Form 11-01
R042023

DO NOT FAX FORM
PRINT ALL INFORMATION
www.lasersonline.org

LASERS
Louisiana State Employees' Retirement System

P.O. Box 44213, Baton Rouge, LA 70804-4213
225.922.0600 · Toll-Free 1.800.256.3000

Harbor Police Retirement Plan (HARP)
Application for Retirement

Member's First Name	Middle Name	Last Name	Today's Date	Social Security Number

IMPORTANT: Complete the entire form. Follow the specific instructions for each section. All dates should be in MM/DD/YYYY format.

SECTION 1: MEMBER'S INFORMATION

Member's Mailing Address	City	State	Zip Code

Daytime Area Code/Phone Number	Evening Area Code/Phone Number	Email Address	Member's Birth Date

Would you like your address changed to the above if it does not match our records? ☐ **Yes** ☐ **No**

☐ **Female** ☐ **Male** ☐ **Single** ☐ **Married** ☐ **Divorced** ☐ **Widowed**

Please select one of the following two options:

☐ **I hereby apply for Regular Retirement.**

☐ **I hereby apply for Deferred Retirement Option Plan (DROP). If entering DROP, Form 11-03, *Harbor Police Retirement Plan Deferred Retirement Option Plan Agreement / Penalties Per Statute* must be completed.**

DROP Start Date	DROP End Date (5 year maximum)

SECTION 2: GENERAL INFORMATION

This original application must be received on or before your termination date or DROP start date and must be completed in its entirety.

LASERS **requires** the following documents to complete the processing of your application:

1) Copy of Social Security cards for member and beneficiary
2) Copy of birth certificates for member and beneficiary
3) Copy of marriage license, if applicable
4) Certified Divorce Decree, if applicable
5) Certified Matrimonial Contracts, Prenuptial Agreements, Separate Property Agreements, etc., if applicable
6) Copy of death certificate of former spouse, if applicable
7) Form 4-04, *Spousal Consent*, if applicable
8) Form 4-05, *Authorization for Direct Deposit*, if choosing retirement
9) W-4P, *Withholding Certificate for Pension or Annuity Payments,* if choosing retirement. This form is not required. If the form is not submitted to LASERS, your federal tax withholding will be set as Single with no adjustments

Your Retirement application will not be finalized until you have submitted all necessary documents. When you terminate employment, you will not receive any retirement benefits until all required documents have been received by LASERS. You can assist LASERS in promptly paying your retirement benefit by having all of your documents on

Social Security Number

SECTION 3: SELECTION OF RETIREMENT PLAN OPTION (Choose one)

RESTRICTION FOR MARRIED MEMBERS: If you are married and do not have a separate property agreement, you must choose a retirement option which provides a benefit for your spouse that is at least fifty percent (50%) of the benefit payable to you. You may choose another option or name someone other than your spouse as your beneficiary if your spouse agrees with the choice and signs Form 4-04 *Spousal Consent* form **in the presence of a Notary Public** (La. R.S. 11:446(F)).

MAXIMUM pays you the highest lifetime monthly benefit and pays a lump-sum of any unused portion of your accumulated contributions to your named beneficiary(ies) upon your death. (contributions are usually exhausted in approximately 2 years.) Attach Form 04-04, *Spousal Consent*, if applicable.

Initials

OPTION 1 pays you a slightly reduced lifetime monthly benefit and pays a lump-sum of any unused portion of your accumulated contributions to your named beneficiary(ies) upon your death. (Contributions are usually exhausted in approximately 8 or more years.) Attach Form 04-04, *Spousal Consent*, if applicable.

Initials

OPTION 2 pays you a benefit that is reduced from the Maximum Plan according to the age difference between you and your named beneficiary and pays the same monthly benefit after your death for the lifetime of the beneficiary.

Initials

OPTION 2A pays you a benefit that is reduced from the Maximum Plan according to the age difference between you and your named beneficiary and pays the same monthly benefit after your death for the lifetime of the beneficiary. If your named beneficiary dies before you, your benefit can be increased to the Maximum amount effective on the first day of the next month following the date we receive notice from you of their death.

Initials

OPTION 3 pays you a benefit that is reduced from the Maximum Plan according to the age difference between you and your named beneficiary and pays 50% of your monthly benefit to your named beneficiary after your death for the lifetime of your beneficiary.

Initials

OPTION 3A pays you a benefit that is reduced from the Maximum Plan according to the age difference between you and your named beneficiary and pays 50% of your monthly benefit to your named beneficiary after your death for the lifetime of your beneficiary. If your named beneficiary dies before you, your benefit can be increased to the Maximum amount effective on the first day of the next month following the date we receive notice from you of their death.

