



LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM

Service Retirement, IBRP, or DROP Application Checklist

Service Retirement: When LSERS has received all member required documents, you will receive an Estimated Affidavit listing your named beneficiaries and all retirement options. Your monthly benefit will be based on your option selection of Maximum, Option 1, 2, 2A, 3, 3A, 4 and 4A. After your effective date of retirement, your estimated monthly benefit will start. Your first benefit will arrive via United States Postal Service and all subsequent benefits will be deposited directly to your bank account. Your estimated monthly benefits will not include credit for unused leave. Your benefits may remain in estimated status for several months. When your benefit is finalized, it will be adjusted based on service credit certifications and credit for unused leave. Any retroactive benefits will be issued later the same month.

IBRP: You will have two accounts, a monthly benefit account described above and an IBRP account with the amount requested on your application. After your benefit is finalized, your IBRP funds will be managed by Empower Retirement. You may contact Empower Retirement at www.louisianadcp.com or 1.800.701.8255 to manage your account or make a withdrawal.

DROP: Your monthly benefit as described above will be deposited into your DROP account here at LSERS. When your DROP participation period ends, your funds will be transferred to Empower Retirement. Your funds will not be available for withdrawal until you retire. When you are ready to retire, please refer to [Application for Retirement After DROP Checklist](#).

Members:

- [Form 10](#) – Application for Service Retirement, IBRP, or DROP
- [Form 3](#) – Named Beneficiary
- Copy of member's Social Security card
- Copy of member's birth certificate
- Copy of beneficiary(s) Social Security card(s)
- Copy of beneficiary(s) birth certificate(s)
- [Form W4P](#) – Withholding Certificate for Pension or Annuity Payments (*Service and IBRP*)
- [Form 8](#) – Authorization for Direct Deposit (*Service and IBRP*)

Employers:

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