

# Salary Verification-Pending Retiree Form

- This form is used for those teachers who are retiring
- Due as soon as possible after being notified of a teacher retiring
- Include documentation for extra salary over \$1,000
- If a teacher gets paid out their contracts at the end of the school year, please indicate this in either May or June of the form
- Be sure to complete ALL sections (except Person ID)



## SALARY VERIFICATION – PENDING RETIREE (126)

NORTH DAKOTA RETIREMENT AND INVESTMENT OFFICE  
TEACHERS' FUND FOR RETIREMENT DIVISION  
SFN 59158 (2-2022)

Be Legendary.

**Member:** Take this form to your employer's business manager or payroll office for completion. Discuss with them any anticipated leave without pay and/or any extra duties that may affect your current salary.

**Business Manager:** Please complete this form for a TFFR member who is retiring. List base contract salary and detail any salary additions or reductions by month. Include any salary to be earned or lost in the appropriate month. Additional pay must be documented. Please include copies of all pay documentation (contracts, board minutes authorizing payment, etc.) and any other documentation that will assist TFFR in verifying the member's current salary. Report eligible TFFR salary only.

Member Name <b>John Doe</b>		Person ID <i>(For office use only)</i>	Fiscal Year 07-01- 23 through 06-30- 24
Annual Base Contract Salary <b>\$80,000.00</b>		Number of Payments 24	
Estimated Last Day Worked 06/02/2024		Estimated Number of Compensated Hours 700	
Month	Base Contract	Additions/Reductions to Base Contract (Do not list ineligible TFFR pay—Ex: unused leave, bus driving, etc.)	Total Eligible Contract Salary (Do not include TFFR pickup)
<i>Example</i>	\$3,000	\$1,000 BB Coaching; \$500 Curriculum Writing; -\$230.50 Leave W/out Pay	\$4,269.50
July			
August			
September	\$6,666.66	\$2,000.00 FB Coaching	\$8,666.66
October	\$6,666.66	\$2,000.00 FB Coaching	\$8,666.66
November	\$6,666.66	\$2,000.00 FB Coaching	\$8,666.66
December	\$6,666.66	\$125.00 In-staff subbing	\$6,791.66
January	\$6,666.66	\$62.50 In-staff subbing	\$6,729.16
February	\$6,666.66		\$6,666.66
March	\$6,666.66	-\$500.00 Leave without pay	\$6,166.66
April	\$6,666.66		\$6,666.66
May	\$6,666.66		\$6,666.66
June	\$20,000.06		\$20,000.06
<b>Total Estimated Eligible Contract Salary for Fiscal Year</b>			<b>\$85,687.50</b>

Name of Employer Best Public School		Employer Number (5-digit) 99-999
Employer Payment Plan Model <input type="checkbox"/> Model 0 <input type="checkbox"/> Model 1 <input checked="" type="checkbox"/> Model 2 Partial <u>9.75</u> % of Employee Pickup <input type="checkbox"/> Model 2 Full <input type="checkbox"/> Model 4		
Signature of Business Manager <i>Business Manager</i>		Date 01/30/2024
		Telephone Number 701-123-4567

**RETURN TO:**

ND Retirement and Investment Office  
PO Box 7100  
Bismarck ND 58507-7100

Telephone: 701-328-9885  
Toll free: 800-952-2970  
Fax: 701-328-9897  
Email: rio@nd.gov