



**NORTH DAKOTA
PUBLIC EMPLOYEES
RETIREMENT SYSTEM**

New Hire Forms Packet

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

Retirement Plan – Defined Contribution

- Defined Contribution Retirement Plan Enrollment [[SFN-62522](#)]
- Agreement/Waiver of Participation for Optional Defined Contribution Retirement Plan [[SFN-54366](#)]
(Only needed if member is a temporary/part-time employee)
- Designation of Beneficiary for the Group Retirement Plan [[SFN-2560](#)]

Retirement Plan – Defined Benefit

- Defined Benefit Retirement Plan Enrollment [[SFN-2561](#)]
- Participation for Defined Benefit Retirement Plan [[SFN-17627](#)]
(Only needed if member is a temporary/part-time employee)
- Designation of Beneficiary for the Group Retirement Plan [[SFN-2560](#)]

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](#)]

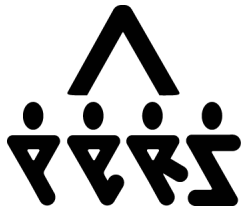
Flex Comp Plan

(State & Participating Health Units Only)

- FlexComp Enrollment [[SFN-53851](#)]

Deferred Compensation Plan

- 457 Deferred Compensation Plan Enrollment/Change Form [[SFN-3803](#)]

**DEFINED CONTRIBUTION RETIREMENT PLAN ENROLLMENT
FOR NEWLY ENROLLED MEMBERS EFFECTIVE JANUARY 1, 2025**NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 62522 (Rev 12-2024)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 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

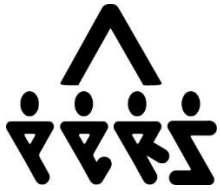
Eligible elected officials of participating counties, at their individual option, may enroll in the defined contribution retirement plan under chapter 54-52.6 within the first six (6) months of their term. If an elected county official is electing to opt out of enrollment under this chapter after December 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.



DEFINED BENEFIT RETIREMENT PLAN ENROLLMENT

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 2561 (Rev. 12-2024)

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 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) and taking your new position prior to January 1, 2025**, you have 6 months from taking your 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 - According to 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 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

According to 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

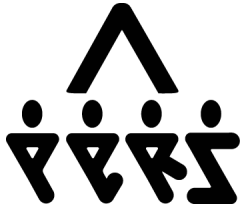
If you are a permanent state employee, please ensure that you carefully read Section 1; this pertains to participation in the Defined Contribution plan versus the Defined Benefit plan.

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 D: 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.

**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
(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 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 first six months of employment or within six months 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): REQUIRED: <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 effective as of the date of my employee signature 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

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

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

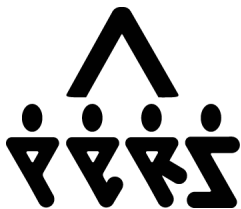
(This section should be completed only if employee wishes to participate in optional Defined Contribution retirement program).

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.

**OPTIONAL PARTICIPATION FOR DEFINED BENEFIT RETIREMENT PLAN**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 17627 (Rev. 05-2024)

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 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 confirming that I am an employee of a participating governmental unit first enrolled with NDPERS prior to January 1, 2025, and am currently 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 Defined Benefit Plan as an eligible 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 NDPERS Defined Benefit Plan as a temporary/part-time employee if I am actively contributing to another employer sponsored retirement plan (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 with NDPERS, 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 {MonthlyEEContributionPercentage% 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 NDPERS Defined Benefit Plan, 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 this section whether the employee is either electing or declining to participate in the Defined Benefit retirement plan. Only employees that are first enrolled in the NDPERS Defined Benefit Plan under NDCC 54-52 prior to January 1, 2025, that have an NDPERS account balance still intact are eligible to continue participation in this plan. The employee must read each paragraph and confirm each eligibility and/or enrollment acknowledgement by initialing all boxes on the left side.

PART C ELECTION TO PARTICIPATE AGREEMENT

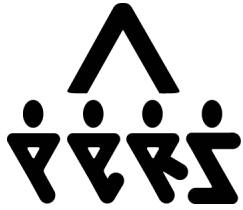
(This section should be completed only if an eligible temporary or part-time employee wishes to participate as an Optional Participant in the Defined Benefit retirement program).

