

Ready for Retirement

Reference guide

February 2025

MTRS
MASSACHUSETTS TEACHERS'
RETIREMENT SYSTEM



Contacting us...

The MTRS operates two offices; depending on where you are employed, you should contact the office in Charlestown or in Springfield.



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Office hours and services

9 a.m. – 5 p.m., Monday through Friday

When writing to us...

Please include your name and member number (if known) on your correspondence; do not include any portion of your Social Security number. For your protection, be sure to keep your member number confidential.

Visit us at mass.gov/mtrs/!

- Generate your retirement checklist
- Estimate your retirement benefits under Options A, B and C
- Watch videos on topics covered in this program
- Download forms

Save yourself the drive—visit our website, contact us at mtrs.state.ma.us/geninfo/, or call us with your questions.

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Ready for Retirement

For members with effective membership dates before April 2, 2012 (Membership Tier 1)


Seminar presentation and notes	2–30
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A Membership Tier 1 vs. Membership Tier 2: How they differ, by provision	31
B The “retirement percentage” charts: The total percentage of salary average allowed, based on service and age Membership Tier 1 (established membership before 4/2/2012) Membership Tier 2 (established membership on or after 4/2/2012)	32 33
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The MTRS staff has developed this presentation to remind and inform you of your retirement benefit options, to give you the information you need to estimate your actual retirement allowance and to point out other issues you will need to consider in retirement.

This booklet, written by the staff of the MTRS, was prepared exclusively for use by members of the Massachusetts Teachers' Retirement System in conjunction with the seminar entitled *Ready for Retirement*. It is not intended as a substitute for the Massachusetts General Laws nor will its interpretation prevail should a conflict arise between the contents of this booklet and M.G.L. c. 32; rules governing retirement are subject to change periodically either by statute of the Massachusetts Legislature or by regulation of the Teachers' Retirement Board. Finally, no part of this publication may be reproduced in any form or by any means without the prior written permission of the Massachusetts Teachers' Retirement System.

IMPORTANT NOTICE TO MEMBERS WHOSE EFFECTIVE MEMBERSHIP DATE IN A MASSACHUSETTS CONTRIBUTORY RETIREMENT SYSTEM IS ON OR AFTER APRIL 2, 2012: Based on your membership date, you are in Membership Tier 2, and subject to a different, less advantageous benefit structure than provided under Tier 1. Please note that, unless otherwise noted, the benefit examples illustrated in this program and booklet reflect the benefits provided under Tier 1, **not** Tier 2. If you have questions about your retirement benefits, or specific calculations, please contact us at mtrs.state.ma.us/geninfo/.





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Overview

Timely notes and important updates

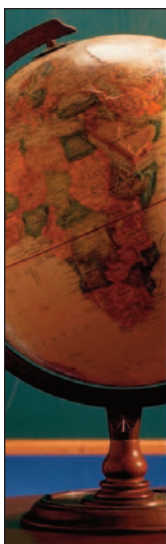
Part 1 Pre-retirement issues
What you need to do and consider before you retire

Part 2 The application process
A step-by-step walk-through of the process, so that you know what to do and to expect—and when

Part 3 Other retirement issues
Other topics you need to be aware of as you approach retirement

Q&A

- Formed on July 1, 1914, the MTRS has now been proudly serving Massachusetts educators for over 100 years!
- **Take note:** Because the MTRS is a defined benefit plan, fluctuations in the financial markets do **not** affect the formula or the amount of your benefits. The pension fund is managed by the Pension Reserves Investment Management (PRIM) Board, and is invested in a well diversified portfolio, with a focus on long-term returns.
- For information on the pension fund’s investment allocation and performance history, as well as biographical sketches of our Board members, see our website.



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The MTRS plan and your benefits

- The MTRS is a defined benefit plan under Section 401(a) of the Internal Revenue Code
- Your benefit is determined according to a set formula, and paid monthly for life
- Fluctuations in the financial markets do **not** affect the amount of your benefits; the pension fund is invested in a well diversified portfolio, with a focus on long-term returns

- Pension Reform III, effective November 16, 2011, created a new benefit structure for individuals who became members of Massachusetts public retirement systems on or after April 2, 2012.
- Changes to the benefit structure for Tier 2 members include:
 - an increase in the minimum retirement age from 55 to 60;
 - an increase in the final salary average period from 3 years to 5 years; and,
 - a reduction in the age factors used to calculate retirement benefits. (See page 33 for the age factors for Tier 2.)
- For a side-by-side comparison of the differences between Tier 1 and Tier 2 provisions, see page 31.



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Terminology

“Membership Tier”

- Pension Reform III created a different benefit structure for new members of Massachusetts public retirement systems on or after April 2, 2012
- Because benefits are now based, in part, on membership date, MTRS distinguishes between two “Membership Tiers” depending on when you established membership in any MA public contributory retirement system:
 - **Before April 2, 2012** **Tier 1**
 - **On or after April 2, 2012** **Tier 2**

NOTE: The benefits provided under Tier 2 will not be covered during this program

- **All members contribute a percentage of earnings...**
Your rate is determined by the date on which you established membership rights in the public retirement system.

MA retirement system start date	Rate
Prior to 1/1/75	5%
1/1/75 through 12/31/78	7%
1/1/79 through 12/31/83	7% + 2% on earnings over \$30K
1/1/84 through 6/30/96	8% + 2% on earnings over \$30K
7/1/96 through 6/30/01	9% + 2% on earnings over \$30K
7/1/01 through 4/1/12	11% (RetirementPlus)
On or after 4/2/12 (Tier 2)	11% (RetirementPlus; reduced by 3% after 30 years of service)

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Understand that not all earnings qualify as regular compensation...

Included:	Excluded:
<ul style="list-style-type: none"> ■ Annual base salary per collective bargaining agreement (CBA) or individual contract ■ Regular longevity ■ Athletic coaching ■ Annual payments for additional services pursuant to CBA 	<ul style="list-style-type: none"> ■ Amounts paid due to employer's knowledge of retirement ■ Sick leave buy-back ■ Unused vacation ■ Hourly payments ■ Temporary salary augmentations ■ Annuities and fringe benefits

- Just as you pay contributions only on earnings that count as “regular compensation,” when we determine your final salary average for your retirement benefit calculation, we count only your “regular compensation.”
- **Temporary salary augmentations:** Pursuant to Public Employee Retirement Administration Commission (PERAC) regulation 840 CMR 15.03, regular compensation excludes extraordinary, ad hoc, nonrecurring salary enhancements, such as enhanced longevity buy-out provisions (ELBOs).
- **Exceptions to hourly payment exclusion:** Hourly payments for coaching, breakfast/lunch duty may qualify as regular compensation. These payments will be reviewed when you retire, and their status determined at that time.

Regular compensation & Pension Reform Act of 2009

Members with membership dates after 12/31/1995 are subject to pensionable earnings limits

There are federal and state limits on the amount of pensionable earnings (“regular compensation”) that can be used in computing benefits for active members of public retirement systems with effective membership dates after 12/31/1995. Specifically, for members with effective membership dates:

- **After 12/31/1995**, the pensionable earnings limit for calendar year 2024 is **\$345,000** (pursuant to Internal Revenue Code § 401(a)(17); refer to 2024 PERAC Memo 4).
- **After 1/1/2011**, the pensionable earnings limit for calendar year 2024 is **\$220,800** (pursuant to Section 23 of Chapter 131 of the Acts of 2010; refer to 2024 PERAC Memo 5). For the purposes of imposing a pension “cap,” the maximum amount of regular compensation that may be used in the determination of the final average salary was set at 64% of the annual limit pursuant to the Internal Revenue Code, 26 U.S.C. 401(a)(17). In 2024, the 401(a)(17) limit is \$345,000. Accordingly, the maximum amount of regular compensation for a member whose most recent date \$220,800 in 2024 (64% of \$345,000).

- Credit for day-to-day substitute service is based on the number of full days worked, divided by 180 (the number of days in a standard school year).
- As of January 1, 2023, the interest rates charged on service purchases changed: actuarial interest is 7.00%; buyback interest, 3.5%.
- **A note about pre-1975 maternity leave credit** (not listed on slide): As you may know, in 2001, eligible members who took an unpaid leave, or resigned, for maternity or adoption purposes prior to January 1, 1975, were given the opportunity to purchase creditable service for their leaves; this service had to be purchased by December 31, 2001. However, in certain rare circumstances, members who did not have ten years of creditable service as of December 31, 2001 may qualify to purchase this service upon attaining ten years of creditable service. If you believe that you may qualify, please contact our office for assistance.

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Creditable service

Purchasable service

Billed at “actuarial” interest rate

- Refund buy-back
- MA state or municipal employment
- MA substitute or temporary teaching
- Out-of-state public school teaching
- Nonpublic school teaching (pre-1973, private school)
- Dept. of Defense overseas dependent school teaching

Billed at “buyback” interest rate

- Military service
- Nonpublic school teaching (MA publicly funded school)
- Vocational education
- Peace Corps service

Part 1: Pre-retirement issues

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Important reminders...

- In order to purchase service, you must be **active** at the time of application (exception: Peace Corps service and refund buybacks)
- All service purchases must be paid in full **prior** to your date of retirement
- Late payments will postpone your date of retirement and delay your first retirement check





- If you wish to pay via a rollover or transfer, be aware that your financial institution may take up to 60 days to process your request. If your rollover or transfer cannot be completed by the invoice due date or your date of retirement, whichever comes first, please do not pursue this payment method.

Additionally, it is **your** responsibility to make sure that your payment is forwarded by your financial institution—not the MTRS’s responsibility. If your financial institution does not forward the payment by the due date, you will be responsible for any higher interest charges.

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Complete your service purchases NOW

- If you have rendered past creditable service that is eligible for purchase (see page 5 of program guide), investigate the benefit and cost of purchasing it **NOW**, if you haven’t already
- **All service purchases must be paid in full prior to your date of retirement**—remember:
 - Rollovers and trust-to-trust transfers take time—start now and follow up with your financial institution until they confirm transfer
 - Late payments will postpone your date of retirement and delay your first retirement check
 - On an installment plan and retirement date approaching? Contact us for your buyout cost



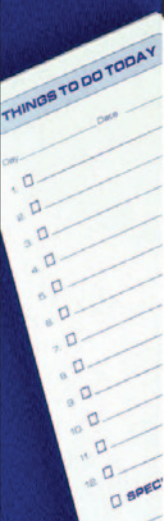

If you apply to purchase service within six months before your date of retirement, please indicate your anticipated date of retirement on your service purchase form so that we may assign it the proper priority to ensure that it is processed in time for you to pay for it prior to your date of retirement.

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Creditable service

How do I purchase service?

- **Download** service purchase forms from mass.gov/mtrs > Forms
- **Submit** completed form to MTRS for processing; we will send you an invoice
 - The cost typically includes **principal** (past earnings x applicable contribution rate) and **interest**
 - Special formulas apply to certain types of purchases (e.g., voc-exp, military)
- **Pay** by personal check, a rollover or transfer from an eligible plan, or through our five-year installment plan (must be paid for *before* your date of retirement)



Review the types of creditable service on the next page. If applicable, take steps to purchase your past creditable service. Please note these three important reminders...

- 1) **You must pay for all of your service purchases BEFORE your date of retirement.** Late payments will **DELAY** your date of retirement—and because retirement benefits are retroactive only to your date of retirement, **late payments will cause you to lose money!**
- 2) **Start early.** Since it may take time for you and your prior employers to gather documentation of your past service, we strongly encourage you to start the service purchase process early—please don’t wait until the last minute!
- 3) **Be sure to complete your application in full.** Incomplete applications will cause delays as they will be returned to you for completion.

Part 1: Pre-retirement issues

Creditable service

What it is, how it's credited and/or purchased, and applicable interest rates

The amount of creditable service you have is very important: it is one of the three factors used to calculate the amount of your retirement benefit (the other two are your age and salary average); and, it determines whether you are “vested” for purposes of receiving a retirement benefit.

■ Service that is automatically credited by the MTRS

- Regular MA public school teaching service:** Credited through your school’s monthly deduction reporting. [Note: If you previously rendered MA public school service, and then left and took a refund of your MTRS account, you may “buy back” your prior service credit (this is known as a “refund buyback”). See Other MA public service, below.]
- Authorized leaves of absence, including sabbaticals:** For paid leaves, credited based on the length of your leave and amount of compensation received, as documented by you and your school district; for unpaid leaves, up to one month of credit.
- Military leave of absence during your membership in a MA contributory retirement system:** If you are called to military duty while you are a member of a Massachusetts retirement system, and, within two years of your discharge or release, you return to membership service, your military leave will be credited based on documentation from you and your school district or municipality.

■ Service that you must apply to purchase—and pay for prior to your date of retirement

If you rendered any of the types of service listed below, you may be eligible to purchase credit for your service. If you wish to purchase credit, you must complete and submit the appropriate service purchase applications (available on our website at mass.gov/mtrs), along with any required documentation. We will review your application, determine your eligibility to purchase your service, and send you an invoice. Please note:

- As of July 3, 2014, to be eligible to purchase service (excepting Peace Corps service and refund buybacks), at the time you submit your service purchase application, you must be a member in service with the MTRS (generally, you are a “member in service” if you are: actively teaching; receiving Workers' Compensation for total incapacity; on a sick leave; or, on an authorized unpaid leave of less than one year).
- All service purchases must be **paid for in full** prior to your date of retirement; late payments will delay your date of retirement.
- Be aware that the service purchase process may take several months, so please be sure to start the service purchase process as early as possible in advance of your desired retirement date.

Type of purchasable service	Maximum time creditable	Applicable interest rate
<input type="checkbox"/> Other MA public service with the MTRS or a MA town, city, state, county or regional authority¹, during which...		Actuarial interest (as of 1/1/2023, 7.00%) ¹
<input type="checkbox"/> You were NOT a member of a MA contributory retirement system	20 years	
<input type="checkbox"/> You WERE a member of a MA contributory retirement system, and after which, you withdrew your funds (known as a “refund buyback”)	No maximum	
<input type="checkbox"/> MA public school substitute, temporary or part-time teaching or tutoring service	20 years	
<input type="checkbox"/> Out-of-state public school teaching service^{2, 4}	10 years	
<input type="checkbox"/> Nonpublic, private school teaching service BEFORE 1973^{2, 3, 4} (out-of-state or in MA)	10 years	Buyback interest (as of 1/1/2023, 3.5%)
<input type="checkbox"/> Overseas dependent school teaching service^{2, 4}	5 years	
<input type="checkbox"/> Vocational education work experience (for Chapter 74 certified educators)	3 years	
<input type="checkbox"/> Nonpublic school teaching service in a MA publicly funded school^{3, 4}	10 years	
<input type="checkbox"/> Peace Corps service	3 years	
<input type="checkbox"/> Pre-1975 maternity leave (except in rare situations, you must have purchased this service by 12/31/2001; however, if you believe you may qualify, please contact our office)	4 years	No interest charged on 1st invoice, 1st due date; thereafter, buyback interest
<input type="checkbox"/> Active military service in U.S. armed forces, MA National Guard or Active Reserves (other than a military leave of absence during membership in a MA contributory retirement system)	Generally 4 years	
You may purchase your eligible military service at any time during your active membership prior to one year after the date you reach 10 years of creditable service or 8/8/2025, whichever occurs last. For info and exceptions, visit our website.		

¹ EXCEPTION: If you established membership in a Massachusetts public retirement system on or after April 2, 2012, and you had previously been a member of a Massachusetts public retirement system and taken a refund of your account, you will have one year from the date that you re-entered public service to apply and pay for your service purchase at the lower “buyback” interest rate. After your first year of re-entry to membership, you will be subject to actuarial interest.

² You may purchase a combined total maximum of ten years of out-of-state service (i.e., service rendered: in an out-of-state public school; before 1973 in an out-of-state nonpublic school; or, in an overseas dependent school).

³ You may purchase a combined total maximum of ten years of nonpublic school service.

⁴ In order to receive credit for your out-of-state and/or nonpublic school purchases toward your retirement benefit calculation, you must—at the time of retirement—also have at least as many years of “matching” Massachusetts membership service; you may not count your same years of “matching” Massachusetts membership service toward both the out-of-state and nonpublic school “matching” service requirements.

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Tier 1

Know the eligibility criteria

Two retirement plans under the MTRS, each with different eligibility criteria:

- **“Regular”**
 - Any age, with **20 years** of creditable service, OR
 - **Age 55** with **10 years** of creditable service
- **RetirementPlus**
 - Any age, with **30 years** of creditable service, at least **20 years** of which must be “membership” service with the MTRS or Boston Retirement System as a “teacher”
 - **Enhanced benefit:** Additional 12% added to allowable “percentage of salary average” upon reaching 30 years, with additional 2% for each **full year** thereafter

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Consider the three benefit options

Option	Retiree benefit amount	Survivor benefit, if any, upon retiree’s death
A	Maximum allowance	None
B	Appr. 1-3% less than Option A amount <small>(See example in margin)</small>	One-time lump-sum payment of balance, if any, remaining in retiree’s account; no restrictions on beneficiary designation
C	Appr. 9–11% less than Option A amount	Monthly benefit, equal to 2/3 of retiree’s benefit, to one named beneficiary (restrictions apply); pop-up provision

Just for your reference...

The retiree class of 2024 chose as follows:

Option A	60%
Option B	12%
Option C	28%

Remember—your option selection is a personal choice, to be based on **your** individual financial and personal situation, and it cannot be changed after your date of retirement.

- If you are participating in RetirementPlus and, at the time of your retirement, you have 30 years of creditable service, at least 20 years of which are membership service with the MTRS or the Boston Retirement System as a teacher, you will be eligible to receive the RetirementPlus enhanced benefit.
- Tier 1 members entitled to the RetirementPlus enhanced benefit receive an additional 12% added to the allowable “percentage of salary average” upon reaching 30 years, with an additional 2% for each **full year** thereafter (e.g., with 31 years, you receive an additional 14%; with 32 years, 16%; with 33 years, 18%, etc.). For more information, see the RetirementPlus percentage table on page 7.
- If you *elected* to participate in RetirementPlus, but then do not meet either the 20-year “membership” or the 30-year total service requirement by your date of retirement, you will receive a retirement benefit calculated under the regular formula and a refund of your RetirementPlus contributions, plus regular interest.

