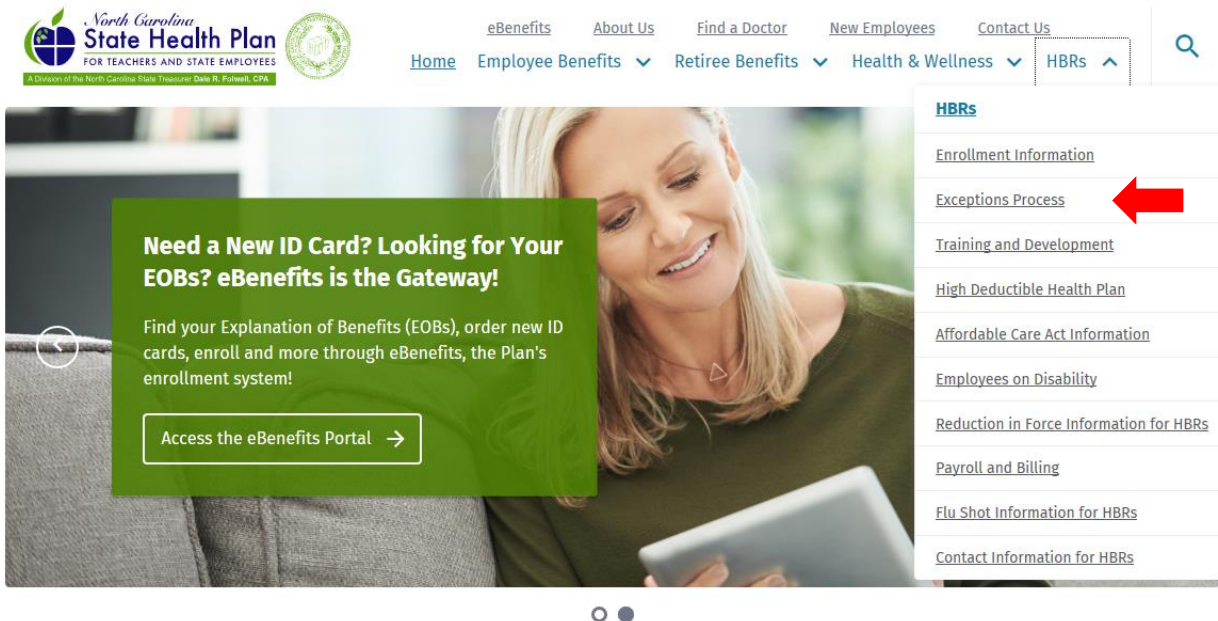


Instructions for Completing the Retiree Termination of Coverage Form

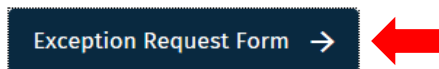
1. Go to shpnc.org and select the “Exceptions Process” under the HBR tab.



2. Scroll down and click on the “Exception Request Form.”

How to Submit an Exception Request

Please click the link below to submit an exception. If you have any questions regarding this form, please email HBRInquiries@nctreasurer.com.



3. Fill in the boxes with all of the required information and click "Next."

Exception Form

Group Information

1 / 3 33%


* Agency/Organization Name

* HBR Contact Name * HBR E-Mail Address

Complete all of the boxes on the form.

For the Type of Request, select "Rehired Retiree." Select "Other" in the "How was error made?" box and fill in the drop-down box with "Termination Request." Complete the "Effective Date" box with the date the Retiree will return to work. Under "Reason for Exception" box, place the date of request and type in Termination Request. Missing information will be required before you can move to the next step. This will include ALL boxes in the "member details" section. Click **NEXT** when finished.

Type of Request How was error made? Effective Date



* Member Details

Name

ID# or SSN

Address

Address 2


City/Town

State/Province

ZIP/Postal Code


Email Address

Phone Number



Any necessary supporting documentation should be uploaded to the members document center in eBenefits.

* Reason for Exception



4. Click on 'Accept' for the appeals information and the next screen will show "Done." You have completed the process! You will receive an email once the request has been processed.



Dale R. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

Exception Form

Exception Submitted!

Done