



## EMPLOYER'S NOTICE OF TERMINATION FOR TEACHERS AND POST-SECONDARY FACULTY

Employers must provide information on the members' final eight 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.**

Instructions for completing this form are available at: <https://www.nhrs.org/docs/default-source/employers-forms/htr-teachers-and-post-sec-faculty-members---2026.pdf>

If you have additional questions or to submit completed termination forms, please contact NHRS by email at [termforms@nhrs.org](mailto:termforms@nhrs.org).

Please note that as of **May 2026**, NHRS is using an updated version of this form.

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

<b>Employee Name:</b>	<b>Last 4 of SSN #:</b>
<b>Date of Termination from <u>Full-time</u> Employment:</b>	<b>Retirement Date:</b> /1/

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>		<b>\$</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:	

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.

