



LOUISIANA SCHOOL EMPLOYEES'  
RETIREMENT SYSTEM

## Plan Ahead

LSERS offers many benefits and encourages you to plan ahead. LSERS offers Fact Sheets for information on each retirement benefit and eligibility requirements. The year before you believe you are eligible for retirement, request an estimate of retirement benefits by submitting a [Form 16](#) Request for Retirement Benefit Estimate. Upon receipt of this form, LSERS will begin the process of certifying your service credit and eligibility. When you receive information from LSERS, you may apply to retire or enter the Deferred Retirement Option Plan (DROP), if you are eligible. You are encouraged to review all plans and carefully evaluate which may be best for you. DROP and Initial Benefit Retirement Plan (IBRP) are two of the retirement options, but these plans are not for everyone.

## Submitting Your Application

LSERS will accept your application up to 6 months before your effective date of retirement or entrance into DROP. Your effective date of retirement will be the day after your employment ends or the date LSERS receives your retirement application, whichever is later.

The following applications are available to you on LSERS Website [www.lsers.net](http://www.lsers.net):

[Form 10](#) Application for Service Retirement, IBRP, or DROP

[Form 12](#) Application for Disability Retirement

[Form 10DRC](#) After DROP Notification

These forms include instructions and lists which documents are required.

## Acknowledging Receipt of Your Application

LSERS will send a letter to you and your employer, acknowledging receipt of your application and requesting additional documents (if applicable) to process the application. **Please allow 2 weeks after submitting your application for receipt of this letter.**

## Processing Your Application for Regular Service Retirement, Early Service Retirement, or IBRP

Upon receipt of your application, LSERS will review your record, calculate your benefits and send an Affidavit to you. This Affidavit will list your named beneficiary, the payment options available; have a section to choose an option, and a section in which your spouse consents to your option selection.

Upon receipt of this form, complete the Option Election section in the presence of a Notary Public. If applicable, your spouse must complete the Spousal Consent section in the presence of a Notary Public. Once notarized, return this form to LSERS.

You have 60 days to complete and return the Affidavit. If LSERS has not received your Affidavit within 60 days, your application may be canceled.

LSERS will finish processing your application after your effective date or the day we receive all documents, whichever is later. You will begin receiving estimated benefit checks approximately the first day of the month after your effective date of retirement. After LSERS receives confirmation of service credit and earnings, your application will be finalized and you will receive any applicable retroactive payment. This process may take up to three months, depending on when we receive required documentation.

## Processing Your Application for Disability Retirement

Upon receipt of your application and medical records, LSERS will submit your application for review by the State Medical Disability Board. If approved, your effective date of retirement will be the day after your termination date or the day your application was received, whichever is later.

After approval, you may receive an Affidavit. If your plan allows for an option selection, this Affidavit will include your choices and must be completed, notarized, and returned to LSERS within 60 days.

LSERS will finish processing your application after your effective date and your Affidavit is received. At that time, your benefits will begin and if applicable, you will receive retroactive payments.

## Retirement Application Process Fact Sheet – 8

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### **Processing Your DROP Application**

Upon receipt of your application, LSERS will review your record, calculate your benefits and then send an Affidavit to you. This form will list your named beneficiary, the payment options available; have a section to choose an option, and a section in which your spouse consents to your option selection.

Upon receipt of this form, complete the Option Election section in the presence of a Notary Public. If applicable, your spouse must complete the Spousal Consent section in the presence of a Notary Public. Once notarized, return this form to LSERS.

You have 60 days to complete and return the Affidavit. If LSERS has not received your Affidavit within 60 days, your application may be canceled.

LSERS will finish processing your application after your effective date or the day we receive all documents, whichever is later. Your DROP account will be credited with retroactive deposits and afterwards, deposits will be credited monthly. This process may take up to three months, depending on when we receive required documentation.

### **After DROP**

#### Continuing Employment

Upon receipt of your [Form 10DRC](#) and a [Form 2](#) Enrollment, you will be re-enrolled. Your employer will submit contributions, and you will earn service credit, if you have not reached 100% accrual.

#### Retiring

Upon receipt of your [Form 10DRC](#), LSERS will send an acknowledgement to you and your employer. The acknowledgement will include a request for additional documents, if applicable.

LSERS will finish processing your application after your effective date or the day we receive all documents, whichever is later. You will begin receiving Estimated Benefit checks approximately the first day of the month after your effective date of retirement. After LSERS receives confirmation of service credit and earnings, your application will be finalized, your post-DROP benefits will be added to your monthly benefit, and you will receive any applicable retroactive payment. This process may take up to three months, depending on when we receive required documentation.

You will then be able to begin making withdrawals from your DROP account. You may complete a [Form 11D](#) to receive your DROP funds. If you are married, LSERS will also require a completed and notarized [Form 11](#).

You are encouraged to consult with a tax advisor regarding future disbursements from your DROP account.

### **Monthly Benefit Checks**

Monthly benefit payments are paid on the first of the month. For example, payment for July is made on July 1<sup>st</sup>.

#### Checks

Checks are mailed on the last working day of each month. If you do not receive your check by the 7th business day of the month contact LSERS to begin the check replacement process.

#### Direct Deposit

Effective July 1, 2010, all payees are required to receive their benefits by Electronic Funds Transfer (EFT). LSERS cannot begin paying benefits until after a [Form 8](#) is received. EFT payments are dated the 1<sup>st</sup> of each month, or if the 1<sup>st</sup> is on a weekend or holiday, the 1<sup>st</sup> banking day after the weekend or holiday.

### **Health Insurance**

After your retirement, your employer sponsored health and life insurance premiums may be deducted from your monthly retirement check. This process is set up by your employer, and questions regarding deductions or coverage should be directed to them.

### **Income Taxes**

LSERS will send a Form 1099R in January for benefits you received the prior calendar year as required by the Internal Revenue Service. You are responsible for filing your federal income tax returns. Your retirement benefit is not subject to Louisiana state tax withholdings, and you are encouraged to see a tax advisor regarding your tax situation.