



North Carolina Office of the State Controller  
**BEST Settlement Action Attachments**

<b>Agency:</b>	<b>Employee Name:</b>
<b>Personnel #:</b>	<b>HEAT Ticket # (BSS will input):</b>

	Please check the appropriate box for the attachments below:	Comments
Signed Settlement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
DOJ emails and <i>or</i> other legal documentation as appropriate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Signed and Notarized <b>PD-14</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
OSHR Action Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
W2 or 1099 RE to Earnings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Longevity	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Unemployment Insurance Amount during Settlement Period letter from DES	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
State Health Plan (SHP) Executive Administrator Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Time Entry Spreadsheet	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
Retirement System Letter showing Employer and Employee Contributions Due	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	
NC4 & W4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	