

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 that 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: Final Four Payroll Periods

List the final four payroll periods in which the employee received pay. If for any reason the employee did not receive pay for any of the last four pay periods, continue back until reaching a pay period for which he or she received payment. Be sure to break out the Base Pay vs. Compensation Over Base Pay when completing this part of the form.

Under “Number of Actual Days Compensated in this Pay Period,” please note that this includes used sick time, vacation time, etc., even if the employee was not physically present in the office. If time is accrued by hours, convert them to days.

Under “Compensation Over Base Pay,” list any wages paid above and beyond the Base Pay (i.e. overtime, longevity, etc.)

Do not include any part-time wages.

Section 3: 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 these 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 NHRS at (603) 410-3500 or email termforms@nhrs.org.