If you have rendered any “membership” service on a part-time basis, please be aware of how your part-time service will be credited (see page 39 for details).

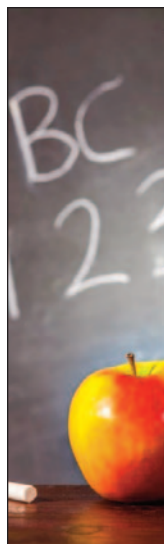
Option B

- There are no restrictions on who or how many individuals or entities may be named as a beneficiary.
- In most cases, the member’s annuity account will be depleted 9 to 11 years after his or her retirement date.
- Generally, Option B is approximately 1-3% less than Option A. However, depending on your age and annuity account balance at retirement, the reduction could be greater.

For example, if Mary Educator retires at age 60 with 20 years of creditable service, a salary average of \$80,000, and an annuity savings account balance of \$150,000, her Option B amount is 1.5% less than Option A. If Mary Educator retires at age 67 with 20 years of creditable service, a salary average of \$80,000, and an annuity savings account balance of \$150,000, her Option B amount is 3% less than Option A.

Option C

- The beneficiary must be the member’s parent, child, sibling, spouse or unmarried former spouse.
- If your Option C beneficiary predeceases you, your monthly benefit will “pop up” to the Option A benefit amount that you would have received on the date of your retirement, plus any cost-of-living adjustments.



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Understand the benefit calculation formula

Age factor based on your age at retirement

x Your number of years of **creditable service**

Allowed percentage of salary average

+ **RetirementPlus** percentage, if applicable

Allowable percentage of salary average (80% max)

x **Salary average** (highest three consecutive years*)

Your Option A annual allowance subtotal

+ **Veteran's bonus**, if applicable
(\$15 per year of creditable service, up to \$300)

Your Option A annual allowance total

*See bullet at right for Tier 1 members'

- **For Tier 1 members:** The salary average is the average of *either* your three highest consecutive years' salaries, *or* your last three years' salaries, whichever is greater. Additionally, for these three years, the annual increase in pensionable earnings can be no more than 10% of the average of the previous two years' salaries.
- **Veteran's benefit:** If you are a military veteran as defined in M.G.L. c. 32 § 1, a veteran's benefit will be added to your Option A allowance. This benefit is equal to \$15 per year of creditable service, up to a maximum annual total of \$300. You will need to submit a copy of your military discharge (also known as Form DD214). If you are eligible to receive the maximum retirement allowance—80% of the average of your highest three consecutive years' salaries—by reason of your established creditable service and age, you will still receive your veteran's benefit on top of your maximum allowance. For the purpose of calculating the veteran's benefit, all partial year values are rounded up to the next whole number (e.g., if a veteran has 15.2 years of creditable service, his or her service will be rounded up to 16, resulting in a veteran's bonus of \$240, or 16 x \$15/year).
- **Dual members:** If you are a member of more than one Massachusetts public retirement system, you may receive a separate retirement benefit from each system, based on your service and salary earned while in that system; however, your retirement benefit cannot be calculated on a combination of your salaries. Exemptions: Members who do not have service in two systems, simultaneously, on or after 1/1/2010; and, members who have such service, but were vested in both systems prior to 1/1/2010.

RetirementPlus percentage table for Tier 1 members	Your full years of creditable service	Your RetirementPlus % increase
	30	12%
	31	14%
	32	16%
	33	18%
	34	20%
	35	22%
	36	24%
	37	26%
	38	28%
	39	30%
	40	32%

If you are participating in RetirementPlus, add the percentage that corresponds to your number of **full years** of creditable service (e.g., if you have 32.8 years of service, your RetirementPlus percentage is the percentage listed for 32 years, not 33 years.)

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Tier 1—Mary Educator

Regular retirement on 6/30/25

Option A

Age factor (age 59 at retirement)		0.019			
x Years of creditable service	x	35.0			
<hr/>					
Base percentage of salary average		66.5%			
+ RetirementPlus percentage, if applicable	+	0%			
<hr/>					
Total percentage of salary average (80% max)		66.5%			
x Salary average (highest three consecutive years)	x	\$75,000			
<hr/>					
Option A annual benefit		\$49,875			
+ Veteran's benefit , if applicable (\$15 per year of creditable service, up to \$300)	+	\$0			
<hr/>					
Total Option A allowance		\$49,875/yr			\$4,156/mo

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Tier 1—Tom Teacher

RetirementPlus on 6/30/25

Option A

Age factor (age 58 at retirement)		0.018			
x Years of creditable service	x	34.5			
<hr/>					
Base percentage of salary average		62.1%			
+ RetirementPlus percentage, if applicable	+	20.0%			
<hr/>					
Total percentage of salary average (80% max)		80.0%			
x Salary average (highest three consecutive years)	x	\$75,000			
<hr/>					
Option A annual benefit		\$60,000			
+ Veteran's benefit , if applicable (\$15 per year of creditable service, up to \$300)	+	\$300			
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Total Option A allowance		\$60,300/yr			\$5,025/mo

Option A age factor chart for Tier 1 members (established membership before 4/2/2012)

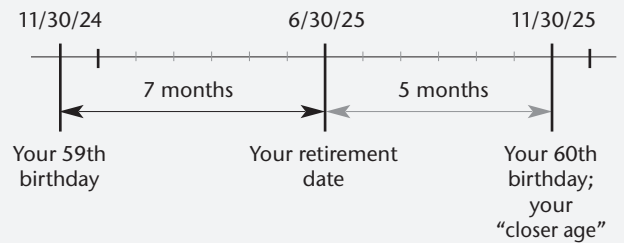
Use your age on your retirement date

Age	Factor	Age	Factor	Age	Factor
41	0.001	50	0.010	59	0.019
42	0.002	51	0.011	60	0.020
43	0.003	52	0.012	61	0.021
44	0.004	53	0.013	62	0.022
45	0.005	54	0.014	63	0.023
46	0.006	55	0.015	64	0.024
47	0.007	56	0.016	65+	0.025
48	0.008	57	0.017		
49	0.009	58	0.018		

For the Option C factor chart, please see page 37.

To determine your “closer age,” count the number of months and days between your birthday before your date of retirement, and your next birthday *after* your date of retirement. Your “closer age” is your age on your birthday that is closer to your date of retirement.

For example, if you are retiring on June 30, and your birthday is November 30, your “closer age” is your age on your birthday *after* your retirement date.



Part 1: Pre-retirement issues

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Plan for your health insurance coverage

Avoid surprises—a year **BEFORE** your retirement date...

- Contact your appropriate insurance coordinator...
 - if in Retired Municipal Teachers' (RMT) Program (see list): Group Insurance Commission
 - if not in RMT: Local insurance coordinator; also applies if district participating in "GIC Municipality Program"
- If you qualify for Medicare, ask how your school district insurance will supplement your Medicare
- Understand survivor health insurance benefits—Do they exist? What are the costs?
- Arrange to have premiums withheld from your retirement check

Avoid penalties—**BEFORE** your 65th birthday, contact the SSA to determine your eligibility for Medicare and when you need to apply for Part B

The MTRS does not administer your health insurance, it comes to you from your employer and you will need to contact them with questions about your insurance coverage.

Districts participating in the Retired Municipal Teachers' (RMT) Program

As reported by GIC as of September 2024

Amesbury	Eastham	North Middlesex Reg.	Shawsheen Valley Reg.
Barnstable	Everett	Norwell	Spencer
Billerica	Granby	Paxton	(Not Spencer-East Brookfield)
Blackstone Valley Reg.	Gr. Lawrence Reg.	Pioneer Valley Reg.	Stoughton
Bourne	Holyoke	Plainville	Upper Cape Cod Reg.
Braintree	Hudson	Quabbin Reg.	Wareham
Bridgewater	Martha's Vineyard Reg.	Rehoboth	West Bridgewater
(Not Bridgewater-Raynham Reg.)	Milton	(Not Dighton-Rehoboth Reg.)	Westfield
Dedham	Montague	Revere	West Springfield
Dennis	Narragansett Reg.	Rockland	Whitman-Hanson Reg.
(Not Dennis-Yarmouth Reg.)	Newbury	Rutland	Wilbraham
	North Adams	Salisbury	Woburn
	North Attleboro		

For the latest list, always go to mass.gov/gic, or contact your local insurance coordinator

For information on your **health insurance coverage options** in retirement, if your district:

- Participates in the Retired Municipal Teachers' (RMT) Program (see list, below), contact the **Group Insurance Commission** at mass.gov/gic, or 617-727-2310.
- Is not listed as participating in the RMT Program, below, please contact **your local insurance coordinator**. (Note: Your city or town may participate in the "GIC Municipality Program." If so, you should still contact your local insurance coordinator as he or she will administer your coverage, which is provided through the GIC.)

For information regarding your **Medicare eligibility**, see www.medicare.gov/MedicareEligibility.

- Generally, you are eligible for Medicare if:
 - you or your spouse worked for at least 10 years in Medicare-covered employment and you are 65 years or older and a citizen or permanent resident of the United States, or
 - through your employer(s), you have paid the Medicare tax of 1.45% on your earnings for at least 10 years.

Source: www.medicare.gov/MedicareEligibility > General Enrollment and Eligibility.

- If you were hired by a Massachusetts public employer on or after April 1, 1986, you are required to pay the 1.45% Medicare tax. While this does not earn you any Social Security "credits," it does entitle you to Medicare coverage at age 65 if you have paid this tax for at least 10 years.
- Individuals who do not sign up for Medicare Part B when they are first eligible may be subject to a substantial late-enrollment penalty. Be sure to inquire about your Medicare eligibility at least three months prior to your 65th birthday and follow the application procedures at www.ssa.gov.
- **An important notice for charter school employees and inactive members:** If, at the time of your retirement, you are either an employee of a charter school, or you are not employed by a school district, **be sure to investigate your eligibility for health coverage as a retiree early.** School districts have different rules, and your district may or may not provide you with insurance benefits in retirement.

Obtain the following information from your local insurance coordinator (generally, your local treasurer or school business office):

- 1) What percentage of your health insurance premium will your school district pay when you retire? %
- 2) Your health plan options...
 - Which health plans will your district make available to you when you retire?
 - What are the differences in premiums?
 - Does your district provide an option that will cover you if you move out of state? No Yes (describe)

Health plan	Premiums

- 3) If you qualify for Medicare, what are the insurance plan options provided by your school district to supplement Medicare?
- 4) If you cover a spouse or dependent(s):
 - What will happen to your survivor's coverage in the event of your death?
 - Will the district continue to pay a portion of your survivor's health insurance?

Part 2: The application process

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Three basic steps...

What you need to do...	When, relative to retirement date...
1. Go online to the MTRS website, estimate your benefit , review general issues and download the two-part Retirement Application	6 months before
2. Complete Part 1 , gather your required documents, and give Part 2 to your payroll official for completion	5 months before
3. Receive Part 2 from your payroll official and submit your application to MTRS	4 months before

Two important reminders regarding Part 2:

- After you receive the completed Part 2 from your payroll official, carefully review the service and salary data to ensure that you are aware of the information that is being reported to the MTRS, and that it matches your understanding of your history and amounts.
- **If your employment in the past five years was covered by an individual contract**, be sure that your payroll official and superintendent have not only answered all of the questions regarding your contract(s), but that they have attached all additional documentation—formal or informal—regarding your contracts and salaries.

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First, go online (mass.gov/mtrs)

Browse topics by career stage (click to open)

- NEW MEMBERS
- MID-CAREER
- APPROACHING RETIREMENT

When you are within five years of retirement...

- When retirement is just around the corner, be sure to:
 - Look into prior service that you may purchase as creditable service toward your retirement benefit.
 - Check out the comparison of Tier 1 vs. Tier 2
 - Estimate your retirement benefit and prepare your retirement timeline and checklist.
 - Stay abreast of retirement issues
 - Search our website
 - Attend our seminars
 - Be aware of the other post-retirement issues you may need to address
 - Health insurance
 - Cost of living adjustments
 - Simulations on working for a Massachusetts public employer after retirement
 - Social Security limitations
 - Contact the MTRS if you:
 - Have any general questions about your benefits
 - Become disabled
 - Begin the step-by-step, online retirement application process when you are within six months to one year of retirement.

Buttons: Generate my retirement checklist, Estimate my benefits, Apply for retirement

Go to mass.gov/mtrs, under **Browse topics by career stage**, click **“Approaching Retirement”** and click the **“Estimate my benefits”** button.

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Then, use the estimator for your membership tier

Regular or RetirementPlus

Important: Use the estimator for your membership tier. If you use the wrong entry, the results will be incorrect.

Tier 1 (membership before 4/2/2012)

Planning for retirement? Know what to do... and when... with this interactive timeline and checklist.

“Retirement percentage” charts

Tier 1 retirement benefit estimator

Step 1: Enter your retirement date

Step 2: Enter your estimated total number of years you had been at least 10 years of membership service

Step 3: Determine your age at retirement

Step 4: Enter your salary average

Step 5: Are you a military veteran?

Disclaimer:

- This estimator has calculated your estimated retirement benefits under the benefit structure for Tier 1 members (including membership before April 2, 2012) and based on data entered by you.
- These results should be considered as approximations and not as the final determination of your retirement benefit.
- This estimator is not intended as a substitute for the Massachusetts General Laws nor will its interpretation prevail should a conflict arise between it and M.G.L. c. 95.

Your estimated retirement benefits

Current age: 63 yrs
Age at retirement: 63 yrs
Projected retirement date: June 30, 2019
Military veteran: No
Participating in RetirementPlus: No
Option C beneficiary

Option A

Your retirement age factor at age 63: 0.024
A. Years of creditable service: 25.0 yrs

% of salary average: Allowable %: 60.00%
B. RetirementPlus %, if applicable: %

Allowable %, if you qualify for RetirementPlus: %

C. 3-year salary average: \$72000.00

Option A annual allowance: \$43200.00
A. Veteran's benefit, if applicable: \$

Estimated Option A annual allowance: \$43200.00

You can use the estimator to test different retirement scenarios. Please keep in mind, the results provided by this estimator should be considered as **approximations** based on the data provided by you, and should not be considered as the final determination of your retirement benefit.

Part 2: The application process

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And then, Apply for retirement...

...click Step 1: Understand the retirement formula and process

After you've performed some estimates, from the homepage, click **"Approaching Retirement"** and then the **"Apply for retirement"** button.

Once you are on the **Apply for retirement** page, click **Step 1**, review the info, then **Step 2**, to **download** the Retirement Application.

Note: We recommend that you follow these steps to get to the page with instructions for downloading the application form, as this will ensure that you are aware of the various issues to consider and the details of the retirement process. Later, if you find that you need to print out another copy of the application, you can access it directly from our **Forms > Active and inactive members** forms page.

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Finally, click Step 2: Download the retirement application

We advise you to file your retirement application four months *before* your retirement date. However, by law, you may file your application up to 60 days *after* your effective date of separation from service and still use the date of separation as your retirement date.

❗ If you file your application more than 60 days *after* your date of separation from service, your retirement date—and your benefits—will **NOT** be retroactive to your resignation date. In this case, the earliest effective date of retirement you may use will be 15 days *after* the date we receive your signed application. For example, if you decide during summer vacation that you want to retire instead of returning to the classroom in the fall, you must file your completed application on or before August 29 to use June 30 as your retirement date and have your benefits be retroactive to June 30. If you file your application on August 30, your earliest retirement date would be September 14, and you would lose two and a half months' worth of retirement benefits (from July 1 through September 14).

❗ If you are retiring on your **birthday**, use that exact day as your date of retirement, **not** the day after.

Reminder: If you are retiring at the end of the school year in June, by law, you **must** use June 30 as your retirement date, even if your last day of actual in-school service is earlier in the month.

For information on choosing your retirement date, please see page 38.

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Step 2: Complete the application

- Interactive pdf format
- Complete onscreen in part or full, or print and complete by hand

Let's walk through the application, page by page...

Part 2: The application process



MAIN OFFICE 500 Rutherford Ave., Suite 210, Charlestown, MA 02129-1628 ■ 617-679-6877 ■ Fax 617-679-1661
 WESTERN REGIONAL OFFICE One Monarch Place, Suite 510, Springfield, MA 01144-4028 ■ 413-784-1711 ■ Fax 413-784-1707

Retirement Application, Part 1

For superannuation (regular or RetirementPlus) and involuntary termination retirement benefits for members with effective membership dates before April 2, 2012

PART 1, SECTION 1

RETIREMENT DATA

Please do NOT delete any pages from Parts 1 and 2 of this application, and, if you complete your form by hand, please print your responses legibly, in INK.

Regardless of how you complete this application, either by hand or on a computer, you must sign using a WET SIGNATURE—digital signatures are not accepted.

MTRS USE ONLY

- a) Type of retirement (check one) Superannuation/Regular
 Superannuation/RetirementPlus
Reminder: In order to qualify for the RetirementPlus enhanced benefit: you must have at least 30 years of creditable service, at least 20 of which are membership service with the MTRS or the Boston Retirement System as a teacher; and, you must have contributed at the RetirementPlus rate of 11% for at least five years.
 Involuntary termination
Reminder: If you are applying for a termination retirement, please remember to complete and submit a Termination Retirement Statement and Release along with your completed application. This separate, one-page form is available on the Forms page on our website.

b) Your intended date of retirement . . mm/dd/yyyy
Reminder: If you are retiring at the end of the school year in June, by law, you must use June 30 as your retirement date, even if your last day of actual in-school service is earlier in the month.

c) Your last date of employment . . mm/dd/yyyy
Note: If retiring at the end of the school year in June, your last date of employment is June 30, even if your last day of in-school service is earlier in June. If your last date of employment is NOT at the end of the school year, please use your actual last day on payroll. If retiring on your birthday, use your birthday as your retirement date, NOT the day after AND attach a photocopy of the letter verifying the school district's acceptance of your resignation and your resignation date.

d) Have you also applied for a disability retirement? Yes No

PART 1, SECTION 2

APPLICANT DATA



NOTE: We must receive your ORIGINAL signed application; copies, faxes or emailed applications cannot be accepted.

