

**MASSACHUSETTS**  
Public Employee Retirement Administration Commission  
5 Middlesex Avenue, 3 rd Floor  
Somerville, MA 02145  
(617) 666-4446  
Fax: (617) 628-4002  
[www.state.ma.us/PERAC](http://www.state.ma.us/PERAC)

MEMORANDUM

TO: All Retirement Boards

FROM: Robert F. Stalnaker, Executive Director

RE: Disabled Retiree Data

DATE: December 3, 1998

In order to update the disability database that PERAC will use to process the 1998 Annual Statements of Earned Income of disabled retirees, retirement boards must submit basic information as of December 31, 1998, about each of their accidental and ordinary disability retirees. In past years we required electronic information from all boards, or worksheets from those boards which were not automated, however, **WE WILL NO LONGER REQUEST THE DATA TO BE COLLECTED IN THAT FORMAT.** The data that PERAC currently has pertaining to all members should be the most updated and accurate. We are asking you to review the attached list, and make any status changes, whether it be that the member has since passed away, resides in a nursing home, has recently waived his/her allowance or has subsequently returned to active service. Please also add all new members who were approved in 1997 for accidental or ordinary disability. When adding new members, please include the member's full name, address, social security number, date of birth, date of retirement, type of disability, as well as the annual annuity and pension amounts.

It is imperative that all information is returned to PERAC by January 15, 1999, in order for the statements to be mailed to the members by the first of February. Also enclosed you will find a sample copy of a letter that PERAC will be mailing to all disabled retirees. The intention of this letter is to notify the member that they will once again receive the Annual Statement of Earned Income Form that it is due by April 15, 1999. **NO ADDITIONAL NOTICES WILL BE SENT** before we notify you that they have not complied, and their allowances shall cease pursuant to G.L. c. 32, §91A.

A copy of the Annual Statement of Earned Income Form and related instructions will be shared with retirement board personnel so that you can become familiar with information PERAC will mail to the disabled retirees. Please note the Statement is essentially the same as the 1997 Statement.

Thank you for your continued cooperation in this matter.