

THE COMMONWEALTH OF MASSACHUSETTS

Public Employee Retirement Administration Commission
John W. McCormack Building, Room 1101
One Ashburton Place, Boston, MA 02108
(617) 727-9380

M E M O R A N D U M

TO: All Automated Retirement Boards

FROM: Robert F. Stalnaker, Executive Director

RE: Submission of Disabled Retiree Data

DATE: December 18, 1997

In order to update the disability database that PERAC will use to process the 1997 Earnings Statements of disabled retirees, retirement boards must submit basic information, as of December 31, 1997, about each of their accidental and ordinary disability retirees. The attached document shows what information is required and the format in which it must be provided. Please note that the file format remains exactly as it was in 1996. No changes have been made to it. A copy of the required format is attached.

Automated retirement boards must submit the required information about their disabled retirees to PERAC on tape or diskette no later than January 15, 1998. Mail your disability data files on diskette or tape to the attention of Paul LaLiberte at the above address. If you have any questions of a technical nature about your data files and PERAC's required format, please contact Paul (617-727-9380, extension 646).

Retirement boards will no longer be involved in mailing Earnings Statements. PERAC will merge 1997 disability data with 1996 disability data to ensure that our files are up to date and complete. After this merging process is finished and the retirees' names and addresses have been imprinted on the Annual Statement of Earnings forms, PERAC will mail the forms directly to disabled retirees during the first week of March of 1998.

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TO: All Automated Retirement Boards
FROM: Robert F. Stalnaker, Executive Director
RE: Submission of Disabled Retiree Data
DATE: December 18, 1997

Your timely submission of your disabled retiree data file to PERAC is a key element in PERAC's generation of an accurate mailing. A copy of the revised Annual Statement of Earnings Form and related instructions will be shared with retirement board personnel so that you can become familiar with the information PERAC will mail to the disabled retirees.

Please note that a frequently asked question and answer section about disabled retirees' earnings and the required reporting process will be added to PERAC's Internet Home Page. (www.state.ma.us/perac/) If an earnings question of a general nature comes up that has not been answered on our Home Page, please contact Sarah Kelly (617-727-9380, extension 625). We can easily add more questions and answers.

Thank you for your continued cooperation in this matter.

P:\computer/general/edisdata.doc
Attachment

**DISABILITY RETIREE INFORMATION TO BE SUBMITTED BY RETIREMENT
BOARDS**

ANNUAL SUBMISSION: by January 15 of each year

MEANS OF REPORTING: 9 track tapes or 3 1/2 inch or 5 1/4 inch diskettes

FILE SPECIFICATIONS: fixed width, flat ASCII file

RECORDS TO BE INCLUDED: all disabled retirees to whom a retirement allowance was paid during 1997 (during the entire year or any portion thereof)

Description	Field	Type	Position	Length
Board Number	BrdNumb	Numeric	1	3
Retiree SSN	RetSSN	Text	4	9
Last Name of Retiree	Lname	Text	13	30
First Name of Retiree	Fname	Text	43	25
Initial	Init	Text	68	1
Last Name of Guardian	LGName	Text	69	30
First Name of Guardian	FGName	Text	99	25
Initial	Ginit	Text	124	1
Address Line 1	Addr1	Text	125	30
Address Line 2	Addr2	Text	155	30
Address Line 3	Addr3	Text	185	30
City	City	Text	215	30
State	State	Text	245	2
Country	Ctry	Text	247	30
Postal Code	Zip	Text	277	9
Date of Birth	DOB	Text	286	8 (mm/dd/yyyy)
Date of Retirement	DOR	Text	294	8 (mm/dd/yyyy)
Type of Retirement	TOR	Text	302	3 (ORD or ACC or 006 or 007)
Annuity*	Annuity	Numeric	305	9 (7.2 implied)
Pension**	Pension	Numeric	314	9 (7.2 implied)
Dependency*	Depend	Numeric	323	9 (7.2 implied)
W.C. Offset*	WCO	Numeric	332	9 (7.2 implied)

*Provide annualized figures.

**The annualized Pension figure should be inclusive of all COLA's allotted to date.