



Retirement Application Process

Fact Sheet – 8

LOUISIANA SCHOOL EMPLOYEES'
RETIREMENT SYSTEM

Retirement Application Process Overview

There are six stages of retirement application processing:



Pre-Retirement

LSERS offers the following retirement plans: Regular Service – 20 Year Early/Actuarially Reduced, Regular Service – Fully Eligible, IBRP, DROP, and Disability. Information for each of these plans is available on www.lasers.net >>Resources >>[Fact Sheets](#). We strongly encourage you to obtain a retirement benefit estimate prior to making a decision on retirement.

Application

All applications and related forms are located on our website at www.lasers.net. To avoid processing delays, please carefully read the instructions on each form.

When you are ready to submit a retirement application, you can find additional information on www.lasers.net by accessing the [Online Checklists](#). The checklists were created to help guide you through the application process.

[Form 10](#) - Application for Service Retirement, IBRP, or DROP

[Form 10C](#) – Application for Retirement After DROP

[Form 12](#) - Application for Disability Retirement

[Form 3](#) - Named Beneficiary

[Form 8](#) - Authorization for Direct Deposit

[Form W4P](#) - Withholding Certificate for Pension or Annuity Payments

You may submit your application up to 6 months before your effective date of retirement or entrance into DROP.

Your effective date of retirement will be the day after your employment ends or the date LSERS receives your retirement application, whichever is later.

You may cancel your retirement application up until your 1st payment has been deposited/cashed; otherwise, it is irrevocable. If entering DROP, this would apply to your first deposit.

If you are applying for Disability Retirement, you must also submit [Form 12B](#), [Form 12C](#), and medical records pertaining to your claim. Upon receipt of your completed application and medical records, LSERS will submit your application to the State Medical Disability Board for review. If approved, your effective date of retirement will be the day after your termination date or the day your application was received, whichever is later.

Acknowledgement

LSERS will send letters to both you and your employer. The letters will acknowledge receipt of your application and request any documentation still needed.

Affidavit

LSERS will calculate your estimated monthly lifetime benefit and send an Affidavit to you. The Affidavit will include your monthly benefit options, your beneficiary information, a place for you to select your lifetime monthly benefit option, and a place for spousal consent.

Your benefits will be set up after receipt of the completed affidavit and any other requested forms.

You have 60 days to complete and return the Affidavit. If LSERS does not receive your Affidavit within 60 days, your application may be canceled.

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DROP applicants will receive an Affidavit when entering DROP; therefore, will not receive one when applying to retire after DROP participation.

Estimated Benefits

When LSERS has received your completed Estimated Affidavit and other required documents, and your effective date of retirement has passed, your estimated monthly benefits may begin. Estimated benefits do not include unused leave or service credit from your final earnings, which may be in this stage for several months.

If you have applied for IBRP Retirement, your IBRP funds are not available until your monthly benefits are finalized.

If you have applied to retire after DROP participation, your DROP funds are available at this stage.

Final Benefits

When your employer has certified your unused leave, your earnings and service credit, LSERS will calculate your final benefit. If you have been underpaid, a retroactive payment will be issued later the same month. If you have been overpaid, it will be recovered.

Additional Information

Monthly Benefit Payments

Your benefits are paid once a month at the beginning of the month. For example, July benefits are paid July 1, or the first banking day of the month.

Direct Deposit

Effective July 1, 2010, all payees are required to receive their benefits by Electronic Funds Transfer (EFT). LSERS cannot begin paying benefits until a [Form 8 - Authorization for Direct Deposit](#) is received. EFT payments are deposited on the 1st banking day of each month.

Your first benefit payment will be a paper check, and subsequent benefit payments will be directly deposited to your bank account.

Health Insurance

After your retirement, your employer sponsored health and life insurance premiums may be deducted from your monthly retirement check. This process is set up by your employer, and questions regarding deductions or coverage should be directed to them.

Income Taxes

LSERS will send a Form 1099R in January for benefits you received in the prior calendar year as required by the Internal Revenue Service. You are responsible for filing your federal income tax returns. Your retirement benefit is not subject to Louisiana state income tax, and you are encouraged to consult a tax advisor regarding your tax situation.

DROP/IBRP Withdrawals

You may begin withdrawing from your DROP or IBRP account after your retirement.

If your first eligible date to retire was before 1/1/2004, contact LSERS at 1.800.256.3718 or webmaster@lsers.net regarding your DROP/IBRP account.

If your first eligible date to retire is on or after 1/1/2004, contact Empower Retirement directly at www.louisianadcp.com or 1.800.701.8255 for your account information.