

Voluntary Retirement Incentive Program (VRIP)

PARS Enrollment Process

(Ends at 8:00pm (ET) on April 3, 2017)

1. **RECEIVE PARS PACKET** – Read over the Plan Introduction and Plan Summary to gain a better understanding of the VRIP. Please also review your customized Benefit Illustration to see what benefit amounts you may receive if you enroll in the PARS Plan.
2. **CONTACT YOUR RETIREMENT FUND OR PLAN REGARDING YOUR PENSION** – Since the VRIP is in addition to your MBTA retirement benefit, it is very important for you to contact your respective MBTA Retirement Fund or Plan to obtain an estimate of your benefits and find out what paperwork you need to complete in order to retire. Please refer to the FAQ for contact information.
3. **CONTACT SOCIAL SECURITY REGARDING APPLICABLE BENEFITS** – If you are eligible for Social Security benefits, you need to contact Social Security to find out what steps you need to take in order to start collecting benefits. The Social Security Administration can be reached at (800) 772-1213 or visit their website at www.ssa.gov.
4. **IF ENROLLING, HAND-IN PACKET AT PARS WALK-IN WORKSHOP (BEST OPTION)** – Walk-in workshops have been scheduled to allow you to submit your enrollment packet directly to PARS. At this workshop, PARS representatives will review your enrollment packet and hand you a receipt confirming your enrollment into the Plan (contingent on meeting all of the eligibility requirements).

If you are unable to attend the walk-in workshop, you may send your enrollment packet directly to PARS via the following channels:

- Scan and email to plansupport@pars.org
- Fax to (877) 734-6220
- Mail in the enclosed return envelope to be **received** by 8:00pm (ET) on April 3rd (**not-postmarked**)
- Bring to MBTA Human Resources Department (located in Room 4810 at 10 Park Plaza, Boston, MA) for assistance on sending to PARS

**IF YOU HAVE ANY QUESTIONS REGARDING THE VRIP, PLEASE CONTACT
THE PARS PLAN SUPPORT DEPARTMENT AT (800) 731-7884
OR E-MAIL US AT PLANSUPPORT@PARS.ORG.**