



**Section D. Employer, certify the information you have provided.**

I hereby certify that the information provided about the employee named in Section A is true and correct to the best of my knowledge, and if any of this information changes, I will notify the Retirement Systems Division with a revised Form 714.

Employer Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact First Name		Contact Last Name	
Employer / Agency		Contact Position Title	
Mailing Address	City	State	Zip Code
Email Address		Phone	
Member Last Name		SSN	

**Submit the completed form by mail or email.**



**Guide A. What is the purpose of Form 714?**

This form is used to grant the member non-contributory service credit when the member has been in receipt of Short-Term Benefits.

Please note the following when completing this form:

**Section B.**

The dates should coincide with the dates listed on the member's previously submitted Form 711.

**Section C.**

The dates should coincide with the dates listed in Section B.

**Guide B. How do I complete the Form 714?**

The following information serves as a guide to completing Section C of this form.

- Use each line, starting from the top left side of the chart, to record the Short-Term payments you paid to your employee in chronological order.
- The check or direct deposit number requested in the chart should correspond to the check or transaction number of the direct deposit.

- "Date of payment" should be the day the check was issued or the direct deposit transaction was made.
- The "date of payment" should occur after the "end date of period covered."
- Record the gross payment amount. This is the amount before any deductions or taxes.

**Guide C. How is service credit granted?**

Non-contributory service credit is granted when a member becomes disabled and is in receipt of disability benefits. This is not membership service but counts as retirement service credit. Service credit accrues when a member is in receipt of Short-Term Benefits.

Members do not accrue service credit while on Workers' Compensation or unpaid leave. If a member is in receipt of membership service during the month they receive Short-Term Disability Benefits, the member is not entitled to receive service credit for that month.

**These guides are subject to and governed by the General Statutes of the State of North Carolina.**