1. The eligible temporary or part-time 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 eligible temporary or part-time employee must sign and date this section only if the employee waives participation in the Defined Benefit retirement plan.

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

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 2560 (Rev. 08-2024)

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)		NDPERS Member ID	
<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<input type="checkbox"/> Single <input type="checkbox"/> Widowed	Date of Birth (mm/dd/yyyy)	Last Four Digits of SSN
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"/> Judges <input type="checkbox"/> Highway Patrol	<input type="checkbox"/> Public Safety with Prior <input type="checkbox"/> Public Safety without Prior <input type="checkbox"/> State Public Safety	<input type="checkbox"/> Job Service <input type="checkbox"/> National Guard <input type="checkbox"/> BCI	<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 BENEFICIARY DESIGNATION

The percentage distribution upon your death for all primary beneficiaries **must equal 100%**; likewise, for contingent beneficiaries. If shares do not equal 100%, I grant NDPERS the authority to amend each of my beneficiaries (up to +/- 1%) to pay 100% of my total account balance with up to a 1% difference being credited to the eldest. If beneficiaries are listed but no shares designated, I grant NDPERS the authority to divide shares equally between all beneficiaries with up to a 1% difference being credited to the eldest.

PRIMARY BENEFICIARY(IES) – Must equal 100%

Name	Relationship	DOB	SSN#	%	Address and Phone Number

SECONDARY BENEFICIARY(IES) – Must equal 100%

Name	Relationship	DOB	SSN#	%	Address and Phone Number

PART D SPOUSE AUTHORIZATION (if applicable)

Only if you name a primary beneficiary other than or in addition to your spouse, your spouse must sign below.

If a vested member 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 Waiver of Benefits (Electronic Signature will <u>not</u> be accepted)	Date
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PART E MEMBER AUTHORIZATION

I understand that this election revokes any previous retirement account beneficiary designations. I understand that, if married, upon divorce this designation is valid until signed divorce decree is received and a new beneficiary designation is submitted. I have read and understand the terms and conditions 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:** The percentage of distribution upon your death for all primary beneficiaries must equal 100%; likewise, for contingent beneficiaries.

Primary. Your primary beneficiary is the individual or individuals, trust, charity, or other party you designate to receive your assets after your death. If a primary beneficiary(ies) is deceased at the time of your death, his or her portion of your assets will be divided proportionately among your surviving primary beneficiary(ies), if any.

Secondary. Your secondary beneficiary or beneficiaries will inherit your assets only if you have no surviving primary beneficiaries at the time of your death.

- **If shares do not equal 100%,** I grant NDPERS the authority to amend each of my beneficiary designations (up to +/- 1%) to pay 100% of my total account balance with up to a 1% difference being credited to the eldest.
- **If beneficiaries are listed but no shares designated,** I grant NDPERS the authority to divide shares equally between all beneficiaries with up to a 1% difference being credited to the eldest.
- **If no valid beneficiary form is on file,** NDPERS will issue payment to the member's estate.

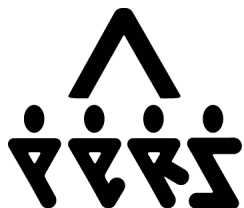
Since this distribution may not reflect the member's preference, we recommend the member be sure to designate the percent share for each listed beneficiary and to ensure 100% of the total account balance is accounted for with the share designation.

6. 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.

NOTE: Benefits are not paid out to minor children listed as beneficiaries unless a trust or guardianship has been established.
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**HEALTH INSURANCE APPLICATION OR CHANGE**NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 60036 (Rev. 01-2025)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></tr></table> To <table border="1" style="display: inline-table;"><tr><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: 2025 Single HDHP Coverage: \$4,300 Family HDHP Coverage: \$8,550 Age 55+ Catchup: \$1,000 HDHP/HSA election continued on the next page
--

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
<div></div>	<div></div>

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

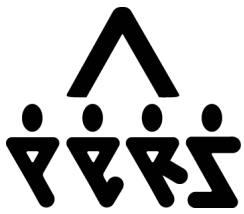
PART F MEMBER AUTHORIZATION

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
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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:

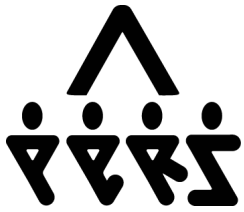
1. If at the time I am declining coverage, it is because:
 - a. I or my Eligible Dependents have other group insurance coverage, and that coverage is either terminated as a result of loss of eligibility (Including loss as a result of legal separation, divorce, death, termination of employment or reduction 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

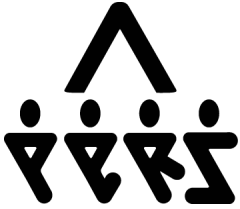
Name (Last, First, Middle)	NDPERS Member ID
Last Four Digits of Social Security Number	Date of Birth(mm/dd/yyyy)
Organization Name	NDPERS Organization ID

**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

**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)	
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.

EVIDENCE OF INSURABILITY (EOI)

When you need more Life Insurance.

Instructions

NDPERS 67389-7

By completing the Evidence of Insurability (EOI) form, you are providing the additional information needed to review your request. Any Guaranteed Issue amount available to you will be provided regardless of your EOI application.

1. Getting Started:

- Know how much insurance you need.
- Know how much insurance you already have through your employer, what type of insurance it is, and how much you are eligible for.
- Know your/your spouse's primary health practitioner contact info.

3. Submitting your EOI Application:

- Make a copy of your EOI form for your records.
- Return your completed EOI form to your Payroll/HR Office for forwarding to NDPERS.

2. Completing the EOI:

- Complete **all** sections of this form. Ignore **OPTIONS** section. (ING use only)
 - The privacy and security of your personal contact and health information is critically important to us.
 - We will not share your information with your employer or anyone not directly involved in the underwriting process per attached privacy statement.
- Sign & Date this form.
 - Your signature is required.
 - Your spouse's signature is only required if applying for spouse coverage.

4. Questions:

- Contact your Payroll/HR Office to verify your current amount of coverage or any Guaranteed Issue amount you may be eligible for.
- Call Medical Underwriting at 1-800-537-5024, Option 4 if you have questions on how to complete this form or the status of your submitted EOI.

FORM EXAMPLE AND DEFINITIONS

Coverage Type	(A) Total Amount Desired	(B) Current Amount	(C) Guaranteed Issue Amount	(A) – (B) – (C) = Amount To Be Underwritten
<input checked="" type="checkbox"/> Employee Basic Life	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000
<input checked="" type="checkbox"/> Employee Supplemental Life	\$ 500,000	\$ 0	\$ 100,000	\$ 400,000
<input checked="" type="checkbox"/> Spouse Supplemental Life	\$ 50,000	\$ 10,000	\$ 0	\$ 40,000
<input checked="" type="checkbox"/> Children Supplemental Life (per child)	\$ 10,000	\$ 0	\$ 0	\$ 10,000

(A) This is the total amount of insurance protection you need, listed by type of insurance. (NOTE: Coverage available is dependent on the plan offered by your employer.)

(B) This is the amount that may be paid by your employer and/or is being deducted from your pay.

(C) This is the amount your plan allows you to have, during this enrollment, without completing the health questions on this form.

Use the check-boxes to choose the types of coverage.

If you don't have current coverage in force, just enter "0" here.

If your employer's plan does not guarantee minimum coverage for the insurance type, just enter "0" here.

Definitions:

Employee Basic Life Insurance is coverage your employer most often pays for.

Employee Supplemental Life insurance is typically paid for by the employee. It is often chosen as additional coverage when more insurance is needed.

Spouse Supplemental Life & Child Supplemental Life can be purchased as additional protection, if allowed by your plan. It is typically paid for by the employee.

EVIDENCE OF INSURABILITY (ND)

ReliaStar Life Insurance Company, Minneapolis, MN
A member of the Voya® family of companies
PO Box 20, Mail Stop 5-E, Minneapolis, MN 55440
Phone: 612.342.7262 Fax: 612.467.8721



Use this form to apply for insurance coverage in addition to coverage you may already have through this plan.

