



Main Office
 500 Rutherford Avenue, Suite 210
 Charlestown, MA 02129-1628
Phone 617-679-MTRS (6877)
Fax 617-679-1661
Online mass.gov/mtrs

Reporting contributions for MTRS members called to active military duty
Military Service Leave Reporting form

SECTION 1

MEMBER DATA

a) Name of member Last
 First MI
 b) Social Security number XXX-XX-XXXX
 c) Date of birth mm/dd/yyyy
 d) Mailing address Number and street
 City State ZIP

SECTION 2

MILITARY DATA

a) Period of military leave mm/dd/yyyy..... From to

SECTION 3

SCHOOL DISTRICT DATA

a) Name of school district.....
 b) Enter the amount of total regular compensation that the member would have been paid during the period of military service leave
 c) Enter the total amount of retirement contributions that would have been deducted from the amount listed in Line b

SECTION 4

EMPLOYER REPRESENTATIVE'S STATEMENT AND SIGNATURE

I hereby certify, under the penalties of perjury, that the above information is true, complete and correct to the best of my knowledge. Additionally, I have made a copy of this page for future reference and clarification, if necessary.

Signature Date
 Name (please print)
 Title
 Phone Fax
 Email

Thank you for your assistance to us and our members!