



EMPLOYER'S NOTICE OF TERMINATION FOR EMPLOYEES, POLICE OFFICERS, AND FIREFIGHTERS NOT VESTED PRIOR TO 1/1/2012

Termination forms should be completed for members who are retiring and collecting a pension. The New Hampshire Retirement System (NHRS, the retirement system) does not require termination forms for members who have terminated their employment, but are not retiring. (Please note that there are separate termination forms for deceased members).

Employers must provide information on the member's final four payroll periods. NHRS cannot finalize the benefit payments for a member until this information is received. An extended delay in finalizing the retirement benefit may have an adverse impact on the member.

The employer information provided on this form should match the employer information contained in the monthly wage and contribution report submitted through the NHRS Data Reporting System (DRS). We recommend that the individual who submits reporting files to NHRS either completes this form or reviews it before it is sent to NHRS in order to avoid inconsistent reporting and delays.

Instructions for filling out this form are available at: https://www.nhrs.org/docs/default-source/employers-forms/htr-EPF_notvested_prior_1-1-2012.pdf

If you have additional questions, please contact: Joy Tardif at (603) 410-3570 or Joy.Tardif@nhrs.org; or Laurie Huber at (603) 410-3544 or Laurie.Huber@nhrs.org.

1. Member Information (Please fill out all boxes in this section)

Employee Name:	Last 4 of SSN #:
Date of Termination from <u>Full-time</u> Employment:	Retirement Date: ____/____/____

2. Beginning with the most recent payment, please provide the following information for the final four payroll periods for this member

Payroll Period	Date Paid	Number of Actual Days Compensated in this Pay Period	"Base Pay" in this Payroll Period	*Compensation Over Base Pay	Total
(1) _____ to _____			\$	\$	\$
(2) _____ to _____			\$	\$	\$
(3) _____ to _____			\$	\$	\$
(4) _____ to _____			\$	\$	\$

*Overtime, longevity, severance, cost-of-living bonus, payouts of holiday, vacation, sick, etc. (refer to RSA 100-A for a complete list). See "Earnable Compensation" chart on back explaining what is considered Earnable Compensation for members vested prior to 1/1/2012 and all other members.

3. Employer Certification

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

_____	_____	_____
<i>(Name and Title)</i>	<i>(Authorized Signature)</i>	<i>(Date Signed)</i>
_____	_____	_____
<i>(Street)</i>	<i>(City)</i>	<i>(State) (Zip Code)</i>

<i>(Employer Telephone Number)</i>		

EARNABLE COMPENSATION

Earnable Compensation is the compensation paid to a member that may be included in calculating Average Final Compensation (AFC). The definition of Earnable Compensation varies depending on membership status as of July 1, 2011, and/or vested status as of January 1, 2012. Here is a summary of changes to the definition of Earnable Compensation pursuant to House Bill 2, Chapter 0224, Laws of 2011.

KEY: Y – Included as Earnable Compensation. N – Not included as Earnable Compensation.

Type of Compensation	Prior to HB 2	Effective On and After 1/1/12	
		Vested Prior to 1/1/12	Not Vested Prior to 1/1/12
Full Base Rate of Compensation Paid	Y	Y	Y
Overtime Pay	Y	Y	Y
Holiday Pay	Y	Y	Y
Vacation Pay	Y	Y	Y
Sick Pay	Y	Y	Y
Annual Longevity Pay	Y	Y	Y
Cost of Living Bonus	Y	Y	Y
Additional Pay for Extracurricular & Instructional Activities <i>(Teacher and Employee members employed by a school district or SAU only)</i>	Y	Y	Y
Military Differential Pay - No Termination of Employment	Y	Y	Y
Fair Market Value of Employer Furnished Meals & Living Quarters, if Subject to Federal Income Tax	Y	Y	Y
Supplemental Pay by Employer while Member is Receiving Workers' Comp.	Y	Y	Y
Teacher Development Pay Not Part of Contracted Salary	Y	Y	Y
Military Differential Pay After Employment Termination to Enter United States Armed Forces	Y	Y	Y
Extra or Special Duty Pay <i>(Group II members only)</i>	Y	Y*	Y*
Severance Pay	***	***	N
Cash Incentives Paid by Employer to Encourage Member to Retire	Y	Y	N
Pay for Unused Vacation Time	Y	Y	N
Pay for Unused Sick Time	Y	Y	N
End of Career Additional Longevity Pay	Y	Y	N
Fair Market Value of Other Non-cash Compensation, if Subject to Federal Income Tax	N	N	N
Other Compensation & Fringe Benefits Subject to Federal Income Tax	N	N	N
Settlement Agreements	***	***	***
Amounts paid more than 120 days after Termination of Employment	***	***	N

* – Excluded if member's NHRS-eligible service commenced on or after 7/1/11; *** – Contact NHRS

Note: AFC is subject to limitations contained in RSA 100-A: 1, XVIII.

The New Hampshire Retirement System (NHRS) is governed by New Hampshire RSA 100-A, rules, regulations, and Federal laws including the Internal Revenue Code. NHRS also implements policies adopted by the Board of Trustees. These laws, rules, regulations, and policies are subject to change. Even though the goal of NHRS is to provide information that is current, correct, and complete, NHRS does not make any representation or warranty as to the current applicability, accuracy, or completeness of any information provided. The information herein is intended to provide general information only, and should not be construed as a legal opinion or as legal advice. Members are encouraged to address specific questions regarding NHRS with an NHRS representative. In the event of any conflict between the information herein and the laws, rules, and regulations which govern NHRS, the laws, rules, and regulations shall prevail.