



THE COMMONWEALTH OF MASSACHUSETTS

State Retirement Board

ONE WINTER STREET, 8TH FLOOR, BOSTON, MA 02108
436 DWIGHT STREET, #109A, SPRINGFIELD, MA 01103

2015 EMPLOYEE RETIREMENT INCENTIVE PROGRAM (“ERIP”)

APPLICATION E-MAIL INSTRUCTIONS

PLEASE NOTE: IN ORDER TO ELECTRONICALLY SUBMIT THE 2015 ERIP APPLICATION YOU WILL NEED ACCESS TO A COMPUTER (WITH ADOBE ACROBAT READER SOFTWARE INSTALLED), PRINTER & SCANNER.

1. Download the **2015 ERIP Application** from our website at www.mass.gov/treasury/2015erip and save it to your computer. *(The application is a PDF file so you will need Adobe Acrobat Reader installed on your computer to be able to open the document. This free software can be downloaded [here](#).)*
2. Fill out the application either electronically or manually. **Electronic instructions:** Open the PDF file and type your answers in each field. When completed, save your application by clicking “save” and then print the application out. Sign and date your application in all applicable fields and then you’ll need to scan your application into your computer. Proceed to #3. **Manual instructions:** Open the PDF application file and print it out. Fill out the application. Proceed to #3.

IMPORTANT: APPLICATIONS WITHOUT SIGNATURES IN ALL THE REQUIRED FIELDS WILL NOT BE ACCEPTED!

3. Scan your completed application and all other applicable documents (such as a birth certificate) in to your computer. **Please make sure each page is scanned in the correct order.** Once all pages have been scanned in to your computer you will need to find the file on your computer and save it as a PDF. **Note:** Most scanners have an option to scan multiple pages and merge them into a single PDF. **If you have questions about this process, please review the instructional documentation that came with your scanner.**
4. Attach your PDF application file to an e-mail and send to 2015ERIP@tre.state.ma.us.

**IF YOU HAVE QUESTIONS REGARDING THIS PROCESS,
CONTACT THE STATE RETIREMENT BOARD AT (617) 367-7770.**