

**MASSACHUSETTS**

Public Employee Retirement Administration Commission  
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MEMORANDUM

TO: Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: PERAC Disability Forms

DATE: September 29, 1999

As you know, PERAC recently revised all disability forms. The revised "Basics of the Disability Retirement Process" manual and revised forms were sent to you on August 13, 1999. The forms also reside on PERAC's Home Page ( { HYPERLINK <http://www.state.ma.us/perac> } ) so that you may download copies of the forms from the Home Page.

Most Boards are now using the new forms. You must use the Application for Disability Retirement (involuntary as well as voluntary), Glossary of Terms, Employer's Statement, Physician's Statement, the Request for Appointment, Transmittal of Background Information, Disability Transmittal and Notice of Retirement Board Action, as of October 1, 1999 unless an older form has already been completed.

This memo is a reminder that PERAC will not process older disability forms that are completed after October 1, 1999. In order to avoid unnecessary delays; please discard all blank disability forms from your files that predate the new forms.