

The Retirement Board will be present on May 13, 2022, between 10:00 a.m. – 1:00 p.m. at the Boston Teachers Union hall to file your intent to retire package. It is only intended for those who wish to retire between May 13, 2022, and Sept. 13, 2022. It is not intended for creditable service buybacks, estimates or any other routine retirement function. In order to schedule your date/time, please fill out the Google Form [HERE](#). You will be provided a one-hour slot on a first come, first serve basis. Please sign-up no later than May 4, 2022. Representatives from the City's Health Benefits Office will be present as well. If you prefer to have a counseling session at our City Hall office, it is by appointment only. You may schedule a counseling session by sending an email request to: retirementboard@boston.gov. You should bring copies of the following items with you:

- your photo ID;
- your birth certificate;
- your spouse's birth certificate (if applicable);
- your marriage certificate (if applicable);
- voided check for Director Deposit Form;
- Domestic Relations Order ("DRO") (if applicable);
- and (7) DD-214 (if applicable).