



## DROP Checklist

Each applicant is responsible for ensuring that all necessary paperwork is submitted to LSERS. Payments of any kind cannot be issued until all required documents are received.

### Entering DROP:

- [Form 10](#) – Application for Service Retirement, IBRP, or DROP
- Copy of member's social security card
- Copy of spouse and/or beneficiary social security card
- Copy of member's birth certificate

### The following is required depending on your circumstances:

- Copy of spouse and/or beneficiary birth certificate: for the **one** person you intend to leave a monthly benefit at your death.
- Copy of divorce document: if married and divorced during your LSERS membership.
- Copy of spouse's death certificate: if married and spouse died during your LSERS membership.
- [Form 3](#) – Named Beneficiary: to assign one or more beneficiaries to receive any remaining contributions or DROP account balance at your death.
- [Form 11](#) – Spousal Consent for DROP or IBRP Account: if married and do not choose your spouse as your DROP beneficiary to receive at least 50% of the account balance at your death.

### Retiring After DROP:

- [Form 10C](#) – Application for Retirement After DROP
- [Form 8](#) – Authorization for Direct Deposit
- [Form W4P](#) – Withholding Certificate for Pension or Annuity Payments
- Contact Empower Retirement at [www.louisianadcp.com](http://www.louisianadcp.com) or 1.800.701.8255 to manage/withdraw from your DROP account.

### Required From Employers:

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