



**CLINTON RETIREMENT SYSTEM**  
242 Church Street  
Clinton, Massachusetts 01510  
Phone (978) 365-4118

Congratulations! I recently received notice from the Town of Clinton that you accepted a position which is eligible for membership in the Clinton Retirement System.

Please call or email me to make an appointment, so that we can review the checklist below, and complete all applicable documents to process your enrollment in the Clinton Retirement System and approve payroll deductions.

Patricia Hazel, CRB Administrator @ (978) 365-4118 or email to [phazel@clintonma.gov](mailto:phazel@clintonma.gov).

**New Member Documentation Checklist:**

- \_\_\_\_ New Member Enrollment Form Link-Member to complete  
<https://www.mass.gov/doc/new-member-enrollment-form/download>
  - \_\_\_\_ Beneficiary Selection Form Link-Member to complete  
<https://www.mass.gov/doc/beneficiary-selection-form/download>
  - \_\_\_\_ Statement concerning your employment not covered by Social Security Link: Member to complete  
<https://www.mass.gov/doc/statement-concerning-your-employment-in-a-job-not-covered-by-social-security/download>
  - \_\_\_\_ Notice of Potential Benefits pursuant to G.L. c. 32, S. 4(1) (h) Link: with DD214 if applicable  
<https://www.mass.gov/doc/veterans-buyback-form-0/download>
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- \_\_\_\_ Letter of Hire or Contract: Obtain from Hiring Authority
  - \_\_\_\_ Proof of Pre-Employment Physical: Obtain from Hiring Authority
  - \_\_\_\_ Birth Certificates- Need only a copy for member and beneficiaries
  - \_\_\_\_ Marriage Certificate- Need only a copy if applicable