

## RETIREMENT INFORMATION

### Steps to Retirement

1. Contact your retirement board for eligibility.
2. Submit a written notice of intent to retire to the superintendent and/or designee.
3. Submit paperwork from your retirement board to the payroll office for processing.
4. The payroll coordinator will process and return the paperwork as requested.
5. Refer to your specific contract for details and timelines.

**Teachers & Administrators**  
[Massachusetts Teachers' Retirement System](#)  
[MTRS Forms](#)

**Health Benefits**  
[GIC Retired Municipal Teachers](#)  
[GIC Rate Sheet for Retired Municipal Teachers](#)

**Paraprofessionals, Clerks, and Custodians**  
[City of Everett Retirement](#)

**Seasonal and Part-time workers**  
[Mass Smart Plan](#)

### **FOR MORE INFORMATION:**

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