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@nc treasurer.com.
3. Fill in the boxes with all of the required information and click “Next.”

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.
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.