

LIAISON MEMORANDUM

NUMBER 10-06

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

Subject: LASERS Required Documents and Payment of Retirement Benefits

Date: April 7, 2010

When a member retires, benefits are not paid until all required documents have been received by LASERS. **Once all these documents are received and processed, a retiree can expect their first retirement check within 30-45 days.**

A member can assist LASERS in promptly paying their monthly benefit upon retirement by having all necessary documents on file at the time of their retirement. These documents can be submitted at any time during a member's career to LASERS directly or through the Human Resources office at your agency. LASERS will require the following documents, depending on the type of retirement:

- Member birth certificate
- Member Social Security card
- Beneficiary birth certificate
- Beneficiary Social Security card
- Marriage certificate
- Death certificate of former spouse
- Certified judgments of divorce (former spouse)
- Form 4-04, *Spousal Consent Form* (Submit with application)
- Form 4-05, *Authorization for Direct Deposit* (Submit with application)
- Form 2-01A, *Authorization for Direct Rollover* (Submit with application)

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