North Carolina
Retirement Systems

Form 714
Requesting Service Credit for the DIPNC Short-Term Disability Period

Print or type in black ink. No erasures, strikeovers or whiteouts permitted. Do not staple pages.

Section A. Employer, provide member information.

First Name	M.I.	Last Name	Member ID

Position Title	Date of Birth	SSN

Section B. Employer, provide information to request the granting of service credit.

What period (MM-DD-YYYY) was the member eligible for and receiving Short-Term Benefits?
- *Do not include any period the member was exhausting accumulated leave.*

Begin Date	End Date

Section C. Employer, record the Short-Term payments.

Use each line to document the member's Short-Term Disability Benefits payment history. If the member exhausted leave or received Worker's Compensation (WC), and/or severance salary continuation during the Short-Term Disability period, record those details in the space provided. A full 365 days of payments must be documented to ensure non-contributory service credit can be added to the member's account.

*Complete the "Less Earnings Reduction" column only if the member exceeded his/her earnable allowance during his/her Short-Term payment period.

Payment Type	Check or Direct Deposit Number (Optional)	Date of Payment	Begin Date of Period Covered	End Date of Period Covered	Gross Amount of Payment	Less Earnings Reduction*	Amount of Payment

Continue to the next page.

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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.

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Form 714 Guides
Requesting Service Credit for the DIPNC Short-Term Disability Period

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.

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