

Greetings retiring school teachers,

Due to COVID-19 restrictions, access to the Boston Retirement System has been somewhat curtailed. However, Retirement System staff will be present on **June 24, 2020** and **June 25, 2020**, between 9:00 a.m. – 2:00 p.m. at the Boston Teachers' Union hall to file your intent to retire package. This is intended only for teachers who wish to retire at the end of this school year.

### **LINK TO SCHEDULE**

In order to keep everyone safe, we ask that you schedule yourself a time and day using the following Google doc: [https://docs.google.com/spreadsheets/d/1-nF7pfVsQ-oil4POnmXHyXNUTYMI9-Mn5Rim\\_VF98/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1-nF7pfVsQ-oil4POnmXHyXNUTYMI9-Mn5Rim_VF98/edit?usp=sharing).

You will be provided a one hour slot. There are slots for 48 members. This will be first come, first serve. Please sign-up no later than June 12, 2020.

We will be working with the BTU to respect the social distancing recommendations of Mayor Walsh. As such, we ask that you show up with face covering on. Anyone without face covering will not be served.

Representatives from the City's Health Benefits Office will be present as well.

### **ITEMS NEEDED**

You should bring copies of the following items with you:

- (1) Your photo ID;
- (2) Your birth certificate;
- (3) Your spouse's birth certificate (if applicable);
- (4) Your marriage certificate (if applicable);
- (5) Domestic Relations Order ("DRO") (if applicable); and,
- (6) DD-214 (if applicable).

### **ALTERNATIVE DATES**

We note that you have until August 30, 2020, to file your intent to retire packet with us in order to preserve an effective retirement date of June 30, 2020. What that means is that as long as you file your intent to retire packet with the Retirement Board on or before August 30, your first pension check will be retroactive to June 30, 2020.

If you would prefer to have a counseling session at our City Hall office, we are doing so by appointment only on Tuesdays and Fridays. You may schedule a counseling session by sending an email request to: [retirementboard@boston.gov](mailto:retirementboard@boston.gov).

**THANK YOU!**

The assistance of Michael McLaughlin and the BTU leadership is greatly appreciated! The Boston Retirement System is proud to provide retirement benefits for Boston educators.

Timothy J. Smyth, Executive Officer  
Boston Retirement System