

Countdown to Retirement Recommended Steps for LASERS/TRSL Members

12 - 18 months away from retirement

- Finalize any purchases or transfers of time to have included in your retirement benefits.
- Attend a PREP workshop.
- Request a counseling appointment with a LASERS/TRSL 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. LASERS members can use *Form 5-01, Request for Retirement Estimate*, on the LASERS website www.lasersonline.org under Forms. TRSL members can use *Form 10, Benefit Estimate Request* on the TRSL website www.trsl.org under Forms.

2-3 months away from retirement

- File a retirement application with your Human Resources office. Please schedule an appointment by contacting Human Resources 318-342-5140 or 318-342-3440. You will also need:
 - A copy of your birth certificate
 - A copy of your Social Security card
 - A copy of the birth certificate of your beneficiary
 - A copy of the Social Security card of your beneficiary
 - A copy of marriage license, if applicable
 - A Judgment of Divorce, if applicable
 - Additional forms to complete
 - *Form 15D, Direct Deposit of Benefits for TRSL members*
 - *Form 4-05, Authorization for Direct Deposit for LASERS members*

What to Expect as an Applicant for Retirement

- LASERS and TRSL will issue a notification to you when application is received
- TRSL will issue an affidavit where applicants will choose their retirement benefit option within 30 days upon receipt of their retirement application
- 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
- You must pay your insurance premiums directly through your Payroll Office until deductions from your retirement check are activated (generally 3-4 months).
- Your first retirement check will be mailed to your home address; future checks will be directly deposited to your financial institution

LASERS – 225-925-0600, 800-256-3000, www.lasersonline.org

TRSL – 225-925-6446, 877-275-8775, www.trsl.org

For ORP members retiring, you must contact your representative. Any retiree insurance information needs to be completed in the Human Resources office.