- Include legal proof of all name change(s) (ex. marriage certificate, etc.) since birth record (photocopy OK)
- Birth certificate (must be certified; photocopy not accepted)
- Military discharge form DD214

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- a) Social Security number XXX-XX-XXXX
- b) MTRS member number, if known Not known
- c) Name Last
 First MI
- d) Former name(s), if applicable Last Not applicable
Include legal proof of all name change(s) (ex. marriage certificate, etc.)
 First MI
- e) Date of birth mm/dd/yyyy
- f) Military veteran status (pursuant to M.G.L. c. 32) . Nonveteran Veteran
- g) Mailing address Number and street
 City State ZIP
- h) Home phone number
- i) Alternate phone number, if any Cell Work
- j) Email (personal—not school—email recommended) . . .

Part 2: The application process

MTRS RETIREMENT APPLICATION, PART 1 Member's name (First M. Last)

Page 2 MTRS member number

PART 1, SECTION 2

APPLICANT DATA
Continued

NOTE: If you are currently employed by more than one school district on your date of retirement, please be sure to provide a copy of Part 2 to a payroll administrator in each district for completion.

k) By how many school districts are you currently employed? None (inactive) 1 2

Name of current school district(s) Position title(s)

l) Are you now—or were you at any time on or after January 1, 2010—concurrently employed by more than one Massachusetts town, city, county, state or regional authority? No Yes (provide details, below)

Name of other MA public employer(s)	Position title(s)	Full-time OR % of full-time
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="text" value=""/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="text" value=""/>

m) If, on your date of retirement, you will be under age 55 and married to a retiree of a Massachusetts contributory retirement system, AND, on November 1, 2003, both you and your current spouse were members of a Massachusetts contributory retirement system, THEN you will be eligible to retire under a superannuation retirement allowance using the age factor for age 55.

Accordingly, on November 1, 2003, were you and your current spouse both members of a Massachusetts contributory retirement system? No Yes

If yes, on your intended date of retirement, will your spouse be retired from a Massachusetts contributory retirement system? No Yes

If yes, name of spouse's retirement system ..

n) What is your expected marital status on your intended date of retirement?

Single Single/divorced (see DRO, below)
 Single/widowed Married (provide details, below)
 Married/formerly divorced (see DRO, below, and provide spouse details, below)

NOTE: Regardless of your expected marital status on your intended date of retirement, you MUST complete Section 7, Spousal acknowledgment.

o) Spouse's name, if applicable. . . . First M. Last

p) Spouse's address, if different Number and street
City State ZIP

q) Have you ever been divorced? No Yes

r) If yes, do you have a qualified Domestic Relations Order (DRO) in effect?

No Yes If yes, and if it requires you to select a specific retirement option in accordance with the DRO, please be sure to follow the terms of the DRO in selecting your retirement option.

s) Alternate address: If you will be residing at an address other than the one listed at line g (for example, a summer or retirement address) during the next several months, please list it below.

Mailing address Number and street
City State ZIP

Phone number

Dates at this address . . . mm/dd/yyyy From To

t) Have you ever been convicted of a criminal offense involving your Massachusetts public employment? No Yes Please attach additional sheet(s) to describe the offense.

Marriage certificate(s) (photocopy OK)

Qualified* Domestic Relations Order (photocopy OK; please include your ex-spouse's current address)
*needs to be signed and executed by the court

Additional sheet(s) describing offense

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Part 2: The application process

MTRS RETIREMENT APPLICATION, PART 1

Member's name (First M. Last)

Mary M Educator

Page 3

MTRS member number

999999

PART 1, SECTION 3

FINAL AVERAGE SALARY PERIOD

a) Your retirement benefit is calculated according to a set formula that is comprised of three factors: your age, your years of creditable service, and the average of your highest consecutive three years' salaries, **OR your last three years' salaries, whichever is greater.** In the table below, please list the **contract year and contract type** for each of the following four years:

- **Lines i, ii and iii:** EITHER the three consecutive years during which you earned your highest salaries OR your last three years, **whichever period during which your contract salary was greater;** and,
- **Line iv:** the year right before that three-year period.

Additionally, you must submit copies of your salary schedules from your collective bargaining agreement(s) for these four years. Be sure to include any pages referencing contractual language to substantiate any earnings in addition to your regular contract rates. If you were covered by an individual contract during any of these four years, you must submit complete copies of those contracts.

Your final retirement benefit will be based on the salary figures provided by your employer in Part 2, subject to our review and verification.

- Salary schedule or individual contract
- Salary schedule or individual contract
- Salary schedule or individual contract
- Salary schedule or individual contract

	Contract year		Contract type	
	From mm/dd/yyyy	To mm/dd/yyyy	Collective Bargaining Agreement (teachers, others)	Individual contract (superintendents, principals, others)
i)	09/01/2024	06/30/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/> Also, see below*
ii)	09/01/2023	06/30/2024	<input checked="" type="checkbox"/>	<input type="checkbox"/> Also, see below*
iii)	09/01/2022	06/30/2023	<input checked="" type="checkbox"/>	<input type="checkbox"/> Also, see below*
iv)	09/01/2021	06/30/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/> Also, see below*

* If you were covered by an individual contract...

- What was the earliest date that your employer had knowledge—formally or informally—of your intent to resign and/or retire? mm/yyyy
- Were any of the individual contracts covering your employment for the last five years renegotiated (i.e., the original provisions were changed, and the changes applied retroactively and/or prospectively)? Yes No

NOTE: If you were employed under an individual contract at any time during the five years prior to your intended date of retirement, the MTRS will request that your employer provide complete copies of all internal documents (formal and informal), including any minutes of School Committee meetings (open and executive session), pertaining to your contracts, salaries and intent to resign and/or retire.

b) Has your school district settled its contract for the current year? Yes No

If no, please: **be advised** that changes to the current contract rate will impact your retirement allowance; **send** us a copy of the new contract as soon as it is settled, and be sure to include your name and Social Security number with the contract; and, **ask** your payroll officer to send us verification of your new contract rate.

APPLICANT'S STATEMENT: I understand that, in the calculation of my final salary average for the purposes of determining my retirement benefit, certain payments are not considered "regular compensation," and, therefore, cannot—and will not—be included. (Examples of payments that are not considered "regular compensation" include any monies received on account of your employer having knowledge of your retirement, or received in lieu of sick leave or unused vacation.)

Applicant's signature

Mary M. Educator

Date

3/1/2025

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Part 2: The application process

MTRS RETIREMENT APPLICATION, PART 1

Member's name (First M. Last)


Page 4

MTRS member number

PART 1, SECTION 4

CREDITABLE SERVICE HISTORY

Your retirement benefit is based in part on the number of years of creditable service you have, so it is **REQUIRED** that you complete this section **accurately and in full to the best of your ability**. If you have any questions, please refer to our website or call one of our offices.


ALL APPLICANTS:
 complete this page
 to the best of your
 ability.
 You must enter data
 in Line c.

This information is to help us in processing your retirement benefits. We will always review and verify your complete creditable service history with your employer(s).

a) Which of the following **types** of creditable service have you rendered?

- Regular Massachusetts public teaching service No Yes
- Out-of-state public school teaching service No Yes
- Overseas dependent school teaching service (in a school under the supervision of the United States Department of Defense) No Yes
- Nonpublic school teaching service (out-of-state or in Massachusetts) No Yes
- Massachusetts public school substitute, temporary or part-time teaching or tutoring service No Yes
- Other Massachusetts public service (with a Massachusetts town, city, county, state or regional authority) No Yes
- Vocational work experience for licensure/approval in a Massachusetts Ch. 74 vocational program No Yes
- Pre-1975 maternity leave credit No Yes
- Peace Corps service No Yes
- Authorized leave of absence or a sabbatical from a Massachusetts public school [see page 5] No Yes
- Active military service in the armed forces of the United States, Massachusetts National Guard or active reserves [see page 5] No Yes

b) Please list **ALL** of your creditable service in **chronological order by employer** (from earliest to most recent).

To ensure that we have a **complete** picture of your service history—and that you receive the maximum credit to which you are entitled for your eligible service—please include **ALL** of the types and periods of creditable service that you have rendered during your career, including your current employment, and, if any, service which you may have purchased (or be in the process of purchasing) with the MTRS. Please note that you cannot purchase creditable service after your date of retirement.

Name of employer	Position title	Grade (PreK-12, if applicable)	From mm/dd/yyyy	To mm/dd/yyyy	Employment status (as a % of full-time, e.g., 50%, 100%)	Service credit status (check one)		
						Credited	I plan to purchase	I will not purchase
1 Sturbridge PS	Subst teacher		04/01/1984	06/30/1984	100 %	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Burlington, VT PS	Teacher	3	09/01/1984	06/30/1986	100 %	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Sturbridge PS	Teacher	10	09/01/1986	06/30/1989	100 %	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Leave of absence			09/01/1989	06/30/1992	%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Sturbridge PS	Teacher	10	09/01/1994	06/30/2023	100 %	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6					%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7					%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8					%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9					%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10					%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you need more space to list your creditable service, please attach additional sheets, and check this box to indicate that additional sheets are attached.

c) Please enter your best estimate of your total number of years of creditable service—and then be sure that you have listed **ALL** of the service that you are including in your estimate, in Section b, above years

Part 2: The application process

MTRS RETIREMENT APPLICATION, PART 1

Member's name (First M. Last)

Page 5

MTRS member number

PART 1, SECTION 4

CREDITABLE SERVICE HISTORY

Continued

d) Leave(s) of absence information

If you took an authorized leave of absence from a Massachusetts public school, such as a medical or military leave, or sabbatical please provide the following information, and also provide a letter from your employer(s) documenting your leave(s).

Note: If you had any involuntary leaves of absence (for example, as a result of being laid off and placed on a recall list), please do not list your involuntary leaves here, as they do not qualify as authorized leaves of absence toward the calculation of your creditable service.

Name of employer	Type of leave Medical, military, sabbatical	Start date mm/dd/yyyy	End date mm/dd/yyyy	Compensation received (check one)		
				No compensation	Partial compensation, and indicate % of full-time compensation paid	
Sturbridge PS	Sabbatical	09/01/1987	06/30/1988	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> %

e) Workers' Compensation information

Section 34 full incapacity Workers' Compensation:

Start date mm/dd/yyyy	End date mm/dd/yyyy	Supplemental payments received by you from school district, if any, during this period		
		Amount	Your salary rate in effect	Payment category (e.g., sick leave)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 35 partial incapacity Workers' Compensation:

Start date mm/dd/yyyy	End date mm/dd/yyyy	Supplemental payments received by you from school district, if any, during this period			Payments received by part-time work
		Amount	Your salary rate in effect	Payment category (e.g., sick leave)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

f) Military service information

If you have active military service with the armed forces of the United States, Massachusetts National Guard or active reserves, please report the following:

Type of military service	Start date mm/dd/yyyy	End date mm/dd/yyyy	Service credit status (check one)		
			I have credited and/or purchased	I have applied to purchase now pending	NOT yet applied to purchase
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Form RAP-09272024

Part 2: The application process

MTRS RETIREMENT APPLICATION, PART 1	Member's name (First M. Last)	Mary M Educator
Page 6	MTRS member number	999999
PART 1, SECTION 5		
DIRECT DEPOSIT AUTHORIZATION		
<ul style="list-style-type: none">■ Your payment may only be deposited to a bank under the territorial jurisdiction of the United States.■ Your payment must be deposited to ONE account only, and YOUR name must be on the account.■ This section will be RETURNED as incomplete if you do not attach the required account documentation.		
Section 5a <i>Your bank account information</i>	▶ Indicate account type (check one)	
	<input checked="" type="checkbox"/> Checking	ATTACH this required documentation An original VOIDed check that is imprinted with your name, address, bank name and routing number, and account number. Temporary or starter checks will not be accepted. If you do not have checks personalized with your name and address, you must attach your bank's signed, official account verification document.
	<input type="checkbox"/> Savings	Official account verification document signed by bank employee indicating your name, address, bank name and routing number, and account number. A deposit slip will not be accepted.
	▶ Are you forwarding your payments to a foreign bank after having them deposited to a U.S. bank? <i>(Expense required. If yes, pursuant to federal law, the MTRS must notify the Massachusetts Comptroller's office.)</i>	
	<input checked="" type="checkbox"/> No	
	<input type="checkbox"/> Yes	
	▶ Indicate account ownership (check one)	
	<input checked="" type="checkbox"/> Individual	
	<input type="checkbox"/> Joint: ALL other account holders must complete and sign Section 5b below.	
	<input type="checkbox"/> Trust: ATTACH a Certification of Trust that names you as a trustee or a beneficiary of the trust, and check this box. <input type="checkbox"/>	
Section 5b <i>Joint account holder's information and certification, if applicable</i>	If your payment is being deposited to a JOINT account, this section must be completed and signed by ALL other account holders. <i>If there is more than one other account holder, attach additional copies of this page.</i> By signing below, and as a party to this account, I understand that I am personally liable, both individually and as a member of the group of parties to this account, to the Massachusetts Teachers' Retirement System (MTRS), which has the legal obligation to recover any overpayment, for the repayment of any monies deposited to this account to which the benefit recipient named in this application is not legally entitled. If I am entitled to any benefit from the MTRS as a beneficiary of the benefit recipient, the amount of my liability may be deducted from the amount payable to me. I agree that the financial institution shall have the right of offset for such a refund and I authorize the financial institution to provide the MTRS with my home address. I release the MTRS, the financial institution, and their respective employees, from any and all liability, costs, damages, or expenses arising from such disclosure and/or refund.	
	Joint account holder information	
	Signature <input checked="" type="checkbox"/>	Date <input type="text"/>
	Name (First M. Last) <input type="text"/>	SSN XXX-XX- <input type="text"/>
	Mailing address <input type="text"/>	
	Email <input type="text"/>	Phone <input type="text"/>
Section 5c <i>Your certification</i>	I certify that I am the benefit recipient named in this application. By signing this form:	
	<ul style="list-style-type: none">▶ I authorize the electronic funds transfer of my monthly benefit allowance from the State Treasury to the financial institution and account identified herein; I also authorize the State Treasurer to make any adjustments (debit or credit) as a result of errors in transfer.▶ If monies to which I am not entitled are deposited into my account (for example, after my death), I authorize the financial institution to immediately refund any overpayments to the MTRS. If the funds are not sufficient to fully refund overpayments, I authorize and direct the financial institution to provide the MTRS all information related to the account, including transactions since the first of the month in which the overpayment occurs, and the names and addresses of all joint account holders and any individuals authorized to withdraw funds from the designated account. I release the MTRS, the financial institution, and their respective employees, from any and all liability, costs, damages, or expenses arising from such disclosure and/or refund.	
	This direct deposit authorization shall remain in effect until revoked by me in writing to the MTRS or by the State Treasurer.	
	Member's signature <input checked="" type="checkbox"/> <i>Mary M. Educator</i>	Date <i>3/1/2025</i>
Important reminders	<ul style="list-style-type: none">■ Direct deposit (also known as Electronic Funds Transfer, or EFT) of your monthly retirement allowance is mandatory, pursuant to 807 CMR 18.00.■ Your benefit is deposited to your account once a month, on the last business day of the month for which you are being paid.■ Direct deposit statements are not mailed to you every month. Once your direct deposit starts, you will receive a mailed statement only: when there is a change in the amount of your deposit from the prior month; when we wish to use the message area in the statement to notify all retirees of special news; and, at the end of December, when we provide you with a year-end summary of your benefits for the calendar year.	
Form RAP-09272024		

Part 2: The application process

MTRS RETIREMENT APPLICATION, PART 1

Member's name (First M. Last)

Mary M Educator

Page 7

MTRS member number

999999

PART 1, SECTION 6

YOUR RETIREMENT OPTION SELECTION, STATEMENT AND SIGNATURE

IMPORTANT NOTE

If you have ever been **divorced**, and you have a qualified Domestic Relations Order (DRO), and the terms of your DRO specify the retirement option that you must choose, please be sure to complete this section in accordance with your DRO.

Complete Option A month-of-death payment recipient designation (Section 8 on page 9 of this application)

Complete Option B beneficiary designation (Section 9 on page 9 of this application)

Option C beneficiary's birth certificate (must be submitted, and must be certified; photocopy not accepted)

Marriage certificate(s) (photocopy OK)



NOTE: We must receive your ORIGINAL signed application; copies, faxes or emailed applications cannot be accepted.

Form RAP-09272024

Please select your retirement Option and provide the required information. Note:

- Be sure that you have reviewed the information on our website or on page iii of this application regarding the benefits provided by each of the three available retirement options. **Please estimate your benefits using either our online estimator or the worksheet included on page iv of this application before you finalize your option selection.**
- Once your effective date of retirement has passed, you cannot change your retirement option, nor can you change your date of retirement. Because of this fact, it is important that you understand the retirement options that are available to you and that you make an informed decision based on your financial needs and the financial needs of your family.
- Please mark your option choice below. Your retirement application is not complete until the MTRS receives this completed section. If your application is completed within 60 days after your date of termination of service, your retirement can take effect on your termination date. If, however, it is received more than 60 days after your date of termination of service, your benefits will not be retroactive to that date; the earliest date they may begin is 15 days after we received your completed application.
- If you have any questions, please contact our office.

I, the undersigned, having applied for retirement from the Massachusetts Teachers' Retirement System, hereby elect to receive my retirement allowance under the option selected below (check one):

Option A

Option A provides the maximum benefit allowance amount, and no survivor benefits. All monthly payments cease upon your death and no benefits will be provided for any survivors. If, after your death, any benefits that you earned in the month of your death are due, they will be paid in a lump sum to the month-of-death payment recipient(s) that you should designate by completing Section 8 on page 9 of this application.

