

# We're Accepting Completed Forms and Other Documents for Drop-Off

Starting June 14, 2021, members of the State Employees' Retirement System may drop-off completed applications, forms, and other documents at the MSRB's Boston office at One Winter Street, Downtown Crossing.

## Visit Protocols & Requirements

- When visiting the Boston office of the State Retirement Board, you will be required to wear a mask over your nose and mouth at all times, regardless of vaccination status, until further notice.
- You will be escorted to and from the 8<sup>th</sup> Floor by a staff member.
- Due to limited MSRB staff working on-site, there will be no in-person counseling, and visits will be limited to no longer than it takes to drop-off documents, which should not exceed 15 minutes. If any follow-up on your forms/documents is required, we will contact you.
- An MSRB staff member will be available to assist with general questions about your submission.
- You may provide a contact number should you require detailed information or assistance, and a member of our team will call you.
- Services at this time cannot include reviewing your creditable service, determining your eligibility for benefits, or providing retirement benefit estimates.
- To obtain these services, please submit your request by phone or e-mail. Contact information and other resources may be located at [mass.gov/retirement](https://mass.gov/retirement)
- All exposed individuals who are asymptomatic should wait at least 10 days have passed since the first positive COVID-19 diagnostic test was taken, assuming symptoms did not subsequently develop.
- All exposed individuals who have symptoms consistent with COVID-19 should wait until at least 24 hours have passed since recovery before visiting our office. Recovery is defined as resolution of fever without the use of fever-reducing medications; improvement in symptoms; and, at least 10 days have passed since symptoms first appeared.

*Starting June 14<sup>th</sup>*

Monday 10AM – 3PM

Wednesday 10AM – 3PM

Friday 10AM – 3PM

Thank you for your continued attention and cooperation.