

Introduction

Termination Retirement Transmittal to the Commission

Updated August, 2003

Who should use the Termination Retirement Transmittal to the Commission?

This form is to be used by Retirement Board Members to certify to the Public Employee Retirement Administration Commission (PERAC) that the Retirement Board has received an application for a termination retirement pursuant to G.L. c. 32, § 10(2), has voted to approve the application, and pursuant to G.L. c. 32, § 21(1)(d) the Board is forwarding its decision to PERAC for review.

When PERAC approves a Retirement Board's decision to grant a termination retirement application, PERAC will use the *Termination Retirement Transmittal to the Commission* to certify its approval. No Termination Retirement Allowance can be paid until PERAC approval is granted and the calculation of the allowance is approved.

Should the completed Termination Retirement Transmittal to the Commission and all of the related attachments be faxed to PERAC?

The *Transmittal* and all of the related attachments should be transmitted to PERAC via US Mail. **Due to confidentiality considerations, these documents MUST NOT be transmitted via fax machines.**

What are the attachments that must accompany this form when it is submitted to PERAC?

- Statement of facts found by the Retirement Board regarding the reason for the applicant's termination
- *The Employer's Statement in Connection with a Termination Retirement Application*
- All documentation regarding the termination
- Applicant's complete *Application for Voluntary Superannuation Retirement*, including the applicant's brief summary of the facts underlying his or her application for a termination retirement pursuant to G.L. c. 32, § 10(2)
- Calculation sheet for member's Termination Retirement Allowance
- Copy of Member's Annuity Savings Fund card



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Retirement Board: Please place your address and phone number here. ▶

Member's Last Name _____ First _____ M.I. _____ Former or Maiden Name _____
Street Address _____ Social Security # _____
City _____ State _____ Zip _____

Retirement Board Decision

To the Commission:

We hereby certify that we have received the application of the above named member for a termination retirement, reviewed all of the documents submitted in connection with the application and have voted to grant the benefit in accordance with the provisions of G.L. c. 32, § 10(2). Pursuant to G.L. c. 32, § 21(1)(d) and § 21(3)(a), we are hereby forwarding our decision to you for review.

We made the following findings of fact. (By placing a check mark in the box to the left of the finding, the Board certifies that it has made the finding of fact.):

- ☐ that the employee has failed of nomination or re-election; or
- ☐ that the employee has failed of reappointment; or
- ☐ that the employee's office or position has been abolished; or
- ☐ that the employee has been removed or discharged from his position without moral turpitude on his part.

G.L. c. 32, § 15

Has the Retirement Board been made aware that this employee has been officially investigated for or charged with misappropriation of funds from his/her employer or convicted of any crime related to his/her office or position? ☐ Yes ☐ No

If **yes**, please provide documentation.

_____	Chair	_____	Member
_____	Member	_____	Member
_____	Member	_____	Date of Vote

See Page Two.



Member's Last Name	First	M.I.	Social Security #
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After completing this form, submit it and the following attachments to PERAC for approval:

- ☐ Statement of facts found by the Retirement Board regarding the reason for the applicant's termination
- ☐ *The Employer's Statement in Connection with a Termination Retirement Application*
- ☐ All documentation regarding the termination
- ☐ Applicant's complete *Application for Voluntary Superannuation Retirement*, including the applicant's brief summary of the facts underlying his or her application for a termination retirement pursuant to G.L. c. 32, § 10(2)
- ☐ Calculation sheet for member's Termination Retirement Allowance
- ☐ Copy of Member's Annuity Savings Fund card

Commission Approval

To the Retirement Board:

Pursuant to the authority granted to the Commission by G.L. c. 32, § 21(1)(d) and § 21(3)(a), the Commission has reviewed your decision to grant a termination retirement to _____.

The Retirement Board's Decision is hereby **approved**, and the calculation of the Termination Retirement Allowance is approved as noted on the attached.

Executive Director,
Public Employee Retirement Administration Commission

Date