

INSTRUCTIONS

Often employees will terminate their position with an employer participating in NDPERS and take a job with another employer who is also participating in NDPERS. Therefore, the employee's membership is transferred to the new employer and membership IS NOT terminated unless the new employer does not offer or is not eligible for a particular NDPERS plan.

Part A Member Information

For member identification, please provide all requested information.

Part B Current Employer

A NDPERS Transfer Kit must be given to the employee to complete. **A completed kit must accompany the Notice of Transfer SFN 53706.**

Indicate the current employer's name and department number. Indicate the last day of employment and the last regular paycheck issued to the employee.

Indicate last month insurance premiums will be paid by your agency/employee.

Indicate the projected accumulated unused sick leave at the date of transfer.

Part C Current Plan Information

Check the appropriate box on the right side for all NDPERS plans. If the employee does not participate in a plan, check the NO box. If the employee does currently participate, check the YES box and complete all applicable boxes following, if any.

Part D Authorization of Authorized Agent

The current agency's designated NDPERS authorized agent must sign and date this form.

Part E New Employer

This form should be forwarded to the new employer. The new employer should indicate the organization name and NDPERS ID; as well as, the first day of employment and the employee's first regular paycheck.

The new employer should transfer any eligible plan participation as indicated in Part C with NO change in the levels of coverage.

Any plans the employee currently participates in but not offered or eligible through new employment will be terminated.

Any plans the employee currently does not participate in but now is offered or eligible through new employment, the employer must enroll as a new employee. See your NDPERS Employer's Guide for instructions for enrolling a new employee.

Part F Authorization of Authorized Agent

The new agency's designated NDPERS authorized agent must sign and date this form.