



Disability Checklist

Each applicant is responsible for ensuring all required documents are submitted to LSERS. Disability benefits will be awarded only if the application is approved by the State Medical Disability Board (SMDB).

For Disability Applicants:

Required:

- [Form 12](#) – Application for Disability Retirement
- [Form 12C](#) – Physician Report of Disability
- Medical history and records
- 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
- [Form 8](#) – Authorization for Direct Deposit
- [Form W4P](#) – Withholding Certificate for Pension or Annuity Payments

May be requested:

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

For Employers:

- [Form 12B](#) – Supervisor Statement of Disability
- [Form 10A](#) – Employer Certification
- [Form 5](#) – Service Credit Verification
- [Form 5WC](#) – Report on Worker's Compensation, if applicable
- [Form 5PT](#) – Report on Part-Time Service, if applicable
- Official Job Description

Note: there are no provisions for additional benefits covering minor children under disability retirement.