

**MASSACHUSETTS**

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MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Updates to the Employer's Statement and Massachusetts Public Employee Retirement Guide

DATE: October 25, 1999

**Employer's Statement**

We have added a field to Page One of the Employer's Statement Pertaining to a Member's Application for Disability Retirement. This field should be used to describe the basis of a member's disability. Please use the attached copy of the revised page to update your manual, "The Basics of the Disability Retirement Process", and your folder of Master Copies. Please begin to use this updated form immediately.

**Massachusetts Public Employee Retirement Guide**

Also attached is a corrected Benefit Rate Chart and an updated calculation example. After publication, we discovered that an incorrect percentage had been used in the Benefit Rate Chart and that this caused an error in case #9 of the sample benefit calculations that we presented. Please use the enclosed copies to update your Massachusetts Public Employee Retirement Guide.

I apologize for any confusion resulting from this erroneous example