

LIAISON MEMORANDUM NUMBER 06-15

To: Agency Liaison Officers

From: Maris E. LeBlanc
Deputy Director

RE: New tax notice from LASERS – “Special Tax Notice Regarding Plan Payments”

Date: December 20, 2006

LASERS has updated the special tax notice to comply with the current Internal Revenue Service Notice 2002-3, Part III. The “Special Tax Notice Regarding Plan Payments” is a seven-page document attached to specified LASERS forms. The tax notice explains how your employees can continue to defer federal income taxes on retirement savings. It also contains important information they will need before they decide how to receive their retirement benefits.

The tax notice must be given to your employees when you process their requests for refunds, retirement, DROP, and termination from state service. The relevant forms have been revised to require an employee to sign an “acknowledgement of receipt.” Please do not send the tax notice to LASERS.

You will find the tax notice on the following forms:

- 02-01 Refund of Accumulated Contributions (Options 1 and 2)
- 02-13 LASERS – Acceptance Letter of Rollover of Assets

- 03-02 Alternate Payee Selection of Distribution

- 06-01 Application for Retirement
- 06-01A Application for Retirement with Initial Benefit Option (IBO)
- 06-01B Application for Retirement/Initial Benefit Option (form to be used if member is eligible to retire on or before 01/01/04)

- 09-01 Application for Deferred Retirement Option Plan (DROP) (form to be used for members eligible to retire after 01/01/04)
- 09-01A Application for Deferred Retirement Option Plan (form to be used if member is eligible to retire on or before 01/01/04)
- 09-02 Certification at End of Employment
- 09-02A Certification of Continued Employment after DROP
- 09-03 Request for Withdrawal from DROP/IBO Account (Only Accounts Held at LASERS)

- 10-02B Re-employed Retiree Certification at End of Employment

The form *Request for Lump Sum Distribution* (Form 09-05) has been discontinued and has been removed from the LASERS website.

All current LASERS forms are accessible on the website, www.lasersonline.org, 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.