Option B

Option B provides a benefit allowance that is approximately 1–3% less than the Option A allowance. Upon the member's death, it also provides for the lump-sum payment of the remainder of the member's annuity savings account, if any, to the named beneficiary or beneficiaries; in most cases, the member's annuity account will be depleted 9 to 11 years after his or her date of retirement. You may change your beneficiary designation at any time during your retirement by completing and submitting a new, revised *Beneficiary Form—Retired Member/Option B* to the MTRS. If you select Option B, you must designate your Option B beneficiary(ies) by completing Section 9 on page 9 of this application.

Option C

Option C provides a benefit allowance that is generally 9–11% less than the Option A allowance. Upon the member's death, it also provides a monthly survivor benefit to one named beneficiary that is equal to 2/3 of the retiree's monthly benefit at the time of death. If you are selecting Option C, you must designate your Option C beneficiary here:

- Name of Option C beneficiary. First M. Last.
- Beneficiary's date of birth . . . mm/dd/yyyy. SSN
- Relationship to you. Parent Sibling Child Spouse
 Former spouse who has not remarried

You may **not** change your Option C beneficiary designation after your effective date of retirement. In the event that your Option C beneficiary predeceases you, contact the MTRS so that we may adjust your benefit to the higher, Option A "pop-up" amount.

I have selected the option checked above and understand that I cannot change my option selection after my effective date of retirement. Additionally, I understand that if I have not filed my application four months prior to my effective date of retirement, I may not receive my *Notice of Estimated Retirement Benefit (NERB)* until AFTER my date of retirement, and regardless of when I receive my NERB, I cannot change my option selection after my effective date of retirement.

Applicant's signature Date
Name (please print)

NOTE: Even if you do not expect to be married on your intended date of retirement, you MUST also complete Section 7, Spousal acknowledgment.

Part 2: The application process

MTRS RETIREMENT APPLICATION, PART 1

Member's name (First M. Last)

Mary M Educator

Page 8

MTRS member number

999999

PART 1, SECTION 7

SPOUSAL ACKNOWLEDGMENT

You **MUST** complete Line a, below, and then, if applicable, your spouse must complete Line b. If your spouse's whereabouts are unknown, you must complete a notarized affidavit (available upon request from the MTRS's main office), including your spouse's last known address.

a) I, the undersigned, having applied for retirement from the Massachusetts Teachers' Retirement System, have elected to receive my retirement allowance under the option selected in the previous Section. I hereby certify that (*check all that apply*):

I am now married or expect to be married as of my intended date of retirement as stated in this application. *Please sign and date this section, then give this form to your spouse for completion of section b.*

I have been divorced and it is my understanding that there
 is is not don't know
a Domestic Relations Order on file with the MTRS. *Please sign and date this section, then return your entire application to the MTRS.*

I am NOT currently married and do not expect to be married as of my intended date of retirement as stated in this application. *Please sign and date this section, then return your entire application to the MTRS.*

I am widowed and have not remarried. *Please provide a copy of death certificate. Sign and date this section, then return your entire application to the MTRS.*

I subscribe under the penalties of perjury that the above information is true, complete and correct to the best of my knowledge.



NOTE : ALL applicants must sign and complete this section!

Applicant's signature Date
Name (please print)

b) As the spouse of a member who is retiring from the MTRS, you are entitled to both notification and explanation of the retirement option selected by the member. You must sign Line b before one witness; **the member named in Line a, above, cannot be your witness.** The witness must sign and date the form on or after the date you sign; it is not necessary that your witness be a Notary Public. Before completing this section, please see which retirement option your spouse has chosen in the previous section, and then read the explanations of the available retirement options as provided under "Overview of options A, B and C," on page iii of this application and on our website at mass.gov/mtrs. **Please be sure that you have read and understand the various provisions of the option selected by your spouse, specifically, the benefits to which you may or may not be entitled to upon his or her death. If you have any questions, do not hesitate to contact the MTRS for an explanation.**

If you fail to sign this Spousal acknowledgment, the MTRS will notify you within fifteen (15) days by registered mail of the option selected by your spouse and your right to sign and return the spousal acknowledgment within thirty (30) days. Failure to sign and return the Spousal Acknowledgment to the Massachusetts Teachers' Retirement System within 30 days will result in your spouse's selection becoming effective without your signature.

I, the undersigned, am the spouse of the member named in Line a, above, who has applied for retirement from the Massachusetts Teachers' Retirement System. I hereby certify under the penalties of perjury that:

- I have read and understand the information on Options A, B and C, and
- I am aware of the option selected by the applicant and understand the provisions of that option.

Spouse's signature Date
Name (please print)

Sign ON OR AFTER the date the member has signed on the previous page.

WITNESS TO SPOUSE'S SIGNATURE (must be witnessed by someone other than the member)

I subscribe under the penalties of perjury that the member's spouse (the person named immediately above) personally appeared before me and signed this form in my presence.

Witness's signature Date
Name (please print)

Sign ON OR AFTER the date the spouse has signed above.

Address

Form RAP-09272024

Part 2: The application process

MTRS RETIREMENT APPLICATION, PART 1

Member's name (First M. Last)

Mary M Educator

Page 9

MTRS member number

999999

PART 1, SECTION 8 You should complete this section if you have selected **Option A** only.

**OPTION A
MONTH-OF-DEATH
PAYMENT
RECIPIENT(S)**

Option A provides no survivor benefits. However, after your death, if any benefits that you earned in the month of your death have not been paid out, they will be paid in a lump sum to your month-of-death payment recipient(s). Please name the designee(s) to receive the lump-sum payment of any benefits that you earn in the month of your death below. Please see the shaded box at bottom of this page for additional information.

Type (check one)	SSN or tax ID	% of payment
<input type="checkbox"/> Person Date of birth . <input type="text"/> Relationship to you <input type="text"/> Name <input type="text"/> Address <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Trust or organization		
<input type="checkbox"/> Person Date of birth . <input type="text"/> Relationship to you <input type="text"/> Name <input type="text"/> Address <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Trust or organization		

Total sum of percentages listed for all PRIMARY Option A month-of-death payment recipients must equal **EXACTLY** 100%

PART 1, SECTION 9 You must complete this section if you have selected **Option B** only.

**OPTION B
BENEFICIARY
DESIGNATION**

Option B provides a benefit allowance that is approximately 1–3% less than the Option A allowance. Upon your death, it also provides for the lump-sum payment of the remainder of the member's annuity savings account, if any, to the named beneficiary(ies); in most cases, the member's annuity savings account will be depleted within 9 to 11 years after his or her retirement date. Please see the shaded box at bottom of this page for additional information.

Type (check one)	SSN or tax ID	% of benefit
<input type="checkbox"/> Person Date of birth . <input type="text"/> Relationship to you <input type="text"/> Name <input type="text"/> Address <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Trust or organization		
<input type="checkbox"/> Person Date of birth . <input type="text"/> Relationship to you <input type="text"/> Name <input type="text"/> Address <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Trust or organization		

Total sum of percentages listed for all PRIMARY Option B beneficiaries must equal **EXACTLY** 100%

Option A and B retirees ONLY: Additional information and optional contingent designee(s)

- You may change your designation at any time during your retirement; simply complete and submit a *Beneficiary Designation Form for Retirees*.
- You may name more than one person or entity. If you do name more than one primary designee, however, please be sure to indicate the percentage that each primary entity should receive (the total must equal exactly 100%, for example 3 beneficiaries would be 33%+33%+34% to equal exactly 100%). If you fail to indicate a percentage, we will distribute the amount equally among the primary entities. If the total does not equal exactly 100%, the difference will be paid to your estate.
- If you need more space to indicate additional entities, please make a photocopy of this page, complete the appropriate line(s), sign each additional sheet, and, in this box, indicate how many additional sheet(s) are attached

OPTIONAL—CONTINGENT DESIGNEE(S): If you wish, you may also name contingent designee(s). In the event that the primary designee(s) named above are not alive at the time of your death, any benefit amount due will be paid to your contingent designee(s). If any of your primary designees predecease you, they are replaced by a contingent designee, in the order in which you name them, below (the remaining primary beneficiaries' shares do not increase if one of them predeceases you, nor is that share equally split among the multiple contingent beneficiaries). If there is no contingent beneficiary who is presently living, that share is paid to your estate.

Type (check one)	SSN or tax ID
<input type="checkbox"/> Person Date of birth . <input type="text"/> Relationship to you <input type="text"/> Name <input type="text"/> Address <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Trust or organization	

Form RAP-09272024

Part 2: The application process

MTRS RETIREMENT APPLICATION, PART 1

Member's name (First M. Last)

Mary M Educator

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MTRS member number

999999

PART 1, SECTION 10

W-4P and Working after retirement acknowledgment

W-4P Form (on following pages)

- I have completed the W-4P form.
- I am not submitting the W-4P form so MTRS must withhold federal income taxes as if I'm single and claiming no withholding allowance.
- Working after retirement acknowledgment
As you transition into retirement, the MTRS wants you to be aware of the time and earnings restrictions on re-employment with a Massachusetts public employer. However, there are no restrictions on employment in the private sector, public employment in another state or employment with the federal government. (For more information, please visit mtrs.state.ma.us/members/#pre-retirement-issues)

Please return this page along with your Retirement Application.

- I have read and understand all of the information above.

Member's signature *Mary M. Educator*

Date

Name (please print)

Please review the following!

This checklist is to assist you in including all the necessary documents with your application.

Check all that are applicable to your situation.

NOTE: If you do **not** submit required documents with your application, your application will **not** be processed.

- Include legal proof of all name change(s) (ex. photocopy of your marriage certificate, etc.)
- Your certified birth record* (photocopy not accepted)
- Photocopy of your military discharge form DD214 (if you are a veteran)
- Photocopy of your notice of resignation (if you are filing for an involuntary termination retirement allowance, are retiring on a day **other** than the last day in your contract year **OR** under an individual contract)
- Photocopies of your contracts/salary schedules for your 3-year salary average period, including any pages referencing contractual language to substantiate any earnings in excess of your regular contract rates
- A VOIDed check (if your designated account for direct deposit is a checking account) **or** an official savings account verification document signed by bank employee (if your designated account for direct deposit is a savings account)
- Photocopy of your Qualified* Domestic Relations Order (needs to be signed and executed by the court) (if you are divorced and have such an order in effect; please include your ex-spouse's current address)
- If you are selecting Option C, we need your beneficiary's certified birth record* (photocopy not accepted)

*Your original documents will be returned to you.

Form RAP-09272024

IRS Form W-4P

Withholding certificate for pension or annuity payments. Please complete the first page and return it with your completed retirement application.

YOUR FEDERAL TAX WITHHOLDING INSTRUCTIONS TO US

Please note:

- **Your MTRS retirement benefit is subject to federal income taxes, and, unless you notify us otherwise, we must begin withholding starting with your first payment.**

Please use the enclosed IRS form to instruct us whether you want us to withhold any amount from your monthly MTRS benefit for federal income taxes, and, if so, how much. Note: If you are a Massachusetts resident, your benefit is not subject to **state** income taxes; if you move to another state, however, check with that state's Department of Revenue to find out if your MTRS benefit is taxable in that state.

- **You are liable for payment of federal income tax on the taxable portion of your pension.**

If you elect not to have federal income tax withheld from your monthly benefit or if you do not have a sufficient amount withheld, you may be responsible for payment of estimated taxes. Additionally, if your withholding amount, if any, and/or payments of estimated taxes are not sufficient, you may be subject to tax penalties under the IRS's estimated tax rules.

- **Your tax withholding instructions, if any, will remain in effect until you change them, and you may change your instructions at any time before or during your retirement.**

To change your withholding instructions, simply complete and submit a new IRS Form W-4P, available on our website at www.mass.gov/mtrs, from the IRS website www.irs.gov or call us and we will send you a form.

- **If you do not complete this form, the MTRS must withhold federal income taxes as if you are single and claiming no withholding allowances.**

If the taxable portion of your monthly benefit is more than the withholding level for a single person claiming zero allowances, and you do not complete this form, we are required by federal law to withhold at the rate set for a single taxpayer with no allowances.

- **If you need help completing this form, please consult a tax expert or the IRS.**

For more information on tax withholding, and the complete IRS Form W-4P which includes a step-by-step worksheet, please visit the IRS website at www.irs.gov.

Return the completed **first page** of the Form W-4P along with your completed Parts 1 and 2 of the Retirement application. Pages 2 and 3 of the Form W-4P are for your reference and instruction and do not need to be returned with your Retirement application.



Part 2: The application process

<p>Form W-4P</p> <p>Department of the Treasury Internal Revenue Service</p>	<p>Withholding Certificate for Periodic Pension or Annuity Payments</p> <p>Give Form W-4P to the payer of your pension or annuity payments.</p>	<p>OMB No. 1545-0074</p> <p>2025</p>
<p>Step 1: Enter Personal Information</p>	<p>(a) First name and middle initial _____ Last name _____</p> <p>Address _____</p> <p>City or town, state, and ZIP code _____</p> <p>(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)</p>	<p>(b) Social security number _____</p>
<p>TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to receive your payments only part of the year; or have changes during the year in your marital status, number of pensions/jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs or pension/annuity payments), deductions, or credits. Have your most recent payment statements/pay stubs from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.</p> <p>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See pages 2 and 3 for more information on each step, when to use the estimator at www.irs.gov/W4App, and how to elect to have no federal income tax withheld (if permitted).</p>		
<p>Step 2: Income From a Job and/or Multiple Pensions/ Annuities (Including a Spouse's Job/ Pension/ Annuity)</p>	<p>Complete this step if you (1) have income from a job or more than one pension/annuity, or (2) are married filing jointly and your spouse receives income from a job or a pension/annuity. See page 2 for examples on how to complete Step 2.</p> <p>Do only one of the following.</p> <p>(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or</p> <p>(b) Complete the items below.</p> <p>(i) If you (and/or your spouse) have one or more jobs, then enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter "-0-". . . . \$ _____</p> <p>(ii) If you (and/or your spouse) have any other pensions/annuities that pay less annually than this pension/annuity, then enter the total annual taxable payments from all lower-paying pensions/annuities. Otherwise, enter "-0-". . . . \$ _____</p> <p>(iii) Add the amounts from items (i) and (ii) and enter the total here \$ _____</p> <p>TIP: To be accurate, submit a new Form W-4P for all other pensions/annuities if you haven't updated your withholding since 2021 or this is a new pension/annuity that pays less than the other(s). Submit a new Form W-4 for your job(s) if you have not updated your withholding since 2019.</p>	
<p>Complete Steps 3-4(b) on this form only if (b)(i) is blank and this pension/annuity pays the most annually. Otherwise, do not complete Steps 3-4(b) on this form.</p>		
<p>Step 3: Claim Dependent and Other Credits</p>	<p>If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):</p> <p>Multiply the number of qualifying children under age 17 by \$2,000 \$ _____</p> <p>Multiply the number of other dependents by \$500 \$ _____</p> <p>Add other credits, such as foreign tax credit and education tax credits . . . \$ _____</p> <p>Add the amounts for qualifying children, other dependents, and other credits and enter the total here 3 \$ _____</p>	
<p>Step 4 (optional): Other Adjustments</p>	<p>(a) Other income (not from jobs or pension/annuity payments). If you want tax withheld on other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, taxable social security, and dividends . . . 4(a) \$ _____</p> <p>(b) Deductions. If you expect to claim deductions other than the basic standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$ _____</p> <p>(c) Extra withholding. Enter any additional tax you want withheld from each payment . . 4(c) \$ _____</p>	
<p>Step 5: Sign Here</p>	<p>_____ Your signature (This form is not valid unless you sign it.)</p> <p>_____ Date</p>	
<p>For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10225T Form W-4P (2025)</p>		

The instruction pages that accompany the Form W-4P are included in the Retirement Application, but for reference only and do not need to be submitted to the MTRS.



MAIN OFFICE 500 Rutherford Ave., Suite 210, Charlestown, MA 02129-1628 ■ 617-679-6877 ■ Fax 617-679-1661
 WESTERN REGIONAL OFFICE One Monarch Place, Suite 510, Springfield, MA 01144-4028 ■ 413-784-1711 ■ Fax 413-784-1707

Retirement Application, Part 2

For superannuation (regular or RetirementPlus) and involuntary termination retirement benefits

PART 2, SECTION 1

SERVICE AND SALARY DATA

Instructions to member:

Please provide your personal data and then forward these five pages to your payroll officer for completion of Sections 2 through 7.

Your payroll officer will then return these five pages to you for forwarding to the MTRS along with Part 1, pages 1 through 10.

NOTE: If you were employed by more than one school district during the years used for your salary average, please make additional copies of these five pages and have them completed by a payroll administrator in each of the districts in which you were employed.

a) Name of member Last First MI

b) Social Security number XXX-XX-XXXX

c) MTRS member number

d) Type of retirement (check one) Superannuation/Regular
 Superannuation/RetirementPlus
 Involuntary termination

e) Intended date of retirement mm/dd/yyyy

f) Name of school district

g) Position title

INSTRUCTIONS TO PAYROLL OFFICER: Please follow these steps:

- Complete Sections 2 through 7, below, and make a copy of these five pages for your records.
- If, at some later date, there is a change in the salaries reported in Section 5—either because of a retroactive contract settlement or error—please mark the corrections directly on a copy of this sheet, initial and date any changes and send the copy to the MTRS. If the changes resulted from a contract settlement, please forward a copy of the relevant contract language along with the corrected pages. Likewise, if the change in salaries reported in Section 5 results in a change in the current deductions listed in Section 4, please indicate, initial and date that change too.
- Return these five pages (Sections 1 through 7) to the member. It is then the member's responsibility to submit his or her entire *Retirement Application* to the MTRS three to four months prior to his or her effective date of retirement.

Your assistance in expediting the completion of these pages will be most appreciated!

PART 2, SECTION 2

SERVICE VERIFICATION

Please report this member's entire service history with your school department (in other words, not just for the last three years). Please indicate whether service was rendered on a full-time or part-time basis; if service was rendered on a part-time basis, please also indicate it as a percentage of full-time. If necessary, please attach additional sheets to report this service.

