



**LIAISON MEMORANDUM  
NUMBER 12-27**

**To:** Agency Liaison and Payroll Officers  
**From:** Cindy Rougeou  
Executive Director  
**Re:** Additional Steps in Hiring Process  
**Date:** December 27, 2012

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After January 1, 2013, new hires must complete Form 01-13, *Benefit Forfeiture*.

The form requires the employee to acknowledge that their retirement benefit may be forfeited if they are convicted of a felony related to their public office. This is a new rule which results from Acts 479 and 868 of the 2012 Regular Session of the Legislature and the passage of Constitutional Amendment No. 5 on the November 6, 2012 ballot.

Employing agencies must maintain this form. It should not be returned to LASERS.

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