



## Three to Five Years Before Retirement or Entering DROP

1. Attend a seminar in your area, a webinar, or view a previously recorded webinar on our website. Visit LSERS' Website at [www.lservers.net](http://www.lservers.net) for a listing or call 225.925.7492 or 1.800.256.3718 for a seminar to be held in your area.
2. Check your member statement to be sure the correct number of years is posted. Contact our office at 225.925.6484 or 1.800.256.3718, if the years are incorrect.
3. Complete any purchases or transfers of service in advance of applying for retirement or entering DROP.

## Two to Three Years Before Retirement or Entering DROP

1. Check on attending a seminar in your area, a webinar, or view a previously recorded webinar on our website.
2. Request an estimate of your benefits projected to your retirement date.
3. Ask your employer to certify your employment history with LSERS.

## One to Two Years Before Retirement or Entering DROP

1. Attend a counseling session in your area, a webinar, or view a previously recorded webinar on our website.
2. Ensure all of your years of service are certified by your employer.

## Six Months Before Retirement or Entering DROP

1. Gather/obtain copies of the following documents required at time of retirement:
  - Birth certificates for you, your spouse, and any option beneficiaries
  - Social security cards for you, your spouse, and all named beneficiaries
  - Legal separation or divorce papers, including community property settlements
2. Submit an *Application for Service Retirement, IBRP, DROP* form ([Form 10](#))
3. If you are applying for service retirement or IBRP retirement, you must also submit an *Authorization for Direct Deposit* ([Form 8](#)) to setup direct deposit of your retirement benefit into the bank of your choice. Direct Deposit is required for anyone retiring on or after July 1, 2010.