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Full-time	OR	Part-time, and indicate % of full-time
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>		<input type="text" value=" %"/>
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>		<input type="text" value=" %"/>
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>		<input type="text" value=" %"/>
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>		<input type="text" value=" %"/>

During any period of service above, was the No member a kindergarten or prekindergarten teacher? Yes; from to

For the service reported above, please report any authorized leaves of absence when no compensation or partial compensation was received. NOTE: Please do not list here: any involuntary leaves of absence (e.g., as a result of the member being laid off and placed on a recall list) as they do not qualify as authorized leaves of absence; or, any periods during which Workers' Compensation was received (please list that information in Part 2, Section 5).

From (mm/dd/yyyy)	To (mm/dd/yyyy)	No compensation	OR	Partial compensation, and indicate % of full-compensation
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>		<input type="text" value=" %"/>
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="checkbox"/>		<input type="text" value=" %"/>

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Step 3: Submit your application

- **Receive** and **REVIEW** completed Part 2 from your payroll official
- **Attach ALL** required documents
- **Make** a copy of everything for your records
- **Submit BOTH** Part 1 and Part 2 together to the MTRS
- After we have reviewed your application for completeness, we will notify you in writing if it is complete or if additional information is needed

PLEASE DON'T DELAY FILING YOUR RETIREMENT APPLICATION EVEN IF:



- you are waiting to hear about a service purchase, all service purchases will be expedited once we receive your retirement application; or
- you have an unsettled contract

- Be sure to submit ALL required documents.
NOTE: If you do not submit these documents with your application, your application will not be processed.
 - Photocopy of your marriage certificate (*if you no longer use your former or maiden name or if you are selecting Option C and naming your spouse as beneficiary*)
 - Your **certified** birth record* (*photocopy not accepted*)
 - Photocopy of your military discharge form DD214 (*if you are a veteran*)
 - Photocopy of your notice of resignation (*if you are filing for an involuntary termination retirement allowance OR are retiring on a day other than the last day in your contract year*)
 - Photocopies of your contracts/salary schedules for your 3-year salary average period, including any pages referencing contractual language to substantiate any earnings in excess of your regular contract rates
 - A VOIDed check (*if your designated account for direct deposit is a checking account*) **or** your bank's signed, official savings account verification document (*if your designated account for direct deposit is a savings account*)
 - Photocopy of your Qualified Domestic Relations Order (*if you are divorced and have such an order in effect; please include your ex-spouse's current address*)
 - If selecting Option C, your beneficiary's **certified** birth record* (*photocopy not accepted*)
- *Your original documents will be returned to you.
- Please note: If your salary changes **after** you submit your application to the MTRS, contact your payroll official. He or she will need to update and submit to the MTRS a revised Part 2 of the Retirement application.

Your *Notice of Estimated Retirement Benefit* will include:

- the components of the retirement formula used to calculate your benefit amount, including your number of years of creditable service, your three-year salary average and, if you selected Option C, information on your beneficiary;
- your monthly and annual retirement benefit amounts; and,
- if you selected:
 - Option B, your estimated annuity balance "spend-down" period (i.e., the estimated number of years after which your annuity balance will be zero and no benefit will be payable to your beneficiary upon your death).
 - Option C, the amount of your survivor benefit.

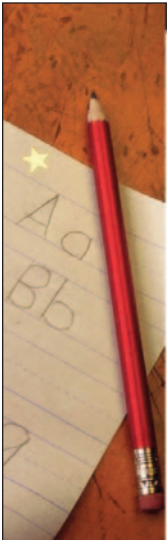
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Application complete? We will process it

- Applications processed on a "first-come, first-served" basis
- We may need to contact your school department for additional information; we will notify you if this causes a delay
- Please note: Calculations take up to four months to complete
- Once your benefit calculation is complete, your *Notice of Estimated Retirement Benefit* letter will be sent to you

Part 2: The application process

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In most cases, you will receive your first retirement check four months after you file your paperwork with the MTRS


- Regardless of when your first payment is issued, all payments are **retroactive** to your date of retirement (provided you have filed your application before your date of retirement or within 60 days after your date of separation from service)
- Note that even though you must receive your payments via direct deposit, your first payment **may be sent as a mailed check** (only when standard testing of the electronic funds transfer process with your bank cannot be completed before our monthly payment processing date)

- Even if you file your retirement application four months BEFORE your date of retirement, the earliest that your first retirement payment may be issued is at the end of the first full month AFTER your retirement date.
- You can generally plan on receiving your:
 - *Notice of Estimated Retirement Benefit (NERB)* about three to four months after you file your retirement application, and
 - **first retirement benefit payment** four months after you file your paperwork with the MTRS.For example, if you wish to retire on June 30, and you file your application by March 1, depending on how quickly we are able to process your application, you may receive your NERB any time between mid-April and mid-June. However, because the earliest you may receive your first payment is at the end of the first full month *after* your retirement date, even if we send you your NERB before June, the earliest you may receive your first payment is July 31. Be assured that all first payments include benefits that are retroactive to your effective date of retirement.

Make a MyTRS account today!

- If you haven't already made an online account, create one to view your monthly payment and deduction details, your 1099-R forms, your beneficiary information, and more! Go to mass.gov/mtrs, click *Member sign in* and follow the instructions.

Part 2: The application process 51




A note about direct deposit...
(also known as Electronic Funds Transfer)

- Direct deposit of your retirement allowance is mandatory
- Your monthly retirement allowance is transferred to your bank account on the **last business day** of each month
- You will only receive a monthly statement...
 - when there is a change to the amount of your retirement allowance
 - when the MTRS needs to notify all retirees of an announcement
 - every December (year-end summary)

- Retirement checks are issued at the end of the month and represent payment for the *previous* month. For example, the payment that you receive at the end of January is the payment **for** January.
- When you do get a direct deposit statement from us, please be sure to review the “message area” for news and updates!
- Even though you will receive your payments via direct deposit, it is vital that you keep your address current with us, to ensure that you continue to receive important mailings—such as your 1099-R tax form and Benefit Verification form—from us.

Part 3: Retirement issues



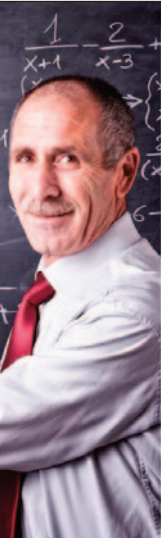
Part 3: Retirement issues 53

Working after retirement

There are **no limits** on the following:

- Employment in the private sector
- Employment in another state—public or private
- Employment within the federal government

- These limitations apply to post-retirement employment with a Massachusetts public employer. In other words, if you render service to a Massachusetts city, town, county or the Commonwealth, the limitations will apply.
- The work that you perform does not necessarily have to meet the requirements for membership in a Massachusetts contributory retirement system; these limitations apply if you work as a “leased employee” or if you receive *any* check issued by a public employer in Massachusetts, including work as a consultant.




Part 3: Retirement issues 54

Working after retirement

General time and earnings limitations on re-employment in the **MA public sector...**

- **If returning to same employer from which you retired:** Must be separated from service for 60 days before returning (waived if retiring at age 62 or above or at 80% maximum benefit)
- **Time:** Service cannot exceed **1,200 hours** in a calendar year
- **Earnings:** Post-retirement earnings **cannot exceed** the difference between the current salary of the position from which you retired, and the amount of your annual pension; after retired for one full January–December calendar year, limit increased by \$15,000

- If you are returning to work for a Massachusetts public employer—but not the same employer from which you retired—then the 60-day separation from service requirement does **not** apply.



Part 3: Retirement issues 55

Working after retirement

An example of earnings restrictions

Mary Educator retires June 30, 2024 from a position that paid \$77,000 per year

School year 2024–25 salary* for Mary’s former position	\$79,000
– Mary’s annual gross MTRS pension	– \$50,175
Mary’s allowable earnings for the rest of calendar year 2024	\$28,825

Beginning **January 1, 2026**, Mary may earn an additional \$15,000 per calendar year

* “Salary” includes earnings such as regular longevity, coaching and contracted stipends. It does not include annuity/insurance premiums or other fringe benefits.

- For additional information, as well as the link to PERAC’s interactive “Post-Retirement Earnings Worksheet” that you and your employer can use to determine and understand your specific restrictions, see our web page on working after retirement, at mass.gov/mtrs.
- Please note that, for the purpose of determining your post-retirement employment earnings limit, “earnings” does not necessarily equal “salary” as used here. “Earnings” is a broader term, and, while life and disability insurance premiums, annuities and fringe benefits are not considered “regular compensation” (or “salary,” as used here), they **are** “earnings” and count toward your post-retirement employment limitation.


Part 3: Retirement issues

Part 3: Retirement issues 56

Working after retirement

Different rules in the event of an ESE-approved “critical shortage”:

- RetirementPlus retirees must wait two years to be eligible
- School district must apply to the ESE to obtain a one-year “waiver” for a specific position
- If above are met, the retiree may work without earnings limitation for the duration of the critical shortage “waiver”



- The earnings limitations on re-employment of retirees in the Massachusetts public schools may be eased if the Department of Elementary and Secondary Education (ESE) determines there is a “critical shortage” in a particular position. The ESE has adopted regulation 603 CMR 7.14(13)(b), allowing the Commissioner of Elementary and Secondary Education to deem that a district has a critical shortage upon the request of a superintendent and demonstration that the district has made a good-faith effort to hire non-retirees and has been unable to find them. The critical shortage application process is similar to that for requesting a waiver for certification.
- The ESE will send a written notice of its decision on the critical shortage application both to the school district and the person it wishes to hire. Accordingly, please do not assume that you are working under a critical shortage waiver unless you have received a copy of the approval from the ESE.

Restrictions on working after retirement	When NO critical shortage	When a critical shortage IS declared by ESE									
	ALL MTRS Retirees	Retirees under Regular formula	Retirees under RetirementPlus								
1) Time limitation: 1,200 hours in a calendar year.	Applies	Waived	Waived								
2) Earnings limitation (for superannuation retirees): On a calendar year basis, a rehired retiree’s post-retirement earnings cannot exceed the difference between the salary being paid for the position from which the member retired, and the amount of his or her annual pension. After the member has been rehired for at least one full calendar year (one full January-through-December year), this earnings limit is increased by \$15,000. For example: <table style="display: inline-table; vertical-align: middle; border: none;"> <tr> <td style="padding-right: 20px;">Date of retirement</td> <td>Date eligible to earn additional \$15,000</td> </tr> <tr> <td>1/1/2024 – 12/31/2024</td> <td>1/1/2026</td> </tr> <tr> <td>1/1/2025 – 12/31/2025</td> <td>1/1/2027</td> </tr> <tr> <td>1/1/2026 – 12/31/2026</td> <td>1/1/2028</td> </tr> </table>	Date of retirement	Date eligible to earn additional \$15,000	1/1/2024 – 12/31/2024	1/1/2026	1/1/2025 – 12/31/2025	1/1/2027	1/1/2026 – 12/31/2026	1/1/2028	Applies	Waived	Applies for first two years of member’s retirement; waived thereafter
Date of retirement	Date eligible to earn additional \$15,000										
1/1/2024 – 12/31/2024	1/1/2026										
1/1/2025 – 12/31/2025	1/1/2027										
1/1/2026 – 12/31/2026	1/1/2028										
3) Separation from service: If returning to same employer from which the member retired, 60 days. <i>Exception:</i> Presently, this particular restriction does not apply if the member retired <i>either</i> at age 62 or older <i>or</i> at the maximum benefit amount of 80 percent of his or her three-year salary average.	Applies	Applies	Applies								

How is the “salary being paid” for the position from which I retired determined?

If, in the position from which you retired, you:

- **were** covered by a collective bargaining agreement, the “salary being paid” is the current annual contract rate for your step and education level on the salary schedule.
- **were not** covered by a collective bargaining agreement (e.g., you were an administrator or other educator covered by an individual contract), then the “salary being paid” is your last annual salary prior to retirement, plus an inflation factor equal to the Consumer Price Index (CPI-W) as certified by the Commissioner of Social Security, unless you can provide sufficient evidence for the MTRS to reliably determine what you would have earned in a year after your retirement. An example of sufficient evidence would be a written, contemporaneous policy showing that the class of employees of which you would have been a member had you not retired, would all receive the same raise in a given year.


NOTE: “Salary” includes earnings such as regular longevity, athletic coaching and contracted stipends. It does not include annuity/insurance premiums or other fringe benefits.

If you worked **part-time** in your last year of employment, then the “salary being paid” for the position from which you retired is, likewise, your *former* part-time equivalent of the *current* full-time salary. For example: Mary Music (App. E, page 34) works on a 50%-of-full-time basis and retires June 30, 2025. For the 2024–25 school year, she earned \$37,000, or 50% of the full-time salary of \$74,000.

School year 2025–26 full-time salary for Ms. Music’s former position	\$76,000
x Ms. Music’s former part-time basis (50%)	x 50%
“Salary being paid” for Ms. Music’s position in 2025–26 on a 50% basis	\$38,000
– Ms. Music’s annual gross pension	– \$29,250
Ms. Music’s allowable earnings for the rest of calendar year 2025	\$8,750

Beginning January 1, 2027, Ms. Music can earn an additional \$15,000 per calendar year.

As described in Appendix E, Ms. Music’s full-time equivalent salary is used to calculate her final salary average; this increases the annual benefit she will collect the rest of her life, but limits or eliminates her ability to work in the public sector in retirement.



Part 3: Retirement issues 57

Working after retirement

Additional precautions...

- Service rendered as a “consultant” or a “leased employee” to a MA public school or agency is subject to the service and earnings restrictions
- You may elect to waive or “freeze” your benefit if you are approaching your earnings or service limits
- If you exceed the allowable limits, the MTRS or your employer must recover all excess earnings from you

For additional information, as well as the link to PERAC’s interactive “Post-Retirement Earnings Calculator” that you and your employer can use to determine and understand your specific restrictions, see our web page on working after retirement. Go to mass.gov/mtrs > Retirees > Working after retirement > PERAC memos, including an interactive earnings calculator.

Waiving or “freezing” your retirement benefit

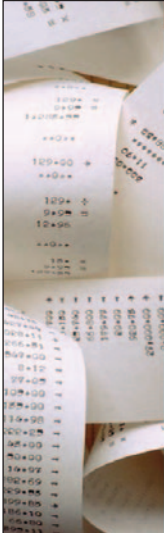
- You may elect to waive or “freeze” your benefit if you are approaching your earnings or service limits. If you exceed the allowable limits, the MTRS or your employer must recover all excess earnings from you.
- Please note that, if you retire, then go back to work for a Massachusetts public employer and waive your retirement benefits while you are working, you cannot later have your retirement allowance reinstated for 1,200 hours during a calendar year. The law does not permit retirees who waive their retirement benefits and then accept public employment to supplement their incomes by the device of reinstating their retirement allowances for the 1,200-hour period during each calendar year. [Opinion of the Attorney General, Feb. 2, 1979.]

“Unretiring” and reinstating as an active member

- Effective July 1, 2004, members of the MTRS (and the other Massachusetts contributory retirement systems) who retired under superannuation or termination retirement were allowed to reinstate as active members of the MTRS.
- In other words, retired members who agree to certain terms and conditions, can return to active membership in the MTRS and, in effect, “unretire.” Under this provision, the retiree must pay back to the retirement system the total pension benefits received while retired, plus interest at one-half of the actuarial assumed rate (as of 1/1/2023, it is 7.00%). Additionally, the retiree must be employed in a full-time position subject to membership in the MTRS, for at least five full years from his or her reinstatement date, in order to accrue additional retirement benefits.

- Your “after-tax” amount includes your contributions prior to 1988, plus any “after-tax” payments made to purchase prior service.
- If you move to another state after retirement, your allowance may be subject to that state’s income taxes. It is advisable to check with the other state’s department of revenue, or the Massachusetts Department of Revenue (mass.gov/dor). **The MTRS cannot withhold state taxes.**

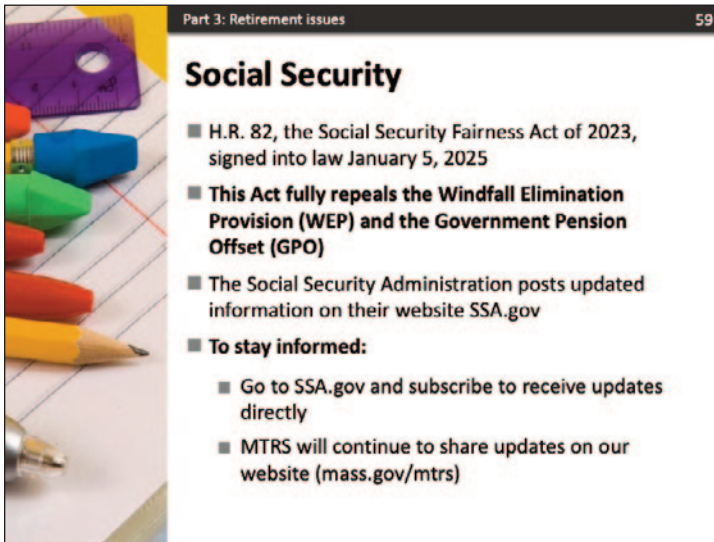
- **If you retire before age 59-1/2:** Please note that in the year that you turn age 59-1/2, we will send you **two** 1099-R tax forms, as the IRS requires that we identify and distinguish between payments that are made to you when you are *under* age 59-1/2, and payments that are made to you when you are *over* age 59-1/2.
- **The Benefit Verification process:** As required by PERAC (the Public Employee Retirement Administration Commission), you are periodically required to provide proof that you remain eligible (i.e., alive) to receive your retirement benefits. At least once every two years, we conduct our Benefit Verification process, which is designed to prevent pension fraud and ensure that your benefits are being paid to the rightful and living recipient. We will send you a Benefit Verification form, which you must complete, have notarized, and return in order to continue to receive your benefits. The next Benefit Verification process will be conducted in January 2025.



