



### Department of State Treasurer

Retirement Systems Division  
3200 Atlantic Avenue, Raleigh NC 27604  
www.myNCRetirement.com • (919) 814-4590

#### 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.

#### Guide D. Submit this form by mail or fax.

This form is for granting service credit. This form must be completed in its entirety for service credit to be granted.

Submit these documents to the address below, or fax to (919) 855-5800.

#### Thank you.