

LIAISON MEMORANDUM NUMBER 06-14

To: Agency Liaison Officers

From: Maris E. LeBlanc
Deputy Director

RE: *Certification at End of Employment* forms

Date: December 29, 2006

It is important to use the correct agency form when one of your employees is terminating state service.

Please use the LASERS *Certification at End of Employment* (Form 09-02) form for an employee who is terminating state service after participating in DROP.

If an employee has elected to continue working in state service after completing DROP, please use Form 09-02A, *Certification of Continued Employment after DROP*.

Please use Form 10-02B, *Re-employed Retiree Certification at End of Employment*, for a re-employed retiree who is terminating state service. This form is to be used only for a rehired retiree that has worked for at least 36 months.

Please refer to the LASERS website, www.lasersonline.org, for the most current forms. Agency forms are located on the website under Agency Information/Agency Forms. If you have any questions, please call a LASERS Member Services representative at (225) 922-0600 or 1-800-256-3000.