



LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM

IBRP 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.

Applying for IBRP:

- [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
- [Form 8](#) – Authorization for Direct Deposit
- [Form W4P](#) – Withholding Certificate for Pension or Annuity Payments

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.

When Your Benefit is Finalized:

- Contact Empower Retirement at www.louisianadcp.com or 1.800.701.8255 to manage/withdraw from your DROP account.

For Employers:

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