



MBTA Retirement Fund – Retirement Guide

The MBTA Retirement Fund created this guide to help you prepare for your upcoming retirement consultation.

- 1. When do I need to complete my application?** Applications for retirement can only be completed the month prior to, or the day coincident with, the effective date of retirement. For example, if you want your retirement to be effective on December 1st, you must complete your application any business day in November or December 1st (if a business day).
- 2. How will the Retirement Fund verify my identity?** Because you will need to sign and have documents notarized at your consultation, you will need to bring at least one current (non-expired), original (not a copy) document issued by a federal or state government agency that contains an image of your face and bears your signature.
- 3. What information do I need to bring if I want to elect an option?** If you are going to elect an option, then you must bring evidence of the optionee's date of birth (original, not a copy of, license or other state-issued ID, birth certificate, or passport) and the optionee's social security number.
- 4. Are there any additional considerations if I am married?** If you are married, then your spouse is, by default, entitled to a certain option.¹ If you want to elect a different option (including no option) for your spouse, then your spouse is required to sign a spousal consent form, which must also be notarized. Your spouse may attend your consultation with you to complete this form or we will provide you with the form to return to us after your spouse completes it and has it notarized.
- 5. If I am applying for a disability retirement, do I need to bring any additional information?** If you are applying for a disability retirement, then the Retirement Fund will require that your doctor completes a form finding that you are unable to perform your job functions at the MBTA. The Retirement Fund sends this form directly to your doctor, so you should bring your doctor's contact information.
- 6. When will I receive my first payment from the Retirement Fund?** If you are receiving payment by check, then your monthly retirement check will be dated for the last day of the month. If you are receiving payment by ACH/ direct deposit, then the funds will be wired to your account on the last business day of the month. Therefore, if your retirement is effective on February 1st, then you would receive your first pension payment (for the month of February) on February 28th or, if the 28th was a weekend, the last business day of the month.
- 7. Who should I contact if I have questions about the coverage and the costs of the GIC program?** Questions concerning your coverage and the costs of the GIC program are handled through the MBTA Benefits Office. Please contact the MBTA Benefits Office, 10 Park Plaza, Room 4810, Boston, Massachusetts 02116, phone: (617) 222-3244 or consult the GIC website www.mass.gov/gic.
- 8. Who should I contact if I have additional questions about the Retirement Fund or want to schedule an appointment for retirement or consultation?** Please contact the Retirement Fund at (617) 316-3800 if you have any questions prior to your consultation or if you would like to schedule an appointment for retirement or consultation.

¹ See Pension Agreement Article IV, Section 4(a).