North Carolina
Total Retirement Plans

Certification of Service as Register of Deeds

Please print or type in black ink.

Section A. This employee recently applied for retirement.

FIRST NAME	MI	LAST NAME	SUFFIX	SSN

MAILING ADDRESS	MEMBER ID

CITY	STATE	ZIP CODE	TELEPHONE NO.	DATE OF BIRTH

RETIREMENT SYSTEM	EFFECTIVE RETIREMENT DATE

Section B. Employer Certification

This section should be completed by the county with which the service as Register of Deeds was performed.

Dates of service as Register of Deeds. **(Do not include service as Assistant or Deputy of Register of Deeds.)**

From _____ to _____ From _____ to _____
Month/Yr Month/Yr Month/Yr Month/Yr

Last regular annual salary received as a Register of Deeds.

$ _____

You must certify the retiring Register of Deeds' (ROD) service and compensation as an ROD. ROD retirement calculations cannot begin until this form has been properly completed and return to the Retirement Systems Division.

Section C. Certification

I certify that I have examined the personnel and payroll records of the county and such records reflect the service and compensation paid to the above-named Register of Deeds. By signing below, I hereby certify the accuracy of the information and amounts provided.

CONTACT FIRST NAME	CONTACT LAST NAME	POSITION TITLE

EMPLOYER/AGENCY	UNIT NO.

E-MAIL ADDRESS	TELEPHONE NO.	FAX NO.

Employer Contact's Signature _____ Date_____

Section D. Please submit this form by mail or fax.

Please complete this form and return to the address below promptly for processing.

N.C. Department of State Treasurer, Retirement Systems Division
3200 Atlantic Avenue, Raleigh, North Carolina 27604
919-814-4590

www.myNCRetirement.com