Group Number 673897 Account Number 1 Employer Name NDPERS

Option 1 _____ Option 2 _____ Option 3 _____ Option 4 _____

A. EMPLOYEE INFORMATION

Employee Name (First, MI, Last) _____ Gender: ☐ Male ☐ Female

SSN _____ Personal Email Address _____ Birth Date _____

Address _____ City _____ State _____ ZIP _____

Home Phone (_____) _____ Cell Phone (_____) _____

Hire Date _____ Salary \$ _____ Occupation _____

Primary Health Practitioner _____ Practitioner Phone (_____) _____

Practitioner Address _____ City _____ State _____ ZIP _____

B. INSURANCE DETAILS (Complete this table based only on the coverage you have through this plan.)

Are you completing this form due to a Family Status Change (Marriage, Divorce, Birth, Adoption, etc.)? ☐ Yes ☐ No

Coverage Type	(A) Total Amount Desired	(B) Current Amount	(C) Guaranteed Issue Amount	(A) - (B) - (C) = Amount To Be Underwritten
<input type="checkbox"/> Employee Supplemental Life	\$ _____	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Spouse Supplemental Life	\$ _____	\$ _____	\$ _____	\$ _____

C. SPOUSE INFORMATION

Spouse Name (First, MI, Last) _____ Gender: ☐ Male ☐ Female

SSN _____ Personal Email Address _____ Birth Date _____

Home Phone (_____) _____ Cell Phone (_____) _____

☐ Same Primary Health Practitioner as Employee (See information above.)

Primary Health Practitioner _____ Practitioner Phone (_____) _____

Practitioner Address _____ City _____ State _____ ZIP _____

0000000000

Employee Name _____ SSN (Last 4 digits only) _____

D. EMPLOYEE AND SPOUSE HEALTH QUESTIONS (Must be answered for coverage that is not Guaranteed Issue.)

Employee (EE) Spouse (SP)

Yes No

Yes No

☐ ☐

☐ ☐

☐ ☐

☐ ☐

Complete for EE and SP. --->

1. Have you ever been diagnosed or treated by a member of the medical profession as having AIDS, ARC, or the HIV infection?
2. Have you ever had, or been treated for, any of the following: insulin dependent diabetes, heart attack, coronary bypass/angioplasty, heart valve repair/replacement, stroke, metastatic cancer, emphysema or been an organ transplant recipient?
3. **Employee:** Height _____ ft. _____ in. Weight _____ lbs. **Spouse:** Height _____ ft. _____ in. Weight _____ lbs.
4. In the past 10 years have you consulted with, been diagnosed or treated by a health practitioner, or taken medication for any of the following:
 - a. Disease or disorder of the heart, blood vessels (excluding controlled high blood pressure), lung (excluding asthma), liver (excluding hepatitis A), pancreas, or intestine?
 - b. Non-insulin dependent diabetes, impaired glucose tolerance, or pre-diabetes?
 - c. Cancer or tumor, rheumatoid arthritis, connective tissue, neurological (excluding headaches), autoimmune or blood disorder?
 - d. Depression, psychosis, suicide attempt, drug or alcohol abuse or addiction?
 - e. Polycystic kidney disease or kidney failure?
5. Have you ever been diagnosed, treated or given medical advice by a physician or other health practitioner for:
 - a. Chest pain, heart trouble or circulatory disorder?
 - b. Anemia or leukemia?
 - c. Sleep apnea, asthma or other respiratory disorder?
 - d. Colitis, Crohn's disease, ulcerative colitis or any other intestinal disorder or disease?
 - e. Stomach disorder?
 - f. Brain or seizure disorder?
 - g. Mental or nervous disorder?
 - h. Arthritis, paralysis or any muscle weakness?
 - i. Abnormal urine specimen or urinary tract disorder?
 - j. Prostate or other reproductive organ disorder?
6. Are you pregnant? Due Date _____ Pre-pregnancy weight _____ lbs
7. Do you currently have any disorder, condition, disease, and/or are you currently taking medication prescribed or provided by a physician or other health practitioner for any disorder, condition, disease not shown above?
8. Have you ever received medical treatment or counseling for the use of alcohol or prescribed or non-prescribed drugs, or been advised by a health practitioner to discontinue the use of such substances?
9. In the past 2 years have you experienced any symptom(s) for which you have not yet consulted a health practitioner, or are any medical, surgical or diagnostic procedures recommended or contemplated?

