

Purpose: To process a Contribution Payments Transmittal (4C) online via LSERSWeb

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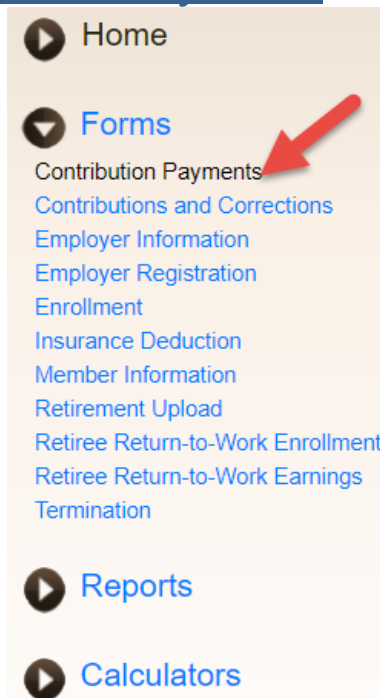
1. Fill out payment information and click **Submit**..... 2
2. Confirm the payment by clicking **OK**..... 2
3. A confirmation email will be sent as your payment records..... 3
4. Submitted payment will be withdrawn by LSERS per your request. 4

*Form 4D is used to setup bank account information for preset scheduled payments..... 4

Old Payment Transmittal Form 5

1. Fill out payment information and click **Calculate** to continue. 5
2. Click Submit and follow the prompt questions. 6
3. Click OK to complete your submission. 6
4. After completion of this old form, you still need to either mail a paper check or set up an ACH deposit to LSERS to complete your payment. 6

After login LW, find [Contribution Payments](#) under [Forms](#) menu.



New Contribution Payments Form

1. Fill out payment information and click **Submit**.

Contribution Payments

Employer Name: LA School Employees' Retirement System Go to Old Payment Transmittal Form

Employer ID: 0102

| Employer Statement Balance | Member Unsheltered | Member Sheltered | Employer | Interest | Total |
|----------------------------|--------------------|------------------|----------|----------|---------|
| | \$0.00 | \$0.00 | \$69.33 | (\$0.14) | \$69.19 |

Pending Scheduled Payments

| Payment Date | Pay From | Member Unsheltered | Member Sheltered | Employer | Interest | Total |
|-----------------------|----------|--------------------|------------------|----------|----------|-------|
| Schedule New Payments | | | | | | |

Pay from account A

Payment Date B

C Apply To Month / Year

Add

D Contribution Type

- Employer Contribution
- Interest
- Member Sheltered
- Member Unsheltered

Amount

Total Payment

Delete

Reset Submit

- A. Choose a pre-set bank account for the payment – use [Form 4D](#)* to set up pre-set bank accounts, which can be located in the tooltip.
- B. Enter a desired payment date - Available payment dates are future banking business days. Payments will be posted to your account on the selected date, but the withdrawal date will generally occur within two business days from the payment date. LSERS will process ACH debits daily at 2:30 PM. Scheduled payments after 2:30 PM will be processed the next business day. Payments may be canceled prior to 2:30 PM.
- C. Pick applied month/year – Month/year to which the payment will be applied.
- D. Choose a contribution type and enter the applicable amount.

2. Confirm the payment by clicking **OK**.

Payment Authorization ✕

By clicking the OK button, you authorize the one-time payment of \$1,100.00 to Louisiana School Employees' Retirement System (LSERS). The funds will be withdrawn as an ACH debit from your pay-from account: Capital One. The payment post date to your LSERS account will be 11/12/2020. The withdrawal from your pay-from account will generally occur within two business days of this payment date, but the exact timing is dependent on your bank's processing schedule. Any scheduled transactions may be cancelled up to 2:30 PM on the day prior to the payment date. To cancel the scheduled payment, please contact Tracy Gaudet at tgaudet@lsers.net or 225.925.6922.

OK
Cancel



CONTRIBUTION PAYMENTS (4C)

R. 12/2020

LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

- 3. A confirmation email will be sent as your payment records. The pending scheduled payment is located on the form and can be printed before it's processed.

Contribution Payments [?]

Employer Name [REDACTED] Go to Old Payment Transmittal Form

Employer ID [REDACTED]

| Employer Statement Balance | Member Unsheltered | Member Sheltered | Employer | Interest | Total |
|----------------------------|--------------------|------------------|---------------|----------|---------------|
| | \$0.00 | (\$11,307.50) | (\$41,984.77) | (\$0.14) | (\$53,302.41) |

| Pending Scheduled Payments | | | | | | |
|----------------------------|------------|--------------------|------------------|-------------|----------|-------------|
| Payment Date | Pay From | Member Unsheltered | Member Sheltered | Employer | Interest | Total |
| 12/14/2020 | [REDACTED] | \$0.00 | \$11,307.50 | \$42,064.10 | \$0.00 | \$53,371.60 |

Print

Schedule New Payments

Pay from account [REDACTED] Payment Date 12/14/2020

Apply To Month / Year: [2020-21] Contribution Type: [REDACTED] Amount: \$ [REDACTED] Total Payment: \$ 0.00

Add Delete Reset Submit



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Contribution Payments Transmittal

Form 4C

Employer / ID [REDACTED]

Total Payment \$53,371.60

Payment Date 12/14/2020

Bank Account [REDACTED]

Payments

| Apply to Month / Year | Contribution Type | Amount |
|-----------------------|-----------------------|--------------------|
| 11 / 2020 | Employer Contribution | \$42,064.10 |
| 11 / 2020 | Sheltered | \$11,307.50 |
| Total Payments | | \$53,371.60 |

The one-time payment of \$53,371.60 to Louisiana School Employees' Retirement System (LSERS). The funds will be withdrawn as an ACH debit from your pay-from account: [REDACTED]. The payment post date to your LSERS account will be 12/14/2020. The withdrawal from your pay-from account will generally occur within two business days of this payment date, but the exact timing is dependent on your bank's processing schedule. Any scheduled transactions may be cancelled up to 2:30 PM on the day prior to the payment date.

To cancel a scheduled payment before it is processed, please contact Tracy Gaudet at tgaudet@lsers.net or 225.925.6922.

Entered by: [REDACTED]



CONTRIBUTION PAYMENTS (4C)

R. 12/2020

LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM

- 4. Submitted payment will be withdrawn by LSERS per your request. **No paper check or ACH payment is required from you.**

*Form 4D is used to setup bank account information for preset scheduled payments. Fill out the required information on the form and click Print. Then complete the employer certification fields and sign the form. Then transmit the form to LSERS as instructed. You can setup more than one account by adding more records on the form.

Employer Contribution Payments ACH Authorization Form 01-4D

Employer Name:

Employer ID:

Please enter your bank account information to be added or deleted in LSERS' system. Added bank account(s) will be directly debited contribution amounts through ACHs per your requests on Contribution Payments submissions.
 Note: Certain money market and savings accounts cannot be used for online bill payments. If you're not sure your account is eligible, please check with your financial institution.

| Account Name (Choose a name for better recognition) | Routing Number | Account Number | Account Type | Remove Existing Account | |
|---|-------------------------------|-------------------------------|-------------------------------|--------------------------|---------------------------------------|
| LSERS | <input type="text" value=""/> | <input type="text" value=""/> | Checking | <input type="checkbox"/> | <input type="button" value="Delete"/> |
| <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="checkbox"/> | <input type="button" value="Delete"/> |

Employer Certification

Authorized Representative:

Phone Number:

Title:

Email:



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Employer Contribution Payments ACH Authorization Certification Form 01-4D

Employer:

Employer ID:

Bank Account(s) listed below is requested to be added to LSERS' system for contribution payments purpose.

| Account Name | Routing Number | Account Number | Account Type |
|--------------|-------------------------------|-------------------------------|--------------|
| Capital One | <input type="text" value=""/> | <input type="text" value=""/> | Checking |

Employer Certification

I have the authority to authorize Louisiana School Employees' Retirement System to debit contribution amounts through ACHs from bank account(s) listed above per requests on the Contributions Payment submissions.

Authorized Representative:

Title: CFO

Phone Number (225):

Email: @lsers.net

Signature: _____

Date Signed: _____

Please email the completed and signed form to tgaudet@lsers.net or fax it to 225.922.1001. Applicable changes will not be final until the signed letter is received.

Striving for Excellence in Customer Service

Old Payment Transmittal Form

If you would like to use the old payment method, you can find the form by clicking Go to Old Payment Transmittal Form on the top right of the screen.

Contribution Payments ?

Employer Name **LA School Employees' Retirement System**

Employer ID **0102**

Go to Old Payment Transmittal Form

| Employer Statement Balance | Member Unsheltered | Member Sheltered | Employer | Interest | Total |
|----------------------------|--------------------|------------------|----------|----------|---------|
| | \$0.00 | \$0.00 | \$69.33 | (\$0.14) | \$69.19 |

Pending Scheduled Payments

| Payment Date | Pay From | Member Unsheltered | Member Sheltered | Employer | Interest | Total |
|--------------|----------|--------------------|------------------|----------|----------|-------|
| | | | | | | |

Schedule New Payments

Pay from account LSERS Payment Date 12/10/2020

| | | | | |
|---|--|---|--|--|
| Apply To Month / Year | Contribution Type | Amount | Total Payment | |
| 1 / 2020-21 | | \$ | \$ 0.00 | Delete |
| Add | | | | Reset Submit |

1. Fill out payment information and click **Calculate** to continue.

Contribution Payments Form

Note: If you choose to mail a check or initiate an electronic contribution payment to LSERS, this form must be completed and sent to LSERS. Payment may be submitted electronically to: Capital One Bank Routing #065000090 Checking #882118398

Employer Name **LA School Employees' Retirement System**

Employer ID **0102**

Payment Amount \$

Payment will be submitted via check Payment will be submitted electronically (i.e. ACH)

Employee Contributions

| | | | | |
|--|--|--------------------------|---|---|
| Apply To Month / Year | Contribution Type | Credit | Amount | |
| 1 / 2020 | | <input type="checkbox"/> | \$ | Delete |
| Total Employee Payments \$ | | | | Add |

Employer Contributions

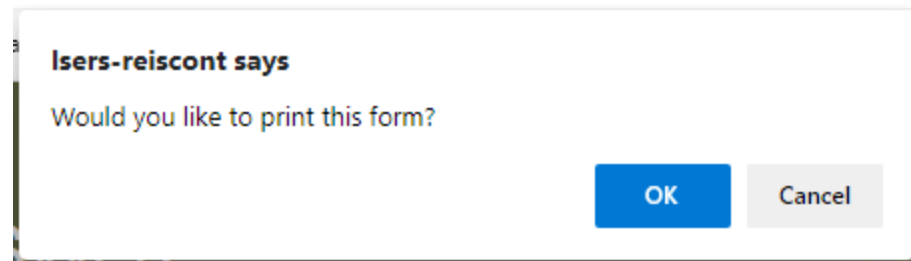
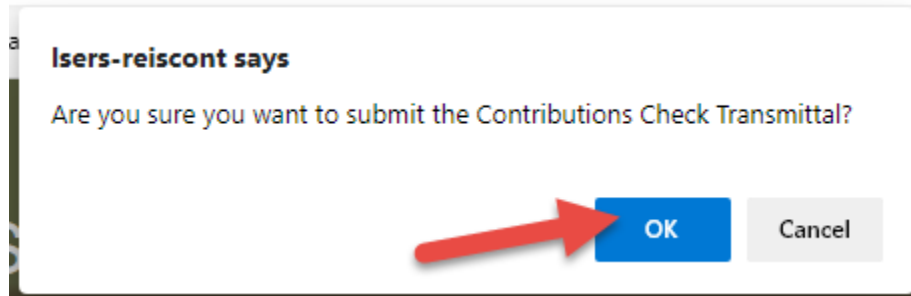
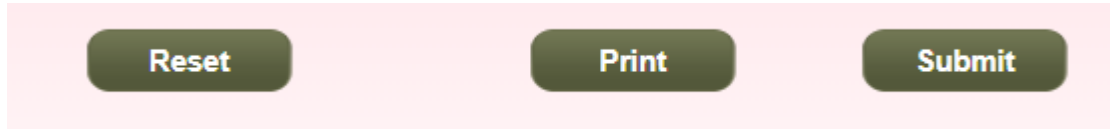
| | | | | |
|--|--|--------------------------|---|---|
| Apply To Month / Year | Contribution Type | Credit | Amount | |
| 1 / 2020 | | <input type="checkbox"/> | \$ | Delete |
| Total Employer Payments \$ | | | | Add |

Total Payment

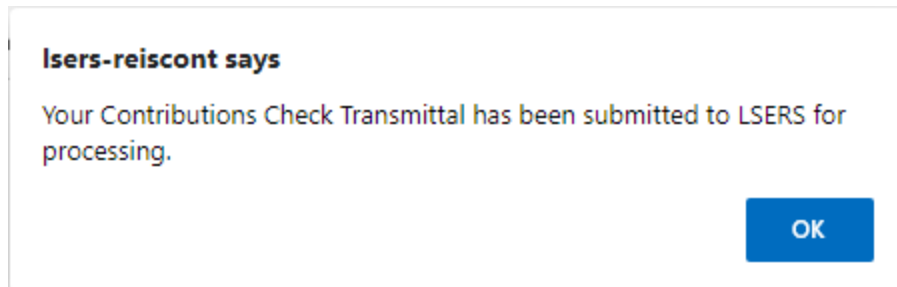
Total Employee & Employer Payment \$

Calculate
Reset

2. Click Submit and follow the prompt questions.



3. Click OK to complete your submission.



4. After completion of this old form, you still need to either mail a paper check or set up an ACH deposit to LSERS to complete your payment.