

# How to Fill out a Termination Form: Teachers and Post-Secondary Faculty Vested Prior to 1/1/2012


For further information, please refer to the back of this page

The last day the employee worked in his or her full-time position.

Please list all termination pay being paid out at retirement (i.e. any unused vacation, sick, holiday, comp time, longevity, bonus, retirement incentives, etc.)

If the employee has not been fully compensated within 120 days of his or her termination date, please use this section to list the amount owed to the employee, and the reason for the delay.

List all Earnable Compensation paid to the employee in the last six contract periods.



**NHRS**  
New Hampshire Retirement System

New Hampshire Retirement System  
54 Regional Drive, Concord, NH 03301  
Phone: (603) 410-3500 - Fax: (603) 410-3501  
Website: www.nhrs.org - Email: info@nhrs.org

### EMPLOYER'S NOTICE OF TERMINATION FOR TEACHERS AND POST-SECONDARY FACULTY 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 six contract periods as well as any payments for accrued time and/or other lump sum payments that meet the statutory definition of Earnable Compensation. 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 completing this form are available at: <https://www.nhrs.org/docs/default-source/employers-forms/how-to-read-teachers-and-post-sec-faculty-vested-prior-to-1-1-2012.pdf>

If you have additional questions, please contact: Joy Tardif at (603) 410-3570 or [Joy.Tardif@nhrs.org](mailto:Joy.Tardif@nhrs.org); or Laurie Huber at (603) 410-3544 or [Laurie.Huber@nhrs.org](mailto: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 Full-time Employment:		Retirement Date: ____/____/____	
2. Type of Credit			
Dollar value of accrued time paid at termination of employment			
<i>*If time is accrued by hours, please convert to days.</i>			
Vacation	Days*:	Multiplied By:	Daily Rate: = \$
Sick	Days*:	Multiplied By:	Daily Rate: = \$
Holiday	Days*:	Multiplied By:	Daily Rate: = \$
	Days*:	Multiplied By:	Daily Rate: = \$
	Days*:	Multiplied By:	Daily Rate: = \$
<b>Total</b>	Days:		\$
Other			
Lump Sum	Description:		\$
Lump Sum	Description:		\$
<b>Total Termination Pay (including total amount stated above)</b>			\$
3. Termination Pay not paid within 120 days of employment termination			
If all compensation (Earnable Compensation 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).			\$
Reason for delay:			
4. Please identify all Earnable Compensation paid in each of the last six contract periods			
Contract Period ____/____ to ____/____	Elected Number of Pays:	Contract Salary: \$	**Additional Salary: \$
Contract Period ____/____ to ____/____	Elected Number of Pays:	Contract Salary: \$	**Additional Salary: \$
Contract Period ____/____ to ____/____	Elected Number of Pays:	Contract Salary: \$	**Additional Salary: \$
Contract Period ____/____ to ____/____	Elected Number of Pays:	Contract Salary: \$	**Additional Salary: \$
Contract Period ____/____ to ____/____	Elected Number of Pays:	Contract Salary: \$	**Additional Salary: \$
Contract Period ____/____ to ____/____	Elected Number of Pays:	Contract Salary: \$	**Additional Salary: \$
<small>**Any Earnable Compensation above and beyond the contract salary. See "Earnable Compensation" chart on back explaining what is considered Earnable Compensation for members vested prior to 1/1/2012 and all other members.</small>			

Reporting information on this form that is inconsistent with information previously submitted through the employer Data Reporting System will delay finalizing the employee's final pension benefit.

The retirement date is the date of the employee's retirement, not the employee's last day of employment. Please note the "1" is pre-filled because members can only retire on the first of a month. This date will be provided by NHRS.

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

All Earnable Compensation paid to the employee that is above the contract salary (i.e. extracurricular, clubs, etc.)

The amount the employee was contracted to be paid for the school year.

The number of payments the employee had elected to receive for their contract period.

5. Employer Certification	
The _____, certifies that the information provided in this statement is true and complete to the best of our knowledge.	
_____ <small>(Name and Title)</small>	_____ <small>(Authorized Signature)</small>
_____ <small>(Street)</small>	_____ <small>(Date Signed)</small>
_____ <small>(City)</small>	_____ <small>(Employer Telephone Number)</small>
_____ <small>(State)</small>	_____ <small>(Zip Code)</small>

NHRS Form 21/MS-21  
Revised 3/2018

Sign this section of the form certifying that the information provided is true and accurate to the best of your knowledge. (This section is on the back of the form.)

## **Section 1: Member Information**

Please fill out all boxes. This includes: Employee Name; Last Four Digits of Social Security Number; Date of Termination from Full-Time Employment; Retirement Date.

The “Date of Termination” is never the same as the “Retirement Date.” The “Date of Termination” is the last date the employee worked in his or her full-time position. The “Retirement Date” is the date the employee has elected to be considered “retired” with NHRS, and is always the first of a month (NHRS will provide the “Retirement Date” for employers). Since the employee cannot still be in service on the day his or her “Retirement Date” comes into effect, the “Date of Termination” must be prior to the “Retirement Date.”

Please note: Termination forms are meant for employees who are retiring. If the employee is no longer employed, but not yet retiring, we do not require these forms to be completed. NHRS has separate termination forms for deceased employees.

## **Section 2: Type of Credit**

Use this section to list all termination pay. For example, any unused vacation, sick, or holiday time, longevity, comp time, retirement incentives, etc. paid out at retirement. There are two blank lines below “Holiday” to fill in other types of payments that meet the statutory definition of Earnable Compensation.

If needed, use the “Other” section to list any lump sum payments being made to the employee, and include a description of what the payment is.

Only list termination pay that was paid out at the time of retirement. If an employee was paid out termination pay over the course of several years, those wages would appear under “Additional Salary” for the corresponding year in section 4.

If time is accrued by hours, convert them to days.

## **Section 3: Termination Pay not paid within 120 days**

If compensation was not paid to the employee within 120 days of his or her Date of Termination, list the amount owed to the employee and the reason for the delay.

## **Section 4: Final Six Contract Periods**

List all Earnable Compensation paid to the employee in his or her final six contract periods.

“Elected Number of Pays” refers to the number of payments the employee had elected to receive for the contract period.

“Contract Salary” is the amount that the employee was contracted to be paid for in the school year. If the employee worked a partial year, list only what was paid out to them -- not the contract salary that he or she would have received had they worked the full school year.

“Additional Salary” refers to all Earnable Compensation paid out to the employee that is above and beyond his or her contract salary (i.e. extracurricular, clubs, etc.) Do not include monies that are not considered Earnable Compensation (i.e. health clubs, excess life insurance, etc.) For reference, the NHRS Earnable Compensation chart is available on the back side of the form.

## **Section 5: Employer Certification**

Sign this section of the form certifying that the information provided is true and accurate to the best of your knowledge.

### **Please Note:**

We recommend that the individual who submits reporting files to NHRS either fills out “Notice of Termination” forms, or reviews them before they are sent to NHRS in order to avoid inconsistent reporting and resulting delays.

The NHRS “Earnable Compensation” chart is on the back side of the form. This chart explains what is considered Earnable Compensation for members vested prior to 1/1/2012 and all other members.

If you have any questions while completing this form, please contact:  
Joy Tardif at (603) 410-3570 or email [Joy.Tardif@nhrs.org](mailto:Joy.Tardif@nhrs.org); Laurie Huber at (603) 410-3544 or email [Laurie.Huber@nhrs.org](mailto:Laurie.Huber@nhrs.org).