



EMPLOYER'S NOTICE OF TERMINATION FOR DECEASED EMPLOYEES, POLICE OFFICERS AND FIREFIGHTERS

Retirement Rule 305.02 states:

“Within 30 days of a member’s termination from service, the member’s employer shall provide the New Hampshire Retirement System, on a form prescribed by the board of trustees, an ‘Employer’s Notice of Termination’.”

“If a member’s ‘Employer’s Notice of Termination’ form has not been received by the New Hampshire Retirement System within the above time period, retirement allowance payments shall cease until the New Hampshire Retirement System receives a completed ‘Employer’s Notice of Termination’ form.”

Employee Name: _____ Last 4 of SSN #: _____ Date of Death: _____ <div style="text-align: right;">Termination From Service Date: _____</div>	
1.	Dollar value of accrued credits paid at termination of employment
Type of Credit	
Vacation	_____ Days** x _____ Daily Rate = \$ _____
Sick	_____ Days** x _____ Daily Rate = \$ _____
Holiday	_____ Days** x _____ Daily Rate = \$ _____
Other*	_____ Days** x _____ Daily Rate = \$ _____ _____ Days** x _____ Daily Rate = \$ _____ _____ Flat Rate = \$ _____ Total _____ Days = \$ _____
2.	Total Termination Pay including total amount stated above “Termination Pay” - Includes any holiday, vacation, sick, longevity, or severance pay or other end- of -career compensation. <div style="text-align: right;">\$ _____</div>
3.	Termination Pay not paid within 120 days of employment termination If all compensation (salary and “termination pay”) owed to this member was not paid within 120 days of termination of employment, please explain the payment delay and identify the amount(s) of that payment(s). _____ <div style="text-align: right;">\$ _____</div>

*Please identify each category specifically.

**If time is accrued by hours, please convert to days.

NOTICE OF TERMINATION CONTINUED

4. Beginning with the most recent payment, please provide the following information for the final four (4) payroll cycles for this member.

Payroll Period	Date Paid	“Regular Pay” in this Payroll Period	Number of Days of “Regular Pay” in this Payroll Period	“Termination Pay” in this Payroll Period	Total Amount Paid in this Payroll Period
(1) _____ to _____	_____	\$ _____	_____	\$ _____	\$ _____
(2) _____ to _____	_____	\$ _____	_____	\$ _____	\$ _____
(3) _____ to _____	_____	\$ _____	_____	\$ _____	\$ _____
(4) _____ to _____	_____	\$ _____	_____	\$ _____	\$ _____

5. EMPLOYER CERTIFICATION:

The _____, certifies that the information provided in this statement is true and complete to the best of our knowledge.

(Name of Employer)

(Name and Title)

(Authorized Signature)

(Date Signed)

(Street)

(City)

(State)

(Zip Code)

(Employer Telephone Number)

NHRS RET 301.02 states:

“Termination from service” means a formal written termination from a position of employment for which the member was then eligible to participate in the retirement system and does not include any type of leave of absence, with or without pay, or other such temporary revocable separation from or cessation of service.”