

For employees paid through their agencies payroll system: A PeopleSoft employee ID number is not required on the form.

PART B PREMIUM CONVERSION-DECLINE PRE-TAX LIFE INSURANCE PREMIUM

Your employee supplemental life insurance premium up to the first \$50,000 in coverage will automatically be pre-taxed. If you wish pay the premium with after tax dollars, sign and date in Part B.

PART C PREMIUM CONVERSION-PRETAX INSURANCE PREMIUMS

Check any eligible insurance premiums you wish to have payroll deducted on a pre-tax basis.

PART D MEDICAL SPENDING REIMBURSEMENT ACCOUNT

Enter amount you want payroll deducted per pay period. Enter the number of payroll checks you will receive beginning with the first month a payroll deduction will be withheld through the end of the plan year on December 31. Multiply the amount to be deducted per pay period by the number of payroll periods in the year and enter this amount in Total Salary Redirection for the Plan Year. Your election cannot exceed the plan year maximum \$3,050.

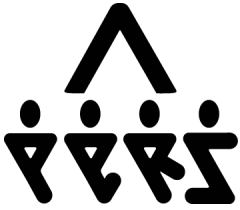
PART E DEPENDENT CARE REIMBURSEMENT ACCOUNT

Enter the amount you want payroll deducted per pay period. Enter the number of payroll checks you will receive beginning with the first month a payroll deduction will be withheld through the end of the plan year on December 31. Multiply the amount to be deducted per pay period by the number of payroll periods in the year and enter this amount in Total Salary Redirection for the Plan Year. Your election cannot exceed the maximum limit of \$5,000 for a single parent, \$5,000 for a married couple filing a joint tax return or 2,500 for a married person filing a single tax return.

PART F AUTHORIZATION

Sign and date the form. Electronic signatures will not be accepted.

RETURN FORM TO YOUR AGENCY'S PAYROLL/HUMAN RESOURCE DEPARTMENT. RETAIN A PHOTOCOPY FOR YOUR RECORDS.



457 DEFERRED COMPENSATION PLAN QUICK ENROLLMENT/WAIVER

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 54362 (Rev. 08-2021)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657

(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov

PART A EMPLOYEE INFORMATION

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

PART B NDPERS COMPANION PLAN ENROLLMENT

I elect to enroll in the NDPERS Companion Plan. My enrollment automatically entitles me to maximize my retirement savings by vesting in the employer's contribution to the Defined Benefit Retirement Plan.

Choose one type of enrollment selection:

<input type="checkbox"/> \$25 monthly (minimum enrollment amount)	Pay Period Beginning Date (Not Date Paid) mm/dd/yyyy
<input type="checkbox"/> \$_____ Per Pay Period (must be higher than the \$25 monthly minimum)	

Terms of Agreement

- I understand that by electing to participate, my monthly salary will be reduced by the amount I have selected.
- I acknowledge my total monthly contribution will be divided, if applicable, to align with my employer's pay period schedule.
- I understand that by participating in the Companion Plan and the NDPERS Defined Benefit Retirement Plan, I am automatically enrolled in the Portability Enhancement Provision (PEP). Thus, the applicable employer contribution is redistributed to my NDPERS member retirement account as stated on the vesting schedule provided on this form.
- I acknowledge I have the right to increase or decrease the amount of contribution, change to another Provider company or suspend contributions at any time by completing the Participant Agreement for Salary Reduction - SFN 3803.
- I understand the accumulated deferred salary is not available to me until I separate from service, or when I experience an approved unforeseeable emergency. Early withdrawal of funds may incur in financial penalties.
- I acknowledge the NDPERS Board makes no recommendation as to any fund investment, and I understand the NDPERS Board does not warrant or guarantee the investment performance of the funds offered by any provider.
- I understand all compensation deferred under the Plan, and all earnings accruing thereof, shall be held for the exclusive benefit of myself or my beneficiary, until such time as it is made available to me pursuant to the terms of the Plan.
- I authorize NDPERS to work with the North Dakota Office of Management and Budget if necessary to insure the appropriate amount is withheld from my paycheck.

