



**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 NHRS at (603) 410-3500 or email termforms@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. 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:	=	\$
Total	Days:				\$

Other		
Lump Sum	Description:	\$
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Total Termination Pay (including total amount stated above)		\$

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).	\$
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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: \$
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**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.

5. Employer Certification				
<p>The _____, certifies that the information provided in this statement is true and complete to the best of our knowledge.</p> <p style="text-align: center;">(Name of Employer)</p>				
<i>(Name and Title)</i>		<i>(Authorized Signature)</i>		<i>(Date Signed)</i>
<i>(Street)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>	<i>(Employer Telephone Number)</i>

NHRS Form 21/MS-21
Revised 5/2020

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 list of compensation types under RSA 100-A breaking down to whom they apply. For more information on earnable compensation, see: <https://www.nhrs.org/employers/employer-resources/laws-administrative-rules/statutory-interpretive-guidance>

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

Type of Compensation	Vested Prior to 1/1/12	Not Vested Prior to 1/1/12
Full Base Rate of Compensation Paid	Y	Y
Overtime Pay	Y	Y
Holiday Pay	Y	Y
Vacation Pay	Y	Y
Sick Pay	Y	Y
Annual Longevity Pay	Y	Y
Cost of Living Bonus	Y	Y
Additional Pay for Extracurricular & Instructional Activities (<i>Teacher/Employee members employed by a school district or SAU and full-time CCSNH faculty* only</i>)	Y	Y
Teacher Development Pay Not Part of Contracted Salary	Y	Y
Annual cash attendance stipends or bonuses (<i>effective 9/10/19</i>)	Y	Y
Fair Market Value of Employer Furnished Meals & Living Quarters, if Subject to Federal Income Tax	Y	Y
Supplemental Pay by Employer while Member is Receiving Workers' Comp.	Y	Y
Salary Continuance	Y	Y
Military Differential Pay - No Termination of Employment	Y	Y
Military Differential Pay After Employment Termination to Enter United States Armed Forces	Y	Y
Extra or Special Duty Pay (<i>Group II members only</i>)	Y	Y**
Severance Pay	***	N
Cash Incentives Paid by Employer to Encourage Member to Retire	Y	N
Pay for Unused Vacation Time	Y	N
Pay for Unused Sick Time	Y	N
End of Career Additional Longevity Pay	Y	N
Settlement Agreements	***	***
Amounts paid more than 120 days after Termination of Employment	***	N

* – Effective 9/10/19 for CCSNH; ** – 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.