

Voluntary Separation Incentive Program (VSIP)

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 VSIP. Please also review your customized Benefit Illustration to see what benefit amounts you may receive if you enroll in the PARS Plan.
2. **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 VSIP, PLEASE CONTACT
THE PARS PLAN SUPPORT DEPARTMENT AT (800) 731-7884
OR E-MAIL US AT PLANSUPPORT@PARS.ORG.**