Part 3: Retirement issues 58

Taxation of your benefit

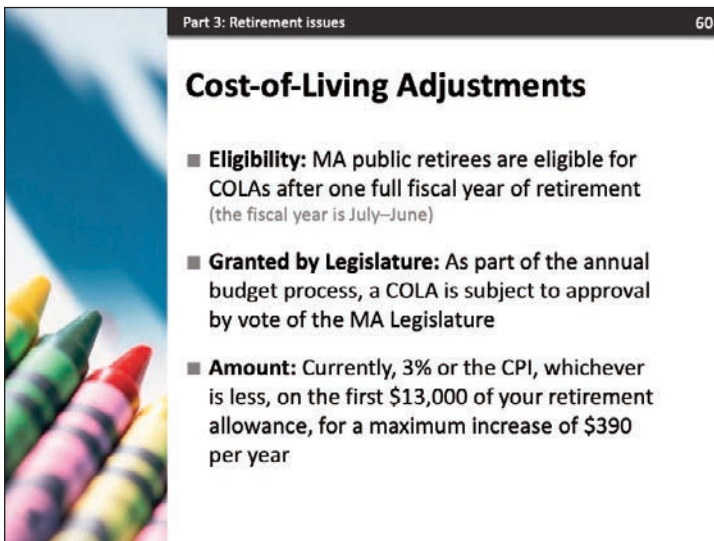
- Your retirement allowance is **not** subject to Massachusetts state income tax; it is federally taxable
- Many of you will have slightly reduced “taxable” earnings each year because of “post-tax” dollars in your annuity savings account at the time of your retirement
- If you intend to move out of state, check with the Dept. of Revenue in that state to determine if your retirement allowance is subject to state income tax
- By January 31st of each year, we will mail you a 1099-R tax form (the retiree version of your W-2 form)
- Every other year, the MTRS will send you a Benefit Verification Form to prevent pension fraud; your signature and a witness signature are required

A slide titled "Social Security" with a background image of school supplies like a ruler and pencils. The slide contains a bulleted list of information regarding H.R. 82 and SSA.gov.

Part 3: Retirement issues 59

Social Security

- H.R. 82, the Social Security Fairness Act of 2023, signed into law January 5, 2025
- **This Act fully repeals the Windfall Elimination Provision (WEP) and the Government Pension Offset (GPO)**
- The Social Security Administration posts updated information on their website [SSA.gov](https://www.ssa.gov)
- **To stay informed:**
 - Go to [SSA.gov](https://www.ssa.gov) and subscribe to receive updates directly
 - MTRS will continue to share updates on our website (mass.gov/mtrs)

A slide titled "Cost-of-Living Adjustments" with a background image of colorful crayons. The slide contains a bulleted list of information regarding COLAs for MA public retirees.

Part 3: Retirement issues 60

Cost-of-Living Adjustments

- **Eligibility:** MA public retirees are eligible for COLAs after one full fiscal year of retirement (the fiscal year is July–June)
- **Granted by Legislature:** As part of the annual budget process, a COLA is subject to approval by vote of the MA Legislature
- **Amount:** Currently, 3% or the CPI, whichever is less, on the first \$13,000 of your retirement allowance, for a maximum increase of \$390 per year

- Retirees are eligible to receive a COLA after one full fiscal year of retirement. For example, if you retire on June 30, 2025, you will not be eligible to receive a COLA until July 1, 2026 (in other words, *after* the 2026 fiscal year, which runs from July 1, 2025 through June 30, 2026). For additional information and an example of how your date of retirement affects your eligibility for your first COLA—and what that means—please see page 38.
- The Board continues to support securing the purchasing power protection of our retired members, and establishing an employee pension contribution rate that is reflective of the retirement benefits earned by our members.

Appendix A

Membership Tier 1 vs. Membership Tier 2

How they differ, by provision

Provision	Membership Tier 1	Membership Tier 2
Effective membership date	Before April 2, 2012	On or after April 2, 2012
When eligible to retire (superannuation)	EITHER 20 years of creditable service, at any age, OR at age 55 with 10 years of creditable service.	At age 60 with at least 10 years of creditable service
Termination retirement formula	Available	Not available
Age factors	One age factor table; maximum factor of 0.025 reached at age 65	Two age factor tables: one for members with 30 years of service, and another for members without 30 years of service; maximum factor of 0.025 reached at age 67
Final salary average period	3 years	5 years
RetirementPlus additional 2% begins...	After 24 years of service (i.e., with 30 years of creditable service, the additional R+ percentage is 12%)	After 23 years of service (i.e., with 30 years of creditable service, the additional R+ percentage is 14%)
Contribution rate	Does not change	When the member has 30 years of creditable service, the contribution rate is decreased by 3% . Note: For Tier 2 members participating in RetirementPlus, the contribution rate will decrease from 11% to 8%; for those not participating in RetirementPlus, the contribution rate will decrease from 9%, plus 2% on earnings over \$30,000/year, to 6%, plus 2% on earnings over \$30,000/year.
Active death benefit formula for member-survivors	If member is under age 55 at the time of death, his or her age is increased by the number of years and months to reach age 55 (age factor 0.015); survivor's age increased by same period.	If member is under age 60 at the time of death, his or her age is increased by the number of years and months to reach age 60 (without 30 years of creditable service, the age factor 0.0145; with 30 years of creditable service, the age factor is 0.01625); survivor's age increased by same period.
Ordinary disability retirement benefit formula for nonveterans	If member is under age 55 at the time of retirement, the age factor for 55 is used (0.015).	If member is under age 60 at the time of retirement, the age factor for 60 is used (without 30 years of creditable service, the age factor is 0.0145; with 30 years of creditable service, the age factor is 0.01625).
Ordinary disability retirement excludable	Begins when retiree attains age 55	Begins when retiree attains age 60
Right to buyback interest on §3 SCs after 4/2/2013	None; all §3 purchases subject to actuarial interest after 4/2/2013	If member had previously taken a refund from a MA contributory retirement system, then he or she may purchase §3 service at buyback interest if the purchase is made within one year of returning to MA public service.

The “Retirement percentage” chart: Membership Tier 1

For members with effective membership dates before April 2, 2012

A comparison of the percentage of salary average allowed under the regular and RetirementPlus formulas, by service and age

To be eligible for regular retirement (also known as *superannuation* retirement) under either the “regular” formula, or, if you are participating in RetirementPlus, the enhanced RetirementPlus benefit, you must meet the corresponding eligibility requirements:

- **“Regular” formula:** You must **EITHER** have 20 or more years of creditable service at any age, **OR** be age 55 with 10 or more years of creditable service.
- **RetirementPlus formula:** You must have 30 or more years of creditable service, at least 20 of which are membership service with the MTRS or the Boston Retirement System as a teacher; there is no minimum age requirement. If you *elected* to participate in RetirementPlus, but then do not meet either the 20-year “teaching” or the 30-year total service requirement by your date of retirement, you will receive a retirement benefit calculated under the regular formula and a refund of your RetirementPlus contributions, plus regular interest.

Note: Members who transfer into the MTRS from another Massachusetts contributory retirement system have 180 days in which to elect to participate in RetirementPlus; if they do not respond, they are enrolled in RetirementPlus.

		AGE AT RETIREMENT																					
Formula		R+ % increase	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65+	
YEARS OF SERVICE *	10 Regular	—										15.0	16.0	17.0	18.0	19.0	20.0	21.0	22.0	23.0	24.0	25.0	
	11 Regular	—										16.5	17.6	18.7	19.8	20.9	22.0	23.1	24.2	25.3	26.4	27.5	
	12 Regular	—	Tier 1 members are eligible to retire EITHER with 20 or more years of creditable service at any age, OR at age 55 with 10 or more years of service.										18.0	19.2	20.4	21.6	22.8	24.0	25.2	26.4	27.6	28.8	30.0
	13 Regular	—											19.5	20.8	22.1	23.4	24.7	26.0	27.3	28.6	29.9	31.2	32.5
	14 Regular	—											21.0	22.4	23.8	25.2	26.6	28.0	29.4	30.8	32.2	33.6	35.0
	15 Regular	—											22.5	24.0	25.5	27.0	28.5	30.0	31.5	33.0	34.5	36.0	37.5
	16 Regular	—											24.0	25.6	27.2	28.8	30.4	32.0	33.6	35.2	36.8	38.4	40.0
	17 Regular	—											25.5	27.2	28.9	30.6	32.3	34.0	35.7	37.4	39.1	40.8	42.5
	18 Regular	—	27.0	28.8	30.6	32.4	34.2	36.0	37.8	39.6	41.4	43.2	45.0										
	19 Regular	—	28.5	30.4	32.3	34.2	36.1	38.0	39.9	41.8	43.7	45.6	47.5										
	20 Regular	—	12.0	14.0	16.0	18.0	20.0	22.0	24.0	26.0	28.0	30.0	32.0	34.0	36.0	38.0	40.0	42.0	44.0	46.0	48.0	50.0	
	21 Regular	—	12.6	14.7	16.8	18.9	21.0	23.1	25.2	27.3	29.4	31.5	33.6	35.7	37.8	39.9	42.0	44.1	46.2	48.3	50.4	52.5	
	22 Regular	—	13.2	15.4	17.6	19.8	22.0	24.2	26.4	28.6	30.8	33.0	35.2	37.4	39.6	41.8	44.0	46.2	48.4	50.6	52.8	55.0	
	23 Regular	—	13.8	16.1	18.4	20.7	23.0	25.3	27.6	29.9	32.2	34.5	36.8	39.1	41.4	43.7	46.0	48.3	50.6	52.9	55.2	57.5	
	24 Regular	—	14.4	16.8	19.2	21.6	24.0	26.4	28.8	31.2	33.6	36.0	38.4	40.8	43.2	45.6	48.0	50.4	52.8	55.2	57.6	60.0	
	25 Regular	—	15.0	17.5	20.0	22.5	25.0	27.5	30.0	32.5	35.0	37.5	40.0	42.5	45.0	47.5	50.0	52.5	55.0	57.5	60.0	62.5	
	26 Regular	—	15.6	18.2	20.8	23.4	26.0	28.6	31.2	33.8	36.4	39.0	41.6	44.2	46.8	49.4	52.0	54.6	57.2	59.8	62.4	65.0	
	27 Regular	—	18.9	21.6	24.3	27.0	29.7	32.4	35.1	37.8	40.5	43.2	45.9	48.6	51.3	54.0	56.7	59.4	62.1	64.8	67.5		
	28 Regular	—	22.4	25.2	28.0	30.8	33.6	36.4	39.2	42.0	44.8	47.6	50.4	53.2	56.0	58.8	61.6	64.4	67.2	70.0			
	29 Regular	—	26.1	29.0	31.9	34.8	37.7	40.6	43.5	46.4	49.3	52.2	55.1	58.0	60.9	63.8	66.7	69.6	72.5				
30 Regular	—	30.0	33.0	36.0	39.0	42.0	45.0	48.0	51.0	54.0	57.0	60.0	63.0	66.0	69.0	72.0	75.0	78.0	80.0	80.0	80.0		
30 R+	12%	42.0	45.0	48.0	51.0	54.0	57.0	60.0	63.0	66.0	69.0	72.0	75.0	78.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
31 Regular	—	34.1	37.2	40.3	43.4	46.5	49.6	52.7	55.8	58.9	62.0	65.1	68.2	71.3	74.4	77.5							
31 R+	14%	48.1	51.2	54.3	57.4	60.5	63.6	66.7	69.8	72.9	76.0	79.1	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
32 Regular	—	38.4	41.6	44.8	48.0	51.2	54.4	57.6	60.8	64.0	67.2	70.4	73.6	76.8	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
32 R+	16%	54.4	57.6	60.8	64.0	67.2	70.4	73.6	76.8	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
33 Regular	—	42.9	46.2	49.5	52.8	56.1	59.4	62.7	66.0	69.3	72.6	75.9	79.2	80.0									
33 R+	18%	60.9	64.2	67.5	70.8	74.1	77.4	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
34 Regular	—	47.6	51.0	54.4	57.8	61.2	64.6	68.0	71.4	74.8	78.2	80.0	80.0										
34 R+	20%	67.6	71.0	74.4	77.8	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
35 Regular	—	52.5	56.0	59.5	63.0	66.5	70.0	73.5	77.0	80.0	80.0	80.0	80.0										
35 R+	22%	74.5	78.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
36 Regular	—	57.6	61.2	64.8	68.4	72.0	75.6	79.2	80.0	80.0	80.0	80.0	80.0										
36 R+	24%	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
37 Regular	—	62.9	66.6	70.3	74.0	77.7	80.0	80.0	80.0	80.0	80.0	80.0	80.0										
37 R+	26%	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
38 Regular	—	68.4	72.2	76.0	79.8	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0										
38 R+	28%	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
39 Regular	—	74.1	78.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0										
39 R+	30%	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
40 Regular	—	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		
40 R+	32%	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0	80.0		

RetirementPlus vs. regular formula

NO DIFFERENCE

MAXIMUM DIFFERENCE: Member receives full amount of RetirementPlus % increase

LESSER DIFFERENCE: Member receives only that amount of RetirementPlus % increase needed to reach 80% salary maximum

- * **Two notes on “years of service”:** For the purposes of determining your:
- 1) **“RetirementPlus % increase,”** only **whole** years of creditable service will be counted (the amount is not rounded up). For example, if you have 32.9 years of creditable service, your “RetirementPlus % increase” is based on 32 years of creditable service, or 16%.
 - 2) **Percentage of allowable salary average,** your **full years and full months** of creditable service will be counted. For example, Jane Educator is a teacher on a 10-month contract, and is retiring mid-year, on March 10. At that time, she will have 32 years, 6 months and 10 days of creditable service—or 32.6549 years of creditable service. The amount of creditable service that will be used to calculate Jane’s allowable percentage of salary average is 32.6 years. (Because the first decimal place represents full months, and the last three decimal places represent only partial months, the last three decimal places will not be included in Jane’s final benefit calculation.)

The “Retirement percentage” chart: Membership Tier 2

For members with effective membership dates on or after April 2, 2012

A comparison of the percentage of salary average allowed under the regular and RetirementPlus formulas, by service and age

To be eligible for regular retirement (also known as *superannuation* retirement) under either the “regular” formula, or, if you are participating in RetirementPlus, the enhanced RetirementPlus benefit, you must meet the corresponding eligibility requirements:

- **“Regular” formula:** You must be age 60 and have 10 or more years of creditable service.
- **RetirementPlus formula:** You must be age 60 and have 30 or more years of creditable service, at least 20 of which are membership service with the MTRS or the Boston Retirement System as a teacher. If you *elected* to participate in RetirementPlus, but then do not meet either the 20-year “teaching” or the 30-year total service requirement by your date of retirement, you will receive a retirement benefit calculated under the regular formula and a refund of your RetirementPlus contributions, plus regular interest.

Note: Members who transfer into the MTRS from another Massachusetts contributory retirement system have 180 days in which to elect to participate in RetirementPlus; if they do not respond, they are enrolled in RetirementPlus. New members automatically participate in RetirementPlus.

		AGE AT RETIREMENT									
		60	61	62	63	64	65	66	67+		
YEARS OF SERVICE *	10	Regular	—	14.50	16.00	17.50	19.00	20.50	22.00	23.50	25.00
	11	Regular	—	15.95	17.60	19.25	20.90	22.55	24.20	25.85	27.50
	12	Regular	—	17.40	19.20	21.00	22.80	24.60	26.40	28.20	30.00
	13	Regular	—	18.85	20.80	22.75	24.70	26.65	28.60	30.55	32.50
	14	Regular	—	20.30	22.40	24.50	26.60	28.70	30.80	32.90	35.00
	15	Regular	—	21.75	24.00	26.25	28.50	30.75	33.00	35.25	37.50
	16	Regular	—	23.20	25.60	28.00	30.40	32.80	35.20	37.60	40.00
	17	Regular	—	24.65	27.20	29.75	32.30	34.85	37.40	39.95	42.50
	18	Regular	—	26.10	28.80	31.50	34.20	36.90	39.60	42.30	45.00
	19	Regular	—	27.55	30.40	33.25	36.10	38.95	41.80	44.65	47.50
	20	Regular	—	29.00	32.00	35.00	38.00	41.00	44.00	47.00	50.00
	21	Regular	—	30.45	33.60	36.75	39.90	43.05	46.20	49.35	52.50
	22	Regular	—	31.90	35.20	38.50	41.80	45.10	48.40	51.70	55.00
	23	Regular	—	33.35	36.80	40.25	43.70	47.15	50.60	54.05	57.50
	24	Regular	—	34.80	38.40	42.00	45.60	49.20	52.80	56.40	60.00
	25	Regular	—	36.25	40.00	43.75	47.50	51.25	55.00	58.75	62.50
	26	Regular	—	37.70	41.60	45.50	49.40	53.30	57.20	61.10	65.00
	27	Regular	—	39.15	43.20	47.25	51.30	55.35	59.40	63.45	67.50
	28	Regular	—	40.60	44.80	49.00	53.20	57.40	61.60	65.80	70.00
	29	Regular	—	42.05	46.40	50.75	55.10	59.45	63.80	68.15	72.50
	30	Regular	—	48.75	52.50	56.25	60.00	63.75	67.50	71.25	75.00
		R+	14%	62.75	66.50	70.25	74.00	77.75	80.00	80.00	80.00
	31	Regular	—	50.37	54.25	58.12	62.00	65.87	69.75	73.62	77.50
		R+	16%	66.37	70.25	74.12	78.00	80.00	80.00	80.00	80.00
	32	Regular	—	52.00	56.00	60.00	64.00	68.00	72.00	76.00	80.00
		R+	18%	70.00	74.00	78.00	80.00	80.00	80.00	80.00	80.00
	33	Regular	—	53.62	57.75	61.87	66.00	70.12	74.25	78.37	80.00
		R+	20%	73.62	77.75	80.00	80.00	80.00	80.00	80.00	80.00
	34	Regular	—	55.25	59.50	63.75	68.00	72.25	76.50	80.00	80.00
		R+	22%	77.25	80.00	80.00	80.00	80.00	80.00	80.00	80.00
	35	Regular	—	56.87	61.25	65.62	70.00	74.37	78.75	80.00	80.00
		R+	24%	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00

RetirementPlus vs. regular formula

- NO DIFFERENCE
- MAXIMUM DIFFERENCE: Member receives full amount of RetirementPlus % increase
- LESSER DIFFERENCE: Member receives only that amount of RetirementPlus % increase needed to reach 80% salary maximum

* Two notes on “years of service”: For the purposes of determining your:

- 1) “RetirementPlus % increase,” only whole years of creditable service will be counted (the amount is not rounded up). For example, if you have 32.9 years of creditable service, your “RetirementPlus % increase” is based on 32 years of creditable service, or 18%.
- 2) Percentage of allowable salary average, your full years and full months of creditable service will be counted. For example, Jane Educator is a teacher on a 10-month contract, and is retiring mid-year, on March 10. At that time, she will have 32 years, 6 months and 10 days of creditable service—or 32.6549 years of creditable service. The amount of creditable service that will be used to calculate Jane’s allowable percentage of salary average is 32.6 years. (Because the first decimal place represents full months, and the last three decimal places represent only partial months, the last three decimal places will not be included in Jane’s final benefit calculation.)