Initials

NOTES:
Option selections do not apply if you die within 30 days after retirement. In that event, benefits will be paid as if you were an active member.

A retiree cannot change the designation of beneficiary unless the retirement was approved under Option 1.

You are responsible for notifying LASERS of the death of your beneficiary. You must furnish the beneficiary's death certificate, and, if applicable, request the recomputation of benefits. Adjustment of benefits is not retroactive, and will be effective on the first day of the next month following receipt of the death certificate.

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Social Security Number

SECTION 4: SELF-FUNDED COLA (may be selected in addition to the above chosen option)

Initials

I elect to receive the Self-Funded Cost-of-Living Adjustment (COLA). I understand that I will receive an actuarially reduced retirement allowance in order to later receive a two and one-half percent cost-of-living adjustment which will be paid annually on my retirement/DROP anniversary date. I understand that if I am not age 55, the COLA will begin on the retirement/DROP anniversary date after I turn age 55. I understand that if I choose a retirement option which leaves my **spouse** a monthly benefit, the Self-Funded COLA will be added to their monthly benefit after my death. However, if I name a **non-spouse** beneficiary they will not continue to receive the Self-Funded COLA after my death. **I understand that I will receive this actuarially reduced benefit for my lifetime and that this selection is irrevocable.**

SECTION 5: RETIREMENT BENEFICIARY INFORMATION

You may have multiple beneficiaries ONLY if you choose the Maximum or Option 1 Plan. If you have multiple retirement beneficiaries, do not complete this section. You must complete Form 1-06 *Designation of Beneficiary* to name multiple beneficiaries. If naming someone other than your spouse, please attach Form 4-04, *Spousal Consent.*

Full Name of Retirement Beneficiary | **Birthdate of Beneficiary** | **Social Security Number**

Mailing Address, City, State and Zip Code | **Relationship to Member** | ☐ **Male** ☐ **Female** | **Date of Marriage if applicable**

SECTION 6: DROP BENEFICIARY INFORMATION (TO BE COMPLETED_ONLY IF ENTERING DROP)

Your DROP beneficiary may be different from your retirement beneficiary. You can have multiple DROP beneficiaries. If you have multiple DROP beneficiaries, do not complete this section. You must complete Form 1-06 *Designation of Beneficiary* to name multiple beneficiaries. If naming someone other than your spouse, please attach Form 4-04, *Spousal Consent.*

Full Name of DROP Beneficiary | **Birthdate of Beneficiary** | **Social Security Number**

Mailing Address, City, State and Zip Code | **Relationship to Member** | ☐ **Male** ☐ **Female** | **Date of Marriage if applicable**

SECTION 7: LEAVE BENEFICIARY INFORMATION (TO BE COMPLETED ONLY IF ENTERING DROP)

Your leave beneficiary may be different than your DROP beneficiary. You may have multiple leave beneficiaries. If you have multiple leave beneficiaries, do not complete this section. You must complete Form 1-06 *Designation of Beneficiary* to name multiple beneficiaries. If naming someone other than your spouse, please attach Form 4-04, *Spousal Consent.*

Full Name of Leave Beneficiary | **Birthdate of Beneficiary** | **Social Security Number**

Mailing Address, City, State and Zip Code | **Relationship to Member** | ☐ **Male** ☐ **Female** | **Date of Marriage if applicable**

Social Security Number

SECTION 8: PAYMENT OF UNUSED ANNUAL AND SICK LEAVE

If you apply for Regular Retirement, all unused annual and sick leave is converted to retirement credit.

If you apply for DROP entry, you can elect to convert unused annual and sick leave to retirement credit at DROP entry or elect to have unused annual and sick leave calculated at the time of retirement.

At DROP entry, select one of the following two options:

☐ **I decline to have my unused annual and sick leave used in computing my DROP benefit.**

☐ **I elect to convert all or a portion of my unused annual and sick leave (less leave paid by the employing agency) to retirement credit.**

hours of annual leave to be converted to service credit

hours of sick leave to be converted to service credit

SECTION 9: MEMBER SIGNATURE

I have read and understand this application for retirement and certify that, to the best of my knowledge, all information provided on this document is true and correct. If applying for DROP participation, I certify that the provisions of the DROP program have been explained to me to my satisfaction. **I understand that my retirement option cannot be changed, other than to correct administrative error, after the date of retirement or the DROP entry date.** I hereby acknowledge receipt of the attached multi-page document, "Special Tax Notice Regarding Plan Payments," which explains important tax information, options, and effects of this transaction.

Member's Signature **Date**

SECTION 10: AGENCY SIGNATURE AND CERTIFICATION

Name of Personnel Officer **Name of Agency** **Title**

Personnel Officer Email Address **Daytime Area Code/Phone Number**

Signature of Personnel Officer **Date**

Termination Date (if member chose Regular Retirement)

The date of termination should be the member's last working day and not the member's retirement date or DROP entry date.

Form 07-01, ***Certification of Unused Annual and Sick Leave*** **must be forwarded to LASERS after DROP entry and after termination of employment.**

Reset Form

SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS

YOUR ROLLOVER OPTIONS

You are receiving this notice because all or a portion of a payment you are receiving from the Louisiana State Employees' Retirement System (the "Plan") is eligible to be rolled over to an IRA or an employer plan. This notice is intended to help you decide whether to make such a rollover.

This notice describes the rollover rules that apply to payments from the Plan that are not from a designated Roth account (a type of account with special tax rules in some employer plans).

Rules that apply to most payments from a plan are described in the "General Information About Rollovers" section. Special rules that only apply in certain circumstances are described in the "Special Rules and Options" section.

GENERAL INFORMATION ABOUT ROLLOVERS

How can a rollover affect my taxes?

You will be taxed on a payment from the Plan if you do not roll it over. If you are under age 59½ and do not execute a rollover, you will also have to pay a 10% additional income tax on early distributions (generally, distributions made before age 59½), unless an exception applies. However, if you roll over, you will not have to pay tax until you receive payments later and the 10% additional income tax will not apply if those payments are made after you are age 59½ (or if an exception to the 10% additional income tax applies).

Where may I roll over the payment?

You may roll over the payment to either an IRA (an individual retirement account or individual retirement annuity) or an employer plan (a tax-qualified plan, section 403(b) plan, or governmental section 457(b) plan) that will accept the rollover. The rules of the IRA or employer plan that holds the rollover will determine your investment options, fees, and rights to payment from the IRA or employer plan (for example, no spousal consent rules apply to IRAs and IRAs may not provide loans). Further, the amount rolled over will become subject to the tax rules that apply to the IRA or employer plan.

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How do I execute a rollover?

There are two ways to execute a rollover: a direct rollover or a 60-day rollover.

If you execute a direct rollover, the Plan will make the payment directly to your IRA or an employer plan. You should contact the IRA sponsor or the administrator of the employer plan for information on how to accomplish a direct rollover.

If you do not perform a direct rollover, you may still roll over by making a deposit into an IRA or eligible employer plan that will accept it. Generally, you will have 60 days after you receive the payment to make the deposit. If you do not make a direct rollover, the Plan is required to withhold 20% of the payment for federal income taxes (up to the amount of cash and property received other than employer stock). This means that, in order to roll over the entire payment in a 60-day rollover, you must use other funds to make up for the 20% withheld. If you do not roll over the entire amount of the payment, the portion not rolled over will be taxed and will be subject to the 10% additional income tax on early distributions if you are under age 59½ (unless an exception applies).

How much may I roll over?

If you wish to do a rollover, you may roll over all or part of the amount eligible for rollover.
Any payment from the Plan is eligible for rollover, except:

- Certain payments spread over a period of at least 10 years or over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Required minimum distributions after age 73, or after death;
- Hardship distributions
- Corrective distributions of contributions that exceed tax law limitations
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution

The Plan administrator or the payor can tell you what portion of a payment is eligible for rollover.

If I do not execute a rollover, will I have to pay the 10% additional income tax on early distributions?

If you are under age 59½, you will have to pay the 10% additional income tax on early distributions for any payment from the Plan (including amounts withheld for income tax) that you do not roll over, unless one of the exceptions listed below applies. This tax applies to the part of the distribution that you must include in income and is in addition to the regular income tax on the payment not rolled over.

The 10% additional income tax does not apply to the following payments from the Plan:

- Payments made after you separate from service if you will be at least age 55 in the year of the separation
- Payments that start after you separate from service if paid at least annually in equal or close to equal amounts over your life or life expectancy (or the lives or joint life expectancy of you and your beneficiary)
- Payments from a governmental defined benefit pension plan made after you separate from service if you are a public safety employee and you are at least age 50 in the year of the separation
- Payments made due to disability
- Payments after your death
- Corrective distributions of contributions that exceed tax law limitations
- Payments made directly to the government to satisfy a federal tax levy
- Payments made under a qualified domestic relations order (QDRO)
- Payments up to the amount of your deductible medical expenses (without regard to whether you itemize deductions for the taxable year)
- Certain payments made while you are on active duty if you were a member of a reserve component called to duty after September 11, 2001 for more than 179 days
- Payments of certain automatic enrollment contributions requested to be withdrawn within 90 days of the first contribution.
- Payments excepted from the additional income tax by federal legislation relating to certain emergencies and disasters; and
- Phased retirement payments made to federal employees.

If I make a