I accept the Terms of Agreement, and I authorize my employer to deduct my Companion Plan contribution by my own designated amount on the Pay Period Beginning Date (Not Date Paid) listed above.

Member's Signature (Electronic Signature will <u>not</u> be accepted)	Date (Must be prior to Pay Period Beginning Date above)
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PART C DECLINE ENROLLMENT IN NDPERS 457 DEFERRED COMPENSATION PLANS

I elect to decline enrollment in an NDPERS sponsored 457 Deferred Compensation Plan, including but not limited to the Companion Plan. I understand I will not maximize my retirement savings through vesting in the employer's contribution to the Defined Benefit Retirement Plan. I acknowledge I am eligible to begin participation in an NDPERS sponsored 457 Deferred Compensation Plan at a later date and by doing so, will proactively vest in the employer's contribution.

Member's Signature to Waive Participation (Electronic Signature will <u>not</u> be accepted)	Date
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By electing to enroll in the Deferred Compensation Program through your employer at a minimum required monthly contribution of \$25.00, you automatically enroll in the Portability Enhancement Provision (PEP) for the NDPERS Defined Benefit Retirement Plan. Your NDPERS retirement account will automatically be credited with the percentage of the employer contribution to which you are entitled based upon your years of credited service. As you attain additional service credit, you must increase your 457 contribution amount to the corresponding percentage of salary to achieve maximum vesting.

Service Credit	Minimum Contribution	Maximum Vesting %
0-12 Months	\$25	1%
13-24 Months	\$25	2%
25-36 Months	\$25	3%
37+ Months	\$25	4%

INSTRUCTIONS:

PART A EMPLOYEE INFORMATION

This form must be completed regardless of whether the employee elects to participate or declines to participate in the 457 Deferred Compensation Plan and Portability Enhancement Provision (PEP).

For member identification, please provide all requested information.

Part B QUICK ENROLLMENT IN DEFERRED COMP/PEP

This section should be completed if the employee elects to participate in the 457 Deferred Compensation Plan and the Portability Enhancement Provision (PEP). The employee's signature in this section **will authorize** a reduction in the employee monthly wage and contribution to a deferred compensation plan.

The employee must sign and date this section. **(This date must be in the month prior to the date entered above).**

Part C WAIVER OF PARTICIPATION

The employee must sign and date this section only if the **employee waives participation** in the Deferred Compensation Plan.

**457 DEFERRED COMPENSATION PLAN ENROLLMENT/CHANGE****3803**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 3803 (Rev. 12-2023)

NDPERS • PO Box 1657 • Bismarck • ND • 58502-1657**(701) 328-3900 • (800) 803-7377 • Fax (701) 328-3920 • ndpers-info@nd.gov****PART A MEMBER INFORMATION**

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

PART B PROVIDER INFORMATION

Name of Company (Required)	
Agent Name (Required)	Telephone Number

PART C CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> 1. New Application | <input type="checkbox"/> 8. Change in Agent only (Complete Part A, B & F) |
| <input type="checkbox"/> 2. Increase Deduction | <input type="checkbox"/> 9. USERRA Missed Contributions |
| <input type="checkbox"/> 3. Decrease Deduction | <input type="checkbox"/> 10. Lump sum Sick & Annual Leave <input type="checkbox"/> Exclude Regular Monthly Deduction |
| <input type="checkbox"/> 4. Suspend Deduction (Includes full-time to part-time) Last Date of Employment ____/____/____ (date required) | |
| <input type="checkbox"/> 5. Age 50 or older: Annual Catch-up | |
| <input type="checkbox"/> 6. Regular 3 Year Catch-up – 457 Deferred Compensation Catch-up Worksheet SFN 51501 MUST accompany this form | |
| <input type="checkbox"/> 7. Provider Change YOU MUST complete 2 Participant Agreement forms: | |
| 1. One for the new provider & √ 'New Application' 2. One to stop contributions to old provider & √ 'Suspend Deduction' | |

