



Service Retirement 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 Service retirees:

- [Form 10](#) "Application for Service Retirement, IBRP, or DROP"
- 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 of spouse's and/or beneficiary(s) birth certificate(s)
- [Form 8](#) "Authorization for Direct Deposit"
- [Form W4P](#) "Withholding Certificate for Pension or Annuity Payments"

May be applicable:

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

For Employers:

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