

May 28, 2021

Greetings retiring Boston school teachers,

Due to COVID-19 restrictions, access to the Boston Retirement System has been somewhat curtailed. However, Boston Retirement System and Health Benefits staff will be present on June 9-10, 2021, between 9:00 a.m. and 1:00 p.m. at the Boston Teachers Union hall to file your intent to retire package. As you probably know, the BTU hall is located at 180 Mt. Vernon Street in Dorchester, MA 02125.

This is intended only for educators who wish to retire within the next four months. It is not intended for creditable service buybacks, estimates or any other routine retirement function.

HOW TO SCHEDULE

In order to schedule your date/time, please

this link: [BTU ITR Sign Up Form](#)

You will be provided a one hour slot. There are slots for 32 members.

This will be on a first come, first serve basis. Please sign-up as soon as possible. Representatives from the City's Health Benefits Office will be present as well.

SAFETY FIRST

We will be working with the BTU in respecting the social distancing recommendations of the City of Boston. As such, we ask that you show up with face covering on.

Anyone who presents without a face covering will not be served. In order to avoid bunching of people inside the building, we further ask that you remain in your vehicle until we call you for your assigned session. Once you appear for your session, you will be seated at least 6 feet away from your member services representative.

ITEMS NEEDED

You should bring copies of the following items with you:

- (1) A pen (take it with you when you are done);
- (2) Your photo ID;
- (3) Your birth certificate;
- (4) Your spouse's birth certificate (if applicable);
- (5) Your marriage certificate (if applicable);
- (6) Voided check for Director Deposit Form;
- (7) Domestic Relations Order ("DRO") (if applicable); and,
- (8) DD-214 (if applicable).

ALTERNATIVE DATES

If you prefer to have a counseling session at our City Hall office, we are doing so by appointment only. You may schedule a counseling session by sending an email request to: retirementboard@boston.gov.

THANK YOU!

We are extremely grateful to Michael McLaughlin and the leadership of the BTU for hosting this event. The Boston Retirement System is proud to provide retirement benefits for Boston school teachers. We appreciate all you have done for the children of the City of Boston during your career.