Overview of retirement Options A, B and C, tables and factors, and benefit estimate worksheet

Overview of retirement Options A, B and C

The Massachusetts Retirement Law (M.G.L. c. 32) regulates your retirement allowance and allows you to choose one of three benefit options. These options differ with regard to the amount paid and whether any benefits will be paid to someone else after your death.

Option	Monthly benefit amount	Survivor benefit
A	Maximum allowance	None; all allowance payments cease upon your death and no benefits will be provided for any survivors.
B	Approximately 1-3% less than Option A amount <i>However, depending on your age and annuity account balance at retirement, the reduction could be greater.</i>	One-time, lump-sum payment of balance, if any, remaining in member’s annuity savings account <i>Note: There are no restrictions on who or how many individuals or entities may be named as beneficiary. In most cases, the member’s annuity account will be depleted 9 to 11 years after his or her retirement date.</i>
C	Approximately 9–11% less than Option A amount	A monthly survivor benefit, equal to 2/3 of the retiree’s monthly benefit at the time of death, paid to one beneficiary. <i>Note: Beneficiary must be the member’s parent, child, sibling, spouse or unmarried former spouse.</i>

Option A age factor table

Your age on your retirement date	Your Membership Tier	
	Tier 1 <i>Established membership before 4/2/2012</i>	Tier 2 <i>Established membership on or after 4/2/2012</i>
		With less than 30 years of creditable service
		With 30 years or more of creditable service
41	0.001	
42	0.002	
43	0.003	
44	0.004	
45	0.005	
46	0.006	
47	0.007	
48	0.008	
49	0.009	
50	0.010	
51	0.011	
52	0.012	
53	0.013	
54	0.014	
55	0.015	
56	0.016	
57	0.017	
58	0.018	
59	0.019	
60	0.020	0.0145
61	0.021	0.0160
62	0.022	0.0175
63	0.023	0.0190
64	0.024	0.0205
65	0.025	0.0220
66	0.025	0.0235
67+	0.025	0.0250

Tier 2 members are not eligible to retire until age 60

RetirementPlus percentage table

If you are participating in RetirementPlus, add the percentage that corresponds to your number of **full years** of creditable service (e.g., if you have 32.8 years of service, your RetirementPlus percentage is the percentage listed for 32 years, not 33 years).

Your full years of creditable service	Your Membership Tier	
	Tier 1 <i>Established membership before 4/2/2012</i>	Tier 2 <i>Established membership on or after 4/2/2012</i>
30	12%	14%
31	14%	16%
32	16%	18%
33	18%	20%
34	20%	22%
35	22%	24%
36	24%	26%
37	26%	28%
38	28%	30%
39	30%	32%
40	32%	34%

For the Option C factor table, see page 37.

Appendix C (continued)

Benefit estimate worksheet and examples		Your Membership Tier <input type="text"/>		Example: Tier 1	Examples: Tier 2	
Formula		You as of	You as of	Established membership before 4/2/2012	Established membership on or after 4/2/2012	With 30 years of creditable service
		/ /	/ /		With less than 30 years of creditable service	With 30 years or more of creditable service
Option A	Option A age factor (see table)	Age <input type="text"/>	Age <input type="text"/>	Age 58 0.018	Age 60 0.0145	Age 60 0.01625
	x Years of creditable service	x <input type="text"/>	x <input type="text"/>	x 35	x 28	x 30
	Base % of salary average	<input type="text"/> %	<input type="text"/> %	63.00%	40.60%	48.75%
	+ RetirementPlus %, if applicable*	+ <input type="text"/> %	+ <input type="text"/> %	+ Participating 22.00%	+ Participating 0.00%	+ Participating 14.00%
	Total % of salary average**	<input type="text"/> %	<input type="text"/> %	80.00%	40.60%	62.75%
	x Salary average Tier 1, 3-yr; Tier 2, 5-yr	x \$ <input type="text"/>	x \$ <input type="text"/>	x 3-yr sal avg \$75,000	x 5-yr sal avg \$70,000	x 5-yr sal avg \$70,000
	Option A annual allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$60,000	\$28,420	\$43,925
+ Veteran's benefit***	+ \$ <input type="text"/>	+ \$ <input type="text"/>	+ \$300	+ \$300	+ \$300	
Final Option A annual allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$60,300	\$28,720	\$44,225	
Option B	Final Option A annual allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$60,000	\$28,420	\$43,925
	x 99% (1% less than Option A)****	x 99%	x 99%	x 99%	x 99%	x 99%
	Option B annual allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$59,400	\$28,136	\$43,486
	+ Veteran's benefit***	+ \$ <input type="text"/>	+ \$ <input type="text"/>	+ \$300	+ \$300	+ \$300
Option B annual allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$59,700	\$28,436	\$43,786	
Option C	Option A annual allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$60,000	\$28,420	\$43,925
	x Option C Factor (see table)	x <input type="text"/>	x <input type="text"/>	x Ben. age 57 0.9194	x Ben. age 59 0.9099	x Ben. age 59 0.9099
	Option C annual allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$55,164	\$25,859	\$39,967
	+ Veteran's benefit***	+ \$ <input type="text"/>	+ \$ <input type="text"/>	+ \$300	+ \$300	+ \$300
	Final Option C annual allowance	\$ <input type="text"/>	\$ <input type="text"/>	\$55,464	\$26,159	\$40,267
x 2/3 (survivor portion)	x 2/3	x 2/3	x 2/3	x 2/3	x 2/3	
Annual member-survivor benefit	\$ <input type="text"/>	\$ <input type="text"/>	\$36,976	\$17,439	\$26,845	

* If you are participating in RetirementPlus, and you have 30 or more years of creditable service—at least 20 of which are “membership” service with the MTRS or the Boston Retirement System as a teacher—enter the appropriate percentage from the RetirementPlus percentage table.

** Your “Total % of salary average” may not exceed 80 percent.

*** If you are a wartime veteran, \$15 for each year of teaching service (up to a maximum of \$300) is added to the Option A annual allowance.

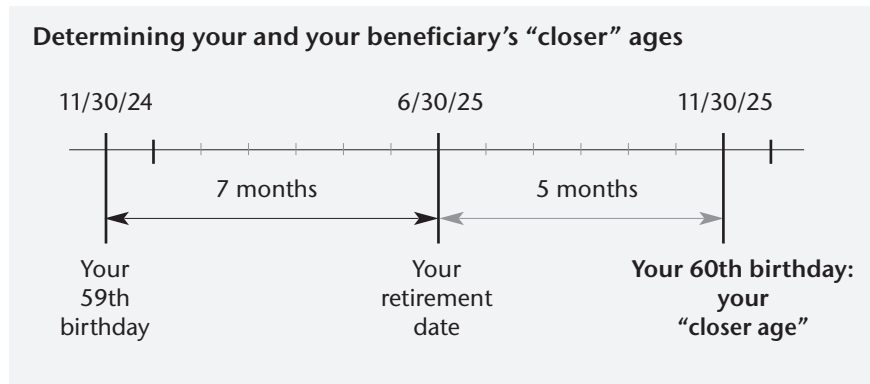
**** The Option B allowance is approximately 1% less than the Option A amount. For purposes of illustration only, we have estimated the Option B amount at 1% less than the Option A amount. However, depending on your age and annuity account balance at retirement, the reduction could be greater.

How to determine your Option C factor

To obtain your Option C factor (see table on next page), determine what your age will be *on your birthday closer to your retirement date*; then determine what your beneficiary's age will be *on his or her birthday that is closer to your retirement date*. Your Option C factor is the number where the row and column for your ages intersect.

To determine your "closer age," count the number of months and days between your birthday before your date of retirement, and your next birthday *after* your date of retirement. Your "closer age" is your age on your birthday that is closer to your date of retirement.

For example, if you are retiring on June 30, and your birthday is November 30, your "closer age" is your age on your birthday *after* your retirement date.



		Beneficiary's closer age																		
		50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
Member's closer age	50	.9509	.9528	.9546	.9565	.9583	.9601	.9618	.9635	.9652	.9669	.9685	.9700	.9715	.9730	.9744	.9758	.9771	.9783	.9796
	51	.9460	.9480	.9500	.9520	.9539	.9558	.9577	.9596	.9614	.9632	.9650	.9667	.9683	.9699	.9715	.9730	.9744	.9758	.9772
	52	.9408	.9429	.9450	.9471	.9492	.9512	.9533	.9553	.9573	.9592	.9611	.9630	.9648	.9665	.9683	.9699	.9715	.9730	.9745
	53	.9350	.9372	.9395	.9417	.9440	.9462	.9484	.9506	.9527	.9548	.9569	.9589	.9609	.9628	.9646	.9665	.9682	.9699	.9716
	54	.9287	.9311	.9335	.9359	.9383	.9406	.9430	.9453	.9477	.9499	.9522	.9544	.9565	.9586	.9606	.9626	.9645	.9664	.9682
	55	.9219	.9244	.9270	.9295	.9320	.9346	.9371	.9396	.9421	.9445	.9470	.9493	.9517	.9539	.9562	.9583	.9604	.9625	.9644
	56	.9146	.9173	.9199	.9226	.9253	.9280	.9307	.9334	.9360	.9387	.9413	.9438	.9463	.9488	.9512	.9536	.9559	.9581	.9603
	57	.9068	.9096	.9124	.9152	.9181	.9209	.9238	.9267	.9295	.9323	.9351	.9379	.9406	.9433	.9459	.9484	.9509	.9534	.9558
	58	.8984	.9013	.9043	.9073	.9103	.9133	.9163	.9194	.9224	.9254	.9284	.9314	.9343	.9372	.9400	.9428	.9455	.9482	.9507
	59	.8895	.8925	.8956	.8987	.9019	.9051	.9083	.9115	.9147	.9179	.9211	.9243	.9274	.9305	.9336	.9366	.9395	.9424	.9452
	60	.8800	.8831	.8863	.8896	.8929	.8963	.8997	.9031	.9065	.9099	.9133	.9167	.9200	.9233	.9266	.9299	.9330	.9361	.9392
	61	.8699	.8732	.8765	.8799	.8834	.8869	.8904	.8940	.8976	.9012	.9048	.9084	.9120	.9156	.9191	.9225	.9260	.9293	.9326
	62	.8592	.8626	.8661	.8696	.8732	.8769	.8806	.8844	.8882	.8920	.8958	.8996	.9034	.9072	.9110	.9147	.9184	.9220	.9256
	63	.8481	.8516	.8551	.8588	.8626	.8664	.8703	.8742	.8782	.8822	.8862	.8902	.8943	.8983	.9023	.9063	.9102	.9141	.9179
	64	.8364	.8400	.8437	.8475	.8513	.8553	.8594	.8635	.8676	.8718	.8760	.8803	.8846	.8888	.8931	.8973	.9015	.9057	.9098
	65	.8241	.8278	.8316	.8355	.8395	.8436	.8478	.8521	.8564	.8608	.8653	.8697	.8742	.8787	.8832	.8877	.8922	.8967	.9011
	66	.8113	.8151	.8190	.8230	.8271	.8314	.8357	.8401	.8446	.8492	.8539	.8585	.8633	.8680	.8728	.8775	.8823	.8870	.8917
	67	.7980	.8018	.8058	.8099	.8142	.8186	.8230	.8276	.8323	.8370	.8419	.8468	.8517	.8567	.8617	.8667	.8717	.8768	.8817
	68	.7840	.7879	.7920	.7962	.8006	.8051	.8097	.8144	.8192	.8242	.8292	.8343	.8394	.8446	.8499	.8552	.8605	.8658	.8711
69	.7694	.7734	.7776	.7819	.7863	.7909	.7956	.8005	.8055	.8105	.8157	.8210	.8264	.8318	.8373	.8428	.8484	.8540	.8596	
70	.7542	.7582	.7624	.7668	.7713	.7760	.7808	.7858	.7909	.7962	.8015	.8070	.8125	.8182	.8239	.8297	.8355	.8414	.8473	

		Beneficiary's closer age																								
		50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74
50	9509	.9528	.9546	.9565	.9583	.9601	.9618	.9635	.9652	.9669	.9685	.9700	.9715	.9730	.9744	.9758	.9771	.9783	.9796	.9807	.9818	.9829	.9839	.9849	.9858	.9867
51	.9460	.9480	.9500	.9520	.9539	.9558	.9577	.9596	.9614	.9632	.9650	.9667	.9683	.9699	.9715	.9730	.9744	.9758	.9772	.9785	.9797	.9809	.9820	.9831	.9842	.9851
52	.9408	.9429	.9450	.9471	.9492	.9512	.9533	.9553	.9573	.9592	.9611	.9630	.9648	.9665	.9683	.9699	.9715	.9730	.9745	.9760	.9773	.9787	.9799	.9811	.9823	.9834
53	.9350	.9372	.9395	.9417	.9440	.9462	.9484	.9506	.9527	.9548	.9569	.9589	.9609	.9628	.9646	.9665	.9682	.9699	.9716	.9731	.9747	.9761	.9775	.9789	.9802	.9814
54	.9287	.9311	.9335	.9359	.9383	.9406	.9430	.9453	.9477	.9499	.9522	.9544	.9565	.9586	.9606	.9626	.9645	.9664	.9682	.9700	.9716	.9732	.9748	.9763	.9777	.9791
55	.9219	.9244	.9270	.9295	.9320	.9346	.9371	.9396	.9421	.9445	.9470	.9493	.9517	.9539	.9562	.9583	.9604	.9625	.9644	.9664	.9682	.9700	.9717	.9734	.9750	.9765
56	.9146	.9173	.9199	.9226	.9253	.9280	.9307	.9334	.9360	.9387	.9413	.9438	.9463	.9488	.9512	.9536	.9559	.9581	.9603	.9624	.9644	.9664	.9683	.9701	.9719	.9735
57	.9068	.9096	.9124	.9152	.9181	.9209	.9238	.9267	.9295	.9323	.9351	.9379	.9406	.9433	.9459	.9484	.9509	.9534	.9558	.9581	.9603	.9624	.9645	.9665	.9685	.9703
58	.8984	.9013	.9043	.9073	.9103	.9133	.9163	.9194	.9224	.9254	.9284	.9314	.9343	.9372	.9400	.9428	.9455	.9482	.9507	.9533	.9557	.9581	.9604	.9626	.9647	.9667
59	.8895	.8925	.8956	.8987	.9019	.9051	.9083	.9115	.9147	.9179	.9211	.9243	.9274	.9305	.9336	.9366	.9395	.9424	.9452	.9480	.9506	.9532	.9557	.9582	.9605	.9628
60	.8800	.8831	.8863	.8896	.8929	.8963	.8997	.9031	.9065	.9099	.9133	.9167	.9200	.9233	.9266	.9299	.9330	.9361	.9392	.9422	.9451	.9479	.9507	.9533	.9559	.9584
61	.8699	.8732	.8765	.8799	.8834	.8869	.8904	.8940	.8976	.9012	.9048	.9084	.9120	.9156	.9191	.9225	.9260	.9293	.9326	.9359	.9390	.9421	.9451	.9480	.9508	.9535
62	.8592	.8626	.8661	.8696	.8732	.8769	.8806	.8844	.8882	.8920	.8958	.8996	.9034	.9072	.9110	.9147	.9184	.9220	.9256	.9290	.9325	.9358	.9391	.9422	.9453	.9483
63	.8481	.8516	.8551	.8588	.8626	.8664	.8703	.8742	.8782	.8822	.8862	.8902	.8943	.8983	.9023	.9063	.9102	.9141	.9179	.9217	.9254	.9290	.9325	.9360	.9393	.9426
64	.8364	.8400	.8437	.8475	.8513	.8553	.8594	.8635	.8676	.8718	.8760	.8803	.8846	.8888	.8931	.8973	.9015	.9057	.9098	.9139	.9178	.9217	.9256	.9293	.9329	.9364
65	.8241	.8278	.8316	.8355	.8395	.8436	.8478	.8521	.8564	.8608	.8653	.8697	.8742	.8787	.8832	.8877	.8922	.8967	.9011	.9054	.9097	.9139	.9180	.9221	.9260	.9298
66	.8113	.8151	.8190	.8230	.8271	.8314	.8357	.8401	.8446	.8492	.8539	.8585	.8633	.8680	.8728	.8775	.8823	.8870	.8917	.8964	.9009	.9055	.9099	.9143	.9185	.9227
67	.7980	.8018	.8058	.8099	.8142	.8186	.8230	.8276	.8323	.8370	.8419	.8468	.8517	.8567	.8617	.8667	.8717	.8768	.8817	.8867	.8916	.8965	.9012	.9059	.9105	.9150
68	.7840	.7879	.7920	.7962	.8006	.8051	.8097	.8144	.8192	.8242	.8292	.8343	.8394	.8446	.8499	.8552	.8605	.8658	.8711	.8763	.8816	.8868	.8919	.8969	.9019	.9067
69	.7694	.7734	.7776	.7819	.7863	.7909	.7956	.8005	.8055	.8105	.8157	.8210	.8264	.8318	.8373	.8428	.8484	.8540	.8596	.8652	.8708	.8763	.8818	.8871	.8925	.8977
70	.7542	.7582	.7624	.7668	.7713	.7760	.7808	.7858	.7909	.7962	.8015	.8070	.8125	.8182	.8239	.8297	.8355	.8414	.8473	.8532	.8591	.8650	.8708	.8766	.8822	.8878
71	.7384	.7425	.7467	.7512	.7558	.7606	.7655	.7706	.7758	.7812	.7867	.7923	.7981	.8039	.8099	.8159	.8220	.8281	.8343	.8406	.8468	.8530	.8592	.8653	.8714	.8774
72	.7220	.7261	.7304	.7349	.7396	.7444	.7494	.7546	.7600	.7655	.7711	.7769	.7828	.7889	.7950	.8013	.8076	.8140	.8205	.8270	.8336	.8402	.8467	.8532	.8597	.8660

Member's closer age

Option C factor table

If the age combination for you and your beneficiary is not listed, please see the listing for member ages 21-90 and beneficiary ages 21-90 on PERAC's website at www.mass.gov/doc/memorandum-37-2004-attachment/download.

