



THE COMMONWEALTH OF MASSACHUSETTS

State Retirement Board

ONE WINTER STREET, 8TH FLOOR, BOSTON, MA 02108

RETIREMENT ADVANCE PAYMENT REQUEST FORM INFORMATION SHEET/APPLICATION

MSERS BENEFIT CARD INFORMATION

Members of the Massachusetts State Employees Retirement System who have applied to retire under the **Employee Retirement Incentive Program of 2015** (“ERIP”) and who have not begun receiving their monthly benefits may request an advance payment that will be deducted against their initial benefit payment from the State Retirement Board (“Board”).

The Massachusetts State Employees’ Retirement System (“MSERS”) will utilize a pre-loaded benefit card for individuals who receive approval for an advance against their first pension benefit payment and who retired under the Employee Retirement Incentive Program of 2015. Please see Section 2 of this form for the terms and conditions governing the issuance of an advance payment.

The MSERS Benefit Card is a **MasterCard®-branded card account from Bank of America**. **It is important to note:**

- (1) the benefit card functions as a **debit card, not a credit card** and
- (2) you will **NOT** receive an advance check at any time, even if your benefit card has not been activated.

Once your regular monthly pension benefits are approved and processed they will be electronically deposited into the bank account you designated in your ERIP application.

The MSERS Benefit Card account is Federal Deposit Insurance Corporation (FDIC)-insured and follows all Regulation E requirements for consumer protection. Account owners have access to their funds 24 hours a day, 7 days a week via purchases everywhere MasterCard debit cards are accepted, ATMs and pinned point-of-sale (POS) terminals, as well as over-the-counter cash access through tellers at any Bank of America, or other MasterCard bank or credit union location.

Certain transactions through the MSERS Benefit Card may be subject to fees, which are separately determined by the financial institution that issues the debit card. For more information, please read the documentation that was mailed to you along with your card.

For your convenience, automated account information and dedicated customer service representatives are available 24 hours a day, 7 days a week by calling **(866)-213-4074**. You may also view your account information free of charge by going to Bank of America Online customer service at www.bankofamerica.com/cashpay.

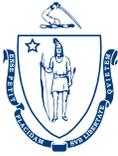
The Massachusetts State Retirement Board does not have access to your benefit card account information.

SUBMIT YOUR COMPLETED APPLICATION

1. SCAN AND E-MAIL TO: retirementadvance@tre.state.ma.us OR
2. MAIL TO: MSRB, ONE WINTER ST., 8th FLOOR, BOSTON, MA 02108

PLEASE NOTE: FAXED APPLICATIONS WILL NOT BE ACCEPTED.

E-mail completed form to: retirementadvance@tre.state.ma.us



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MAIL TO: ONE WINTER ST., 8TH FLOOR, BOSTON, MA 02108
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1. MEMBER INFORMATION (REQUIRED)

Name: _____ Last 4 of SSN: _____ or MSRB ID # (if known): _____

My effective retirement date is: 06-30-15

Present Address: _____ Personal E-Mail Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

2. TERMS AND CONDITIONS

The following are the terms and conditions for the request of an advance benefit payment:

- The member has applied and been found eligible for benefits under the ERIP and all required documentation related to the retirement application has been received by the Board.
- This Retirement Advance Request Form must be completed and submitted to the Board.
- The member has no outstanding payments due to the MSRB or to their employing agency.
- Requests for an advance will be reviewed by Board staff who will determine the final amount of any advance benefit payment that is approved.
- Any advance benefit payment shall be made in the form of a pre-loaded debit card in an amount determined by Board staff, but in an amount not to exceed 50% of the initial benefit payment.
- Certain transactions through a debit card may be subject to fees separately determined by the financial institution that issues the debit card. Please be sure to carefully read the materials that come with the card.
- Electronic direct deposit of an advance benefit payment is not available.
- Any advance benefit payment made will be deducted from the initial benefit payment made by the Board.
- Eligible members may only request one benefit advance and no additional value will be loaded to the debit card.
- Advances will not be available for members whose benefits are subject to qualified domestic relations orders, support orders, or properly executed liens.

I understand and agree to the terms and conditions outlined above for the application for a benefit advance. If approved, I authorize the Massachusetts State Retirement Board ("Board") / Office of the State Treasurer to issue an advance payment in an amount to be determined by the Board.

3. MEMBER SIGNATURE (REQUIRED - FORM WILL NOT BE PROCESSED WITHOUT SIGNATURE)

SIGN HERE: X

MEMBER SIGNATURE

DATE

BELOW THIS LINE IS FOR BOARD USE ONLY

MSRB AUTHORIZED SIGNATORY

ADVANCE AMOUNT

DATE

E-mail completed form to: retirementadvance@tre.state.ma.us