PART D CALCULATION OF MAXIMUM ALLOWABLE DEDUCTION**Must be completed if you checked 1, 2, 3, 6, 9, or 10 in Part C**

A. Annual Gross Pay	\$ _____
B. Less Employer Retirement Contributions made under an IRC 414(h) arrangement (use most recent pay stub)	\$ _____
C. Includable Compensation (subtract B from A)	\$ _____
D. Maximum Annual Allowable Deduction:	
D1. Lesser of 100% of Includable Compensation or annual maximum limit (see annual limits on back of form)	
Enter the lesser of D1 but not less than the minimum annual deduction of \$300.00 (\$25.00) per month	\$ _____
E. Pay Period Deduction (D divided by number of pay periods in calendar year)	\$ _____

PART E SALARY REDUCTION AUTHORIZATION**Must be completed if you checked 1, 2, 3, 6, 9, or 10 in Part C**

Authorization for deductions must be made in the month prior to the pay period in which the income is earned.

☐ I authorize my employer to reduce my salary.

Amount Per Pay Period (must be higher than \$25/month) \$ _____	Pay Period Beginning Date (Not Date Paid) mm/dd/yyyy _____
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(The signature date in Part F must be in the month prior to the pay period date entered here.)

With regard to this agreement, the Participant acknowledges the following:

- I understand that my salary will be reduced each pay period by the amount authorized above. The deduction cannot be changed or stopped without an authorized participant agreement form returned to payroll from NDPERS.
- I understand the accumulated deferred salary is credited to my account and is not available to me or my beneficiary(ies) until I separate from service, unless, I should experience an unforeseeable emergency and a distribution is approved by the NDPERS Board. .
- I acknowledge that the Retirement Board makes no recommendation as to any provider and understand that the Retirement Board does not warrant or guarantee the investment performance of any provider.
- I understand that all compensation deferred under the Plan, and all earnings accruing thereof, shall be held for the exclusive benefit of myself or my Beneficiary, until such time as it is made available to me pursuant to the terms of the Plan.
- I understand that this agreement includes the beneficiary forms as executed with and maintained by my provider.
- I authorize NDPERS to contact my employer to confirm my last date of employment for any lump sum payout (#10 above), if not provided, and the North Dakota Office of Management and Budget, if necessary, to ensure the authorized amount is withheld from my paycheck.

PART F PARTICIPANT AUTHORIZATION

I verify that the foregoing statements are true and correct to the best of my knowledge and belief and are subject to the laws and penalties governing any misrepresentations and fraud.

This form must be dated in the month prior to a lump Sum payout (Part C #10) or the date listed in Part E.

Participant's Signature (Electronic Signature will <u>not</u> be accepted)	Date (Must be prior to the date listed on Part E)
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ANNUAL LIMITS

Annual Limit for 2024: \$23,000
Age 50+ Limit for 2024: \$30,500
Regular 3 Year Catchup: \$46,000 Regular 3 Year Catchup must be within three (3) year **prior to the year in which you retire.**

PART A MEMBER INFORMATION

For member identification, please provide all requested information.

PART B PROVIDER INFORMATION

If you check 'New Application in Part C, you must first select and contact one of the eligible providers for the plan. The provider representative you select will assist you in completing the required forms to open an account.

PART C CHECK ALL THAT APPLY

Check the applicable box(s). If you mark Box #10 for a lump sum payout, please indicate if your regular monthly deduction for that same month should be excluded. NDPERS requires that you also enter your last date worked or authorize NDPERS to contact your employer in order for your lump sum deduction to be entered correctly.

PART D CALCULATION OF MAXIMUM ALLOWABLE DEDUCTION

The minimum contribution is \$25.00 per month. The maximum regular annual contribution limit is the lesser of 100% of annual compensation or the annual maximum limit indicated above.

PART E SALARY REDUCTION AUTHORIZATION

The IRS regulations require you to make your deferral election in the month prior to the month the salary is earned.

PART F PARTICIPANT AUTHORIZATION

Sign where indicated. If you completed Part E, your signature must be dated in the month prior to the month entered in that section.