Choosing your retirement date

Summer birthdays, mid-year retirements and other considerations

Your retirement date affects not only the amount of your benefits, but when they become payable and when you become eligible to receive your first cost-of-living adjustment (COLA). For some members, choosing a retirement date is a simple decision; for others, it is a difficult and emotional choice. To choose the retirement date that is best for you—financially and personally—make sure that you understand how the formula works and the financial considerations involved.

Consider what these dates could mean for you...

<p>■ June 30</p>	<p>The majority of MTRS members retire on June 30, the date on which most contracts for teachers come to an end. Additionally, by regulation, MTRS members retiring at the end of the school year must use June 30 as their retirement date even if the last day of school is earlier in the month. This rule exists so that teachers not only complete their contractual obligations, but also receive full service and salary credit for the year for their retirement calculations.</p>
<p>■ Your birthday*</p>	<p>In July or August: If you're under age 65 (Tier 1) or age 67 (Tier 2), it may be in your financial interest to retire on your birthday instead of June 30. On your birthday, your age factor will be higher, resulting in a greater retirement benefit for the rest of your life. Note, however, that you need to consider the amount of retirement benefits that you "give up" by postponing your retirement date until your birthday. Example: Joe Teacher will turn 61 on his birthday on August 2. If he retires on his birthday instead of June 30, he will "give up" the equivalent of one month and two days of retirement benefits that he would have received if he had retired on June 30. However, it is financially advantageous for Joe to wait until his birthday because he has determined that his retirement allowance will be sufficiently greater on that date—allowing him to recoup the retirement payments he "gave up" in a short period of time—and he will receive his increased benefit for the rest of his life.</p>
<p>During the school year: To receive the benefit of a higher age factor, you may want to retire on your birthday during the school year—or at the end of the month in which your birthday occurs. The MTRS calculates creditable service based on full years and full months of employment. Accordingly, if your birthday is October 17, it would most likely be in your financial interest to work until the end of October and use October 31 as your retirement date; by using October 31, you will receive service credit for the full month.</p> <p>*Using a later birthday as a retirement date will not result in an increase in:</p> <ul style="list-style-type: none">■ the age factor used in the calculation of your retirement allowance if you are already at age 65 (Tier 1) or age 67 (Tier 2); or,■ your total percentage of salary average, if, based on the current combination of your age and years of creditable service, you have already reached the maximum allowance of 80% of your final salary average.	
<p>■ Any date during the in school year retirement.</p>	<p>If circumstances arise that cause you to decide to retire during the school year, please keep in mind that the MTRS calculates creditable service based on full years and full months of employment. Accordingly, it would most likely be your financial interest to work until the end of a particular month, if possible, so that you receive service credit for the full month. Reminder: If you are on fully paid sick leave, you are accruing full service and salary credit toward</p>
<p>■ After your separation from service</p>	<p>Within 60 days of your separation from service: Your retirement date may be retroactive to your date of separation from service up to 60 days if you file your retirement application—along with a copy of your school district's written acceptance of your retroactive retirement date—within 60 days of your separation from service.</p> <p>More than 60 days after your separation from service: If you file your retirement application more than 60 days after your separation from service, your date of retirement cannot be retroactive—it may be no earlier than 15 days from the date that we receive your application. Example: Mary Educator resigns her teaching position on June 30, 2025 to explore another career. On February 1, 2026 she decides to retire from the MTRS. Her earliest retirement date is February 16, 2026.</p>

...and understand what your date of retirement means regarding COLAs...

Reminder— While annual COLAs have been granted in recent years, COLAs are subject to legislative approval every year, and are not guaranteed.

Eligibility for first COLA: You must be retired for a full fiscal year in order to receive your first cost-of-living adjustment (COLA), and fiscal years run from July 1 to June 30. Accordingly, if you retire on June 30, 2025, you will be eligible to receive your first COLA on July 1, 2026; if you retire just one month later, on July 30, 2025, you must wait until July 1, 2027—nearly two calendar years—to receive a COLA.

COLAs are cumulative: If they are granted, COLAs are added to your gross retirement allowance. For example, if your annual retirement allowance is \$40,000 and the COLA is \$390, your gross allowance becomes \$40,390. With the next year's COLA, your allowance increases to \$40,780; the following year it is \$41,170, and so on. In other words, that first \$390 "stays" in your allowance over the years. So if you retire on July 30 instead of June 30, you will not only "miss" that first COLA of \$390 in your first year of retirement, but every year thereafter. Over the course of 20 years, that could result in \$7,800 in "missed" COLAs; while this may not make enough of a difference for you to change your choice of retirement date, you should be aware of the effect this might have on your benefits.

Part-time service: How it is credited and other notes

Pursuant to 807 CMR 3.04

For part-time membership service rendered...	You will receive...
■ On or before 11/9/1990	Full-time credit
■ Between 11/9/1990 and 7/9/2010	If your employment status during this period: <ul style="list-style-type: none"> <input type="checkbox"/> did not change (i.e., you did not go from part-time to full-time, or vice versa), full-time credit <input type="checkbox"/> changed (i.e., you went from part-time to full-time, or vice versa, excepting pre-kindergarten or kindergarten service), prorated credit based on the percentage of full-time service it represents (e.g., if you worked for one year on a half-time basis, you will receive 0.50 year of service credit for that year).
■ On or after 7/9/2010	Prorated credit based on the percentage of full-time service it represents, regardless of any change in your employment status (e.g., if you worked for one year on a half-time basis, you will receive 0.50 year of service credit for that year).

Pre-kindergarten and kindergarten teaching service

If you rendered any part-time membership service prior to July 9, 2010 as a pre-kindergarten or kindergarten teacher, please note that that service is credited as full-time equivalent (FTE) service.

Sabbaticals and partially paid leaves of absence

All sabbatical leaves and partially paid leaves of absence are prorated based on the percentage of full-time salary you received (e.g., if you were on a full-year sabbatical at 50% salary, you will receive 0.50 year of service credit for that year).

Part-time nonmembership service

All part-time nonmembership service is prorated based on the percentage of full-time service that it represents. Additionally, all part-time service in the Boston Retirement System will be prorated.

Membership service and RetirementPlus

Membership service is service you acquire while working in a position eligible for membership in the MTRS during which you contribute directly to the MTRS via a payroll deduction by your school district. If you are participating in RetirementPlus, you must have 30 years of creditable service—at least 20 of which must be “membership” service with the MTRS or the Boston Retirement System as a teacher—in order to receive the enhanced benefit.

An exception: Part-time service and eligibility for ordinary disability retirement

For the purpose of determining your eligibility for ordinary disability benefits, part-time service will count as full-time service for purposes of meeting the ten-year minimum service requirement, but not for purposes of determining your benefit amount.

Full-time salary equivalent

Whenever prorated part-time service is used in the calculation of a retiring member’s benefit allowance, the MTRS will use the member’s full-time equivalent salary to determine his or her final salary average. In other words, your service credit will be prorated, but your salary equivalent will not—you will not be “double-prorated” in the calculation of your retirement benefit.

An example: Mary Music

For illustration purposes only; results may not be typical

A part-time music teacher her entire career and a member of the MTRS prior to April 2, 2012, Mary has always worked on a 50%-of-full-time basis. She is retiring at age 60 on June 30, 2025. She did not elect to participate in RetirementPlus.

Creditable service (all on a 50%-of-full-time basis)

9/1/1994–6/30/2010 (full-time equivalent)	16 yrs
9/1/2010–6/30/2025 (at 50%)	7.5 yrs
Total	23.5 yrs

Salary average

	Actual earnings	Full-time equivalent
9/1/2022–6/30/2023	\$36,000	\$72,000
9/1/2023–6/30/2024	\$37,000	\$74,000
9/1/2024–6/30/2025	\$38,000	\$76,000
Total	\$111,000	\$222,000
÷ 3 years	÷ 3	÷ 3
Salary average	\$37,000	\$74,000

Benefit calculations

Age factor (age 60)		0.020
x Years of creditable service	x	23.5
% of salary average		47%
+ RetirementPlus percentage	+	n/a
Allowable % of salary average		47%
x Salary average (full-time equivalent)	x	\$74,000
Option A allowance		\$34,780

Retirement planning: Common issues and checklist

- **We advise you to file your retirement application FOUR months before your retirement date. However, by law, you may file your application up to 60 days after your effective date of separation from service and still use the date of separation as your retirement date.**
 - ❗ If you file your application more than 60 days after your date of separation from service, the earliest effective date of retirement you may use will be 15 days after the date we receive your completed application. Also, if you are retiring on your birthday, use that exact day as your date of retirement, **not** the day after. See Appendix C (page 33) for information on choosing your retirement date.
- **Retirement applications are processed on a first-come, first-served basis.**

Please understand that it may take up to four months before your benefit calculation is complete and you are sent your *Notice of Estimated Retirement Benefit* (NERB) and first payment information from the MTRS.
- **Even if you file your retirement application four months before your date of retirement, the earliest that your first retirement payment may be issued is at the end of the first full month after your retirement date.**

You can generally plan on receiving your:

 - *Notice of Estimated Retirement Benefit* (NERB) about three to four months after you file your retirement application, and
 - **first retirement benefit payment** either at the end of the first full month after you receive your NERB, or at the end of the first full month after your date of retirement, whichever is later.

For example, if you wish to retire on June 30, and you file your application by March 1, depending on how quickly we are able to process your application, you may receive your NERB any time between mid-April and mid-June. However, because the earliest you may receive your first payment is at the end of the first full month after your retirement date, even if we send you your NERB before June, the earliest you may receive your first payment is July 31. Be assured that all first checks are paid retroactive to your effective date of retirement.
- **In some cases, your first retirement payment will be in the form of a check, and mailed to your home.**

This slight delay in implementing the direct deposit of your benefits is to allow the State Treasury time to test your electronic funds transfer before your first direct deposit is made.
- **Retirement checks are issued at the end of each month and represent payment for the previous month.**

For example, the payment that you receive at the end of January is the payment for January.
- **Direct deposit statements are NOT mailed to you every month.**

Once your direct deposit commences, you will receive a statement in the mail detailing your monthly benefit and deductions. After this initial statement, you will receive a statement in the mail only:

 - when there is a change in the amount of your deposit from the prior month;
 - when we need to provide retirees with new information and we print a special notice on the top portion of the direct deposit statement; or
 - at the end of December, when we send you a summary of your payments and deductions for the calendar year.
- **Find out more about retirement issues.**

Visit our website at mass.gov/mtrs for important information on:

 - the three retirement options: A, B and C;
 - purchasing creditable service;
 - health insurance;
 - Social Security
 - working after retirement;
 - taxes; and,
 - cost of living adjustments (COLAs).
- **Make a MyTRS account today!**

If you haven't already made an online account, create one to view your monthly payment and deduction details, your 1099-R forms, your beneficiary information, and more! Go to mass.gov/mtrs, click *Member sign in* and follow the instructions.

Your retirement process timeline and checklist


To fill in the dates, start with “Your date of retirement” and work backward

IMPORTANT REMINDERS REGARDING CREDITABLE SERVICE

ALL service purchases must be applied for while you are a member in service, and paid for in full BEFORE your effective date of retirement. **LATE PAYMENTS WILL DELAY YOUR DATE OF RETIREMENT**—and because retirement benefits are retroactive only to your date of retirement, **late payments will cause you to lose money!**

As you will see on the application, you are asked to list all of your creditable service and provide your “best estimate” of your total number of years. However, it is NOT necessary for you to request a “creditable service estimate” from the MTRS in order to complete your application. When we process your application, we will determine your exact amount of creditable service and notify you of the total before your benefit is finalized.

If you have any questions about purchasing service, please contact our office.

When (in relation to your date of retirement)	Action	Your dates
At least a year before	<input type="checkbox"/> GO to our website at mass.gov/mtrs , and select Members > Creditable service. Review all of the types of service listed and apply to purchase any that apply to you and for which you have not yet established credit.	<input type="text" value="/ /"/>
One year before	<input type="checkbox"/> CONTACT your local health insurance coordinator to confirm the health insurance coverage for which you will qualify as a retiree. If you cover a spouse or other dependent, be sure to ask about dependent coverage while you are retired <i>and</i> in the event of your death.	<input type="text" value="/ /"/>
6 months before	<input type="checkbox"/> GO to our website at mass.gov/mtrs , Members > select Apply for retirement. Follow the steps to estimate your benefits, review FAQ and download and print your retirement application.	<input type="text" value="/ /"/>
	<input type="checkbox"/> If you have any pending creditable service purchases, request invoices from us and be sure to tell us that you are retiring.	<input type="text" value="/ /"/>
5 months before	<input type="checkbox"/> Complete Part 1 of the application and forward Part 2 to your payroll officer for completion.	<input type="text" value="/ /"/>
	<input type="checkbox"/> Gather your required documents.  NOTE: If you do not submit the required documents with your application, your application will not be processed. <ul style="list-style-type: none"> <input type="checkbox"/> Photocopy of your marriage certificate (<i>if you no longer use your former or maiden name or if you are selecting Option C and naming your spouse as beneficiary</i>) <input type="checkbox"/> Your certified birth record* (<i>photocopy not accepted</i>) <input type="checkbox"/> Photocopy of your military discharge form DD214 (<i>if you are a veteran</i>) <input type="checkbox"/> Photocopy of your notice of resignation (<i>if you are filing for an involuntary termination retirement allowance, are retiring on a day other than the last day in your contract year OR under an individual contract</i>) <input type="checkbox"/> Photocopies of your contracts/salary schedules for your 3-year salary average period, including any pages referencing contractual language to substantiate any earnings in excess of your regular contract rates <input type="checkbox"/> A VOIDed check (<i>if your designated account for direct deposit is a checking account</i>) or your bank’s signed, official savings account verification document (<i>if your designated account for direct deposit is a savings account</i>) <input type="checkbox"/> Photocopy of your qualified Domestic Relations Order (<i>if you are divorced and have such an order in effect; please include your ex-spouse’s current address</i>) <input type="checkbox"/> Your beneficiary’s certified birth record* (<i>if you are selecting Option C; photocopy not accepted</i>) <p><i>* Your original documents will be returned to you.</i></p>	<input type="text" value="/ /"/>
4 months before	<input type="checkbox"/> Receive signed Part 2 from your payroll officer.	<input type="text" value="/ /"/>
	<input type="checkbox"/> Make a copy of Part 1, Part 2 and ALL attachments.	<input type="text" value="/ /"/>
	<input type="checkbox"/> Submit your application and ALL attachments to MTRS. <i>After we have reviewed your application for completeness, we will notify you in writing if it is complete or if additional information is needed.</i>	<input type="text" value="/ /"/>
	<input type="checkbox"/> Make payment for any pending creditable service purchases.	<input type="text" value="/ /"/>
	<input type="checkbox"/> Remind your local health insurance coordinator that you are retiring, and complete any necessary insurance paperwork.	<input type="text" value="/ /"/>
Your date of retirement		<input type="text" value="/ /"/>
3–4 months after you file your complete retirement application	<input type="checkbox"/> Receive your <i>Notice of Estimated Retirement Benefit (NERB)</i> , which will show your estimated retirement benefit.	<input type="text" value="/ /"/>
EITHER first full month <i>after you receive your NERB</i> OR first full month <i>after your date of retirement, whichever is later</i>	<input type="checkbox"/> Receive your first retirement benefit payment. [Note: Your first payment will include benefits retroactive to your date of retirement.]	<input type="text" value="/ /"/>



Don't worry—we'll be here for you in retirement, too

After you retire, we will still be here to serve you—and we look forward to continuing our relationship with you for many years. Please know that, throughout your retirement, we will continue to have responsibilities to each other.

During your retirement, **YOU** need to:

- **CONTACT** the MTRS if you...
 - **CHANGE** your name, address or Social Security number
 - **BECOME RE-EMPLOYED** by a Massachusetts public employer and exceed the time and earnings limitations
 - **BECOME DIVORCED**, and your retirement allowance is divided
 - **WANT TO CHANGE** your withholding for federal taxes, retiree beneficiary designation (Option A month-of-death, pro-rata payment only, or Option B), or direct deposit information
 - **WANT TO PARTICIPATE** in the governance of the MTRS or Pension Reserves Investment Board (PRIM) as an elected Board member
 - If you are receiving an ordinary or accidental disability retirement benefit, **BEGIN TO RECEIVE** Workers' Compensation benefits, or **HAVE A CHANGE** in your Workers' Compensation benefits
- **COMPLETE** and **RETURN** your Benefit Verification form when we mail it to you, to confirm that you are still eligible to receive your benefit payment
- **ADVISE** your survivors to contact us in the event of your death

During your retirement, **WE** will:

- **PAY** you a monthly retirement allowance
- **FORWARD** your health insurance payment, if applicable
- Pursuant to your instructions, **WITHHOLD** federal income tax from your benefit payment
- In January of every year, **SEND** you a 1099-R tax form
- **PAY** a benefit to your survivor, if applicable

Thank you for taking an active interest in your retirement planning.

We hope that this reference guide has been informative and helpful!

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