



## Application for Retirement After DROP Checklist

Your benefits will begin in an estimated amount once you submit the required documents; all listed below must be submitted. Benefits cannot begin until after your effective date of retirement and may remain in estimated status for several months until the employer submits *their* required documents listed below. Your final monthly benefit amount will include the amount/benefit option you selected when you entered DROP, plus any allowable amounts for unused leave and service credit earned for working after your DROP participation ends. For more information regarding calculations, please refer to [Fact Sheet 12 - Regular Service Retirement](#).

Your first monthly benefit payment will arrive via United States Postal Service and all subsequent benefits will be deposited directly to your bank account.

If your 1<sup>st</sup> retirement eligibility date was before 1/1/2004, contact LSERS regarding your DROP account at [webmaster@lsers.net](mailto:webmaster@lsers.net) or 1.800.256.3718.

If your 1<sup>st</sup> retirement eligibility date was on or after 1/1/2004, please contact Empower Retirement regarding your DROP account balance at [www.louisianadcp.com](http://www.louisianadcp.com) or 1.800.701.8255.

### Members:

- [Form 10C](#) - Application for Retirement After DROP
- [Form 8](#) - Authorization for Direct Deposit
- [Form W4P](#) - Withholding Certificate for Pension or Annuity Payments

### Employers:

#### For all members:

- [Form 10A](#) - Employer Certification

#### For members who continued to work after their DROP participation ended:

- [Form 5](#) - Service Credit Verification