

Countdown to Retirement

Recommended Steps for LASERS Members

- **12-18 months from retirement**
 - Finalize any purchases or transfers of time to be included in your retirement benefits
 - Attend a PREP workshop
 - Request a counseling appointment with a LASERS Representative
 - This can be done in the Baton Rouge office or at individual counseling sessions held periodically throughout the state
 - Obtain an estimate of benefits through an appointment or by mail using *Form 5-01, Request for Retirement Estimate*, on the LASERS website, www.lasersonline.org

- **6 months from retirement**
 - File a retirement application with your Human Resources office. You will also need:
 - A copy of your birth certificate
 - A copy of your signed Social Security card
 - A copy of the birth certificate of your beneficiary/beneficiaries
 - A copy of the signed Social Security card of your beneficiary/beneficiaries
 - A copy of your marriage license, if option 4A is selected
 - A judgment of divorce with raised seal, if applicable

 - Additional forms to complete (on the LASERS website):
 - *Form 4-05, Authorization for Direct Deposit*
 - *Form W-4P, Withholding Certificate for Pension or Annuity Payments*
 - *Form 4-04, Spousal Consent Form*, if applicable

What to Expect as a LASERS Retirement Applicant

- LASERS will issue a notification to you when application is received
- Delay in submission of retirement documents will delay your retirement benefit
- Your first retirement check should be issued within 45 days of the effective date of your retirement, provided all required documentation has been received
- Your first retirement check will be mailed to your home address; future checks will be directly deposited to your checking or savings account at your financial institution
- Your health insurance premiums will be directly deducted automatically though your retirement check. Please allow 1-2 retirement checks to be issued before deductions are reflected on your check. Supplemental insurances will be direct-billed. The LSU payroll office will bill you in the transition time to ensure there is no lapse in premium payment.