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For every "Yes" answer, to any question in the previous section, give details below. Please attach a separate sheet if additional space is needed.

Question Number	Applicant	Description of Condition	Date Condition Began	Description of Treatment Received	Fully Recovered?	Health Practitioner Name, Full Address (Street, City, State, ZIP), Phone
	<input type="checkbox"/> EE <input type="checkbox"/> SP				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> EE <input type="checkbox"/> SP				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> EE <input type="checkbox"/> SP				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> EE <input type="checkbox"/> SP				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> EE <input type="checkbox"/> SP				<input type="checkbox"/> Yes <input type="checkbox"/> No	

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Employee Name _____ SSN (Last 4 digits only) _____

E. AUTHORIZATION AND ACKNOWLEDGMENT *(Please read and sign below)*

For underwriting and claim purposes, I give my permission to any blood bank, blood center, plasma center, health care provider, any physician or other medical practitioner, hospital, clinic, insurance or reinsuring company, MIB, Inc. (MIB), any consumer reporting agency, or any other organization to give ReliaStar Life Insurance Company (ReliaStar Life) or its authorized representative (including any consumer reporting agency) acting on its behalf ALL INFORMATION on my behalf (except as limited below). This includes but may not be limited to: (a) findings on medical care, psychiatric or psychological care or examination, or surgery, as they apply to me; and (b) any non-medical information as it applies to me. I give my permission to ReliaStar Life to obtain consumer or investigative consumer reports about me.

I give my permission to ReliaStar Life and other insurance companies affiliated with ReliaStar Life to obtain any and all medical record information for the purposes described in this form. I know that my medical records, including any alcohol or drug abuse information, may be protected by Federal Regulations—42 CFR Part 2. I may revoke this permission as it applies to any information protected by 42 CFR Part 2 at any time, but not to the extent action has been taken in reliance on it. I specifically consent to the re-disclosure of medical record information as set forth in this form. In connection with any application for life insurance, or other insurance transaction that I may have with ReliaStar Life or any of its affiliated companies, I understand that I may request that this information not be communicated to companies affiliated with ReliaStar Life.

I authorize ReliaStar Life, or its reinsurers, to disclose personal health information about me to MIB, Inc. in the form of a brief coded report for participation in MIB's fraud prevention and detection programs.

I understand that my further written consent will be required before any information described above is given, sold, transferred, or, in any way, relayed to another party not before specified. My further consent must be provided on a form that states the new use of the information or why another party needs it.

I know that I have a right to receive a copy of this form. I certify that I have, will print, or will otherwise have access to a copy of all pages of this Evidence Form to keep for my records. A photocopy of this form will be as valid as the original. This form will be valid for 24 months from the latest date shown below.

I acknowledge that I have been given ReliaStar Life's: Consumer Privacy Notice and Insurance Information Practices Notice.

IMPORTANT! Please carefully read the next section. Then sign and date below.

I declare that all of the statements and answers, as they pertain to me and to my child(ren), if applicable, on all pages of this Evidence Form are complete and true to the best of my knowledge and belief.

I realize that any misrepresentation or omission regarding the presence of any pre-existing impairments and/or diseases may result in the requested coverage or benefits provided by such coverage being contested. I understand that any claim incurred prior to the approval of this Evidence Form by ReliaStar Life Insurance Company's Home Office will not be valid.

➡ Employee Signature _____ Date _____

➡ Spouse Signature _____ Date _____

Return completed EOI to your payroll/HR Office for forwarding to NDPERS.

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CONSUMER PRIVACY NOTICE AND INSURANCE INFORMATION PRACTICES NOTICE

ReliaStar Life Insurance Company, Minneapolis, MN
ReliaStar Life Insurance Company of New York, Woodbury, NY
Members of the Voya® family of companies



We are pleased to provide you with information regarding your application or claim. This information is provided to you in accordance with legislation enacted in your state. You may also receive other privacy notices from us or from our affiliated companies. **Please keep this notice and a copy of the completed application or claim form for your records.**

Our Underwriting Procedures

For certain types of coverage, we underwrite your request to determine if you are eligible for the coverage you requested. We review all of the information in the application, and, if necessary, confirm or add to this information in the ways described in this notice. In the event of an adverse underwriting decision, we will provide you with the specific reason for the decision in writing.

Privacy and Information Practices

Collecting Information

Your application or claim form is our main source of information. But we may:

- Ask you to have a physical exam, an EKG and/or a blood profile, etc.
- Ask physicians, hospitals, or other health care providers to confirm or add to the information you have given us. The types of information we may ask for are described on the authorization form you will be asked to sign. If you want a copy of this form, it will be given to you for your records.
- Obtain information from MIB, Inc., formerly known as the Medical Information Bureau. See "Notice Regarding MIB, Inc." below.
- Seek information from other companies you have applied to for insurance.
- Ask you for additional information through use of a written request.

Notice Regarding Consumer Reports

Insurance companies commonly ask an outside source to verify and add to the information given in an application. Consumer reports are used to help us decide if you are eligible for the insurance you have applied for. The report deals with your mode of living, character, general reputation, and such personal items as your health, job, and finances. It may include information on the following: your marital status, past and present employment record, job duties, driving record, avocation, health history, use of alcohol and drugs, and hazardous sports activities. The agency may get information in these ways: from public records, and by contacting you, members of your family, business associates and employers, financial sources, friends, or others you know. This information will not be used to determine your sexual orientation. You can request that the agency interview you in connection with the preparation of the report. If the report affects your application as requested, we will notify you and provide you with the name and address of the reporting firm.

We use the report only to be sure that each application is evaluated on a fair basis. We will not reveal any of the information we obtain to your friends or associates. We may reveal the information we obtain to other companies or entities affiliated with us. The information may be kept by the consumer reporting agency; it may also later be given to others who have a legitimate need for these reports. It will be given only to the extent permitted by these laws: the Federal Fair Credit Reporting Act as amended by the Consumer Credit Reporting Reform Act of 1996; your state's Fair Credit Reporting Act, if any; or your state's Insurance Information and Privacy Protection Act, if any. If you wish, we will send you the name, address and phone number of any agency we ask to prepare a consumer report about you. The agency will give you a copy of the report if you ask for one and give proper identification.

Information Use

We will use the information only for business purposes arising from the relationship you have with us.

Information Maintenance and Disclosure

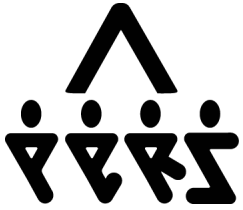
We treat the information we have about you as confidential. The authorization form that you have been asked to complete will permit us to send the information to our affiliates and to MIB, our reinsurers, employees, contractors, or other organizations that process transactions concerning coverage you have with us or our affiliates, and to other life insurance companies to whom you may apply for life or health insurance or to whom a claim for benefits may be submitted. In certain circumstances, the information we have about you may be disclosed to third parties without your specific permission.

Access to Information

If you request it in writing, we will send you a copy of the relevant information we obtain about you in connection with your request for coverage or an adverse underwriting decision. Medical information, however, will only be disclosed through the attending licensed physician unless state law provides otherwise. If you feel that any of the information in our file is not correct or is incomplete, we will review it. If we agree with you, we will make the corrections. If we do not agree with you, you may file a short statement of dispute with us. Your statement will be included any time we disclose this information to anyone. We will not send you information we collect in expectation of or in connection with any claim or civil or criminal proceeding.

Notice Regarding MIB, Inc.

We or our reinsurers may make brief reports to MIB. The reports will include the factors that affect the insurability of any person for whom coverage is being requested. MIB is a nonprofit organization of life insurance companies. It operates an information exchange for its members. If you apply to some other member company for life or health coverage, or send in a claim for benefits, MIB may supply that company with any information in its file. If you ask, MIB will arrange to disclose to you the information it has about you in its file. If you question the accuracy of the information in MIB's file, you may contact MIB and ask them to correct it as provided in the Fair Credit Reporting Act. The address of MIB's information office is 50 Braintree Hill Park, Suite 400, Braintree, MA 02184-8734. MIB's phone number is 866-692-6901 (TTY 866 346-3642). We may also release information in our files to other life insurance companies to whom you may apply for life or health insurance or to whom a claim for benefits may be submitted.



LIFE INSURANCE DESIGNATION OF BENEFICIARY

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 53855 (Rev. 08-2024)

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

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

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.

Enter percent share for each beneficiary. The total **must equal 100%**. If the total share does not equal 100%, I grant NDPERS the authority to amend each of my beneficiary designations (up to +/-1%) with up to a 1% difference being credited to the eldest for any uneven split. **If beneficiaries are listed but no shares designated, I grant NDPERS the authority to divide shares equally between all beneficiaries with up to a 1% difference being credited to the eldest if there is any uneven split.**

PRIMARY BENEFICIARY(IES) – Total must equal 100%

If person, enter Last, First, Middle	Relationship	Social Security #	Birthdate	% Share	Address and Phone Number

SECONDARY BENEFICIARY(IES) – Total must equal 100%

If person, enter Last, First, Middle	Relationship	Social Security #	Birthdate	% Share	Address and Phone Number

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. The benefit will be distributed as directed by the designation. Enter percent share for each beneficiary. All beneficiary designations shall equal 100% of the benefit. If the total share does not equal 100%, NDPERS shall amend each beneficiary's allocation (up to 1% increase or decrease) to reach the 100% total. **If beneficiaries are listed but no shares designated, NDPERS will divide shares equally between all beneficiaries with up to a 1% difference being credited to the eldest if there is any uneven split.**

If a named beneficiary does not survive, the share will be distributed among any surviving beneficiaries in proportion to the shares designated. 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 and that the total equals 100%.

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.

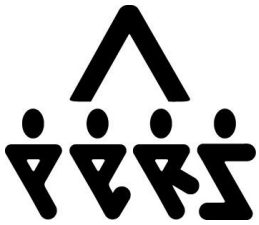
TRUSTEE DESIGNATION:

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.

**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; justify-content: space-between;"><div style="width: 48%;"><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? Is adult child Disabled?</div><div style="width: 48%;"><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: _____ <input type="checkbox"/> No <input type="checkbox"/> Yes, <u>If yes, please answer the following question</u> <input type="checkbox"/> No <input type="checkbox"/> Yes, <u>If yes, complete SFN 58556 and SFN 58798.</u></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.

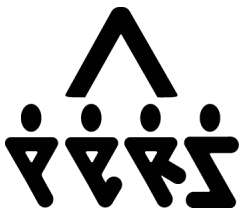
I further understand that no contractual right is created by this application or advance premium payment and the same shall not be considered accepted unless or until the Benefit Plan is issued to me. I have read this application in its entirety (front and back pages) and understand and acknowledge that 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

**FLEXCOMP ENROLLMENT**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM
SFN 53851 (Rev. 12-2024)

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

PART A 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)
Last Four Digits of Social Security Number	Date of Birth (mm/dd/yyyy)
Preferred Email Address	Empl ID (PeopleSoft Payroll System-Required)
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
---	------

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"/> USABLE – Accident Elite
<input type="checkbox"/> AFLAC-Lump Sum Critical Illness		<input type="checkbox"/> USABLE – Cancer Care Elite
<input type="checkbox"/> AFLAC-Specified Health Event Plan		<input type="checkbox"/> USABLE – 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 \$3,200	What is the total ANNUAL amount you want payroll deducted for the Plan Year? \$ _____ ANNUAL AMOUNT
---	--

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
---	--

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
---	------

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 \$3,200.

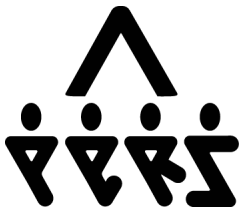
PART E DEPENDENT CARE REIMBURSEMENT ACCOUNT

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 ENROLLMENT/CHANGE**

NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM

SFN 3803 (Rev. 12-2024)

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 INFORMATION

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

PART B PROVIDER INFORMATION

Choose one: <input type="checkbox"/> Empower Companion Plan <input type="checkbox"/> Bravera <input type="checkbox"/> Nationwide <input type="checkbox"/> Bank of North Dakota	
<input type="checkbox"/> Grandfathered State of ND 457 plan. Enter Provider Name: _____ * not available to newly enrolling members	
SFN 3803 must be completed for each provider if participating with more than one provider.	
Agent Name (no agent can be named for the Companion plan)	Agent Telephone Number and/or email

PART C**COMPLETE IF NEWLY ENROLLED AFTER DECEMBER 31, 2024 IN THE DEFINED CONTRIBUTION PLAN**

<input type="checkbox"/> I am enrolled in the Defined Contribution Plan 2025 Tier 3. If applicable, I elect my employer match to be sent to the provider selected above.	
Participant's Signature (Electronic Signature will <u>not</u> be accepted)	Date (Must be prior to the date on Part F)

PART D CHECK ALL THAT APPLY

<input type="checkbox"/> 1. New Application <input type="checkbox"/> 2. Increase Deduction <input type="checkbox"/> 3. Decrease Deduction <input type="checkbox"/> 4. Suspend Deduction (Includes full-time to part-time) <input type="checkbox"/> 5. Lump sum Sick & Annual Leave <input type="checkbox"/> Exclude Regular Monthly Deduction Required for lump sum sick and annual leave-Last Date of Employment ____/____/____ (date required) * contact your employer in order for your lump sum deduction to be entered correctly.	<input type="checkbox"/> 6. Age 50 or older: Annual Catch-up <input type="checkbox"/> 7. Regular 3 Year Catch-up <input type="checkbox"/> 8. Provider Change <input type="checkbox"/> 9. Change in Agent only <input type="checkbox"/> 10. USERRA Missed Contributions
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PART E CALCULATION OF MAXIMUM ALLOWABLE DEDUCTION**Must be completed if you checked 1, 2, 3, 5, 6, 7, or 10 in Part D**

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 F SALARY REDUCTION AUTHORIZATION

Must be completed if you checked 1, 2, 3,5, 6,7, or 10 in Part D

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 G 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 insure the authorized amount is withheld from my paycheck.

PART G 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 D #5 or the date listed in Part F.)

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

Annual Limit for 2025: \$23,500
Age 50+ Limit for 2025: \$31,000
Regular 3 Year Catchup: \$47,000 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

Eligible 457 Providers include Empower Companion Plan, Bravera, Nationwide and Bank of North Dakota. If you have an account with a grandfathered State of ND 457 plan, please list the plan. Grandfathered plans are not available to newly enrolling members.

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

ELIGIBLE FOR DEFINED CONTRIBUTION PLAN 2025 (TIER 3 DC 2025)

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.

Elected officials specifically of participating counties, at their individual option, may enroll within the first six months of their term.

The employee must sign and date this section.

Defined Contribution 2025 (Tier 3 DC 2025): participation in a NDPERS State of ND 457 Plan also allows up to a 3% match from my employer if election in the Defined Contribution Plan was not maximized within the first 30 days of employment.

Part D CHECK ALL THAT APPLY
Check the applicable box(s).

Box 5 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.

Box 7 Regular 3 Year Catch-up –457 Deferred Compensation Catch-up Worksheet SFN 51501 MUST accompany this form.

Box 8 Provider Change - YOU MUST complete 2 Participant Agreement forms: *One for the new provider & √ 'New Application' 2. One to stop contributions to old provider & √ 'Suspend Deduction.'

Box 9 Change in Agent only - Complete Part A, B & F of this form

Note: All Defined Benefit Retirement Plans - enrollment automatically maximizes retirement savings by vesting in the employer's contribution through Portability Enhancement Provision (PEP).

Defined Contribution (Tier 1 DC) or Defined Contribution 2020 (Tier 2 DC2020) - there is no matching, PEP or employer match.

Defined Contribution 2025 (Tier 1 DC2025) – there is a matching employer contribution, up to 3% (if not matched at 3% in the DC plan).

PART E 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 F 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 G 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.

Defined Benefit Plan and Defined Contribution Plan: The employee's signature in this section **will authorize** a reduction in the employee's monthly wage and contribution to a deferred compensation plan.