

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

Contents

After login LW, find **Contribution Payments** under **Forms** menu..... 1

New Contribution Payments Form 2

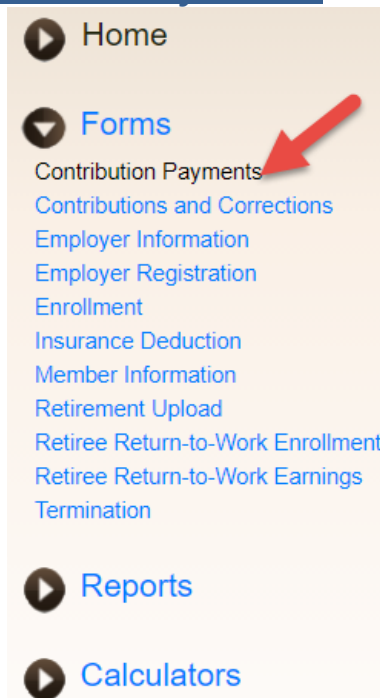
1. Fill out payment information and click **Submit**..... 2
2. Confirm the payment by clicking **OK**..... 2
3. A confirmation email will be sent as your payment records..... 3
4. Submitted payment will be withdrawn by LSERS per your request. 4

*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 <input type="text" value="2020-21"/>		D Contribution Type <div style="border: 1px solid #ccc; padding: 2px;"> Employer Contribution Interest Member Sheltered Member Unsheltered </div>		Amount	Total Payment	
<input type="button" value="Add"/>				\$ <input type="text"/>	\$ <input type="text" value="0.00"/>	
				<input type="button" value="Delete"/>		
				<input type="button" value="Reset"/> <input style="border: 2px solid red;" type="button" value="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.



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: [REDACTED] 2020-21

Contribution Type: [REDACTED] Amount: \$ [REDACTED] Total Payment: \$ 0.00

Add Delete Reset Submit



8660 United Plaza Blvd. (70809) • P.O. Box 44516 • Baton Rouge, LA 70804-4516
 p. 225.925.6484 • 1.800.256.3718 • f. 225.922.0350 • www.lasers.net

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]

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	Delete
▼ 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	Delete
1 ▼ 2020 ▼	▼	<input type="checkbox"/>	\$ 	Delete
Total Employee Payments \$ 				Add

Employer Contributions

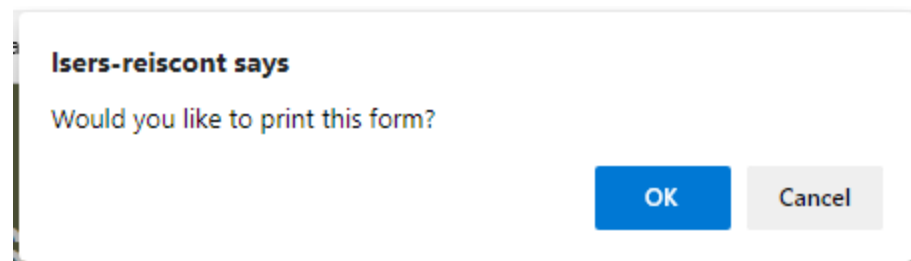
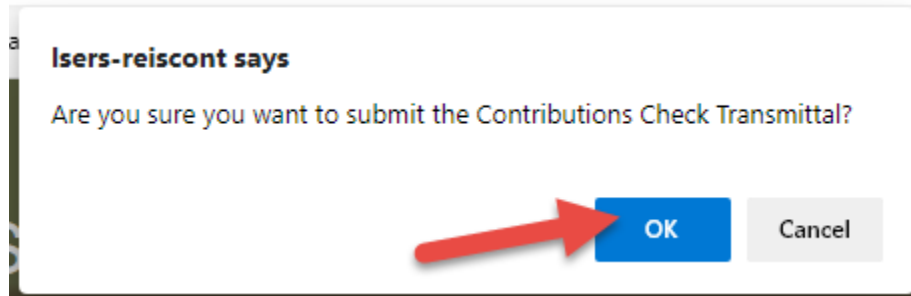
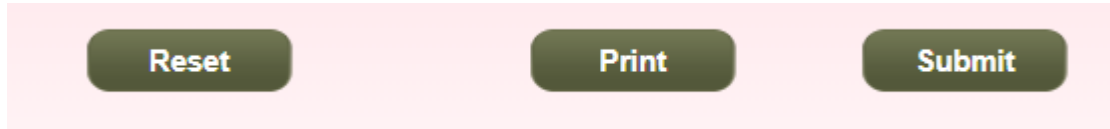
Apply To Month / Year	Contribution Type	Credit	Amount	Delete
1 ▼ 2020 ▼	▼	<input type="checkbox"/>	\$ 	Delete
Total Employer Payments \$ 				Add

Total Payment

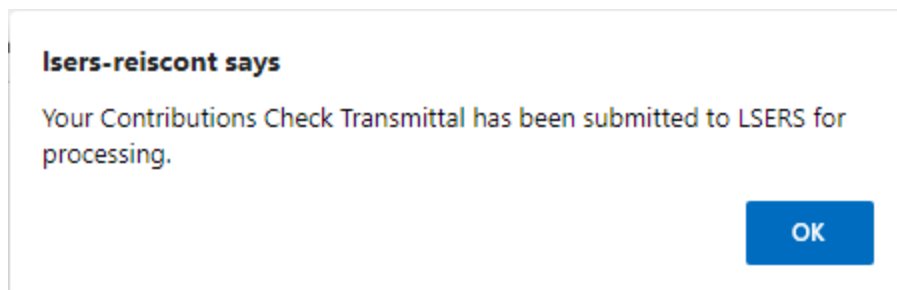
Total Employee & Employer Payment \$

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.