



DROP Checklist

All required documents must be submitted prior to disbursement of any funds. Each applicant is responsible for ensuring the necessary paperwork is submitted to LSERS.

The following are required for all DROP members:

- Copy of member's social security card
- Copy of spouse's and/or beneficiary(s) social security card(s)
- Copy of member's birth certificate
- Copy(s) of spouse's and/or beneficiary(s) birth certificate(s)

May be applicable:

- Copy of divorce documents
- Copy of spouse's death certificate
- [Form 3](#) "Change of Beneficiary"

DROP Documents (entering DROP):

The following are required for all DROP deposit retirees:

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

May be applicable:

- [Form 11](#) "Spousal Consent for DROP or IBRP Account"

DROP Documents (after DROP participation ends):

The following are required for DROP retirees:

- [Form 10DRC](#) "After-DROP Notification"
- [Form 11](#) "Spousal Consent for DROP or IBRP Account"
- [Form 8](#) "Authorization for Direct Deposit"
- [Form W4P](#) "Withholding Certificate for Pension or Annuity Payments"

May be applicable:

- [Form 11D](#) "DROP or IBRP Withdrawal Selection"
- [Form 11](#) "Spousal Consent for DROP or IBRP Account"

For Employers:

- [Form 10A](#) "Employer Certification"
- [Form 5](#) "Service Credit Verification"