

Electronic Signature Regulation

941 CMR 2.11: Use of Electronic Signatures

The purpose of 941 CMR 2.11 is to clarify when the use of electronic signature would be acceptable in lieu of a “wet signature” pursuant to 840 CMR 28.00, *et seq.*

1. The Board allows the use of electronic signatures, as defined in 840 CMR 28.02, for the execution of the following form(s) or their equivalent, subject to its discretion with respect to the acceptance of such signed documents:

- a. Form SSA-1945: Statement Concerning Your Employment in a Job Not Covered by Social Security
- b. Commonwealth Agency New Member Enrollment Form
- c. Non-Commonwealth Agency New Member Enrollment Form
- d. Beneficiary Selection Form (Active Member)
- e. Beneficiary Selection Form (Option D)
- f. Beneficiary Change Form (Retired Member – Option B)
- g. Beneficiary Claim Statement
- h. Refund/Rollover Request Form
- i. Documents to be signed by Board Members or Board Staff including but not limited to minutes, warrants, contracts, correspondence, and invoices
- j. Superannuation Retirement Application
- k. Judicial Retirement Application
- l. Retirement Option Selection Form
- m. Spousal Acknowledgement
- n. IRS Form W-4P
- o. IRS Form W-4R
- p. IRS Form W-8BEN
- q. Working in Retirement Acknowledgement Form
- r. Authorization for Direct Deposit of Retirement Benefit
- s. Change of Direct Deposit for Retirement Benefit
- t. Retiree Change of Address Form
- u. Disability Retirement Application
- v. Involuntary Retirement Application
- w. Physician’s Statement
- x. Employer Statement
- y. Medical Records Certification Form (MSRB)
- z. Creditable Service for Commissioned Officers of the USPHS or NOAA Corps Buyback Form
- aa. Purchase of Creditable Service Form (MRSB)
- bb. Contract Buyback (MSRB)
- cc. Section 105 Return to Active Service Form
- dd. Veteran’s Creditable Service Form (MSRB)
- ee. Verification of Enrollment

2. In accordance with the provisions of 840 CMR 28.00, the Board will institute and maintain appropriate security procedures for the execution of the foregoing forms by way of electronic signature as authorized herein to verify that an electronic signature, digital signature, record, or errors in the information in an electronic or digital record. The Board may, in its discretion, allow for the use of any proper technology provided said technology utilizes and maintains appropriate security procedures, including identity verification protocols.

3. The Board will require a participating agency requesting permission to submit forms listed in (1)(a) through (1)(e) above electronically to file with the Board its method of collecting such electronic signatures. The staff of the Board shall have the authority to approve or deny such permission in accordance with the provision provided above in (2).

4. The Board retains the right to reject an electronic signature, digital signature, or other process covered by this regulation and require a wet signature at its discretion.

5. Nothing contained in 941 CMR 2.11 compels the use of electronic signatures if a member wishes to use a 'wet signature' in lieu of an electronic signature for the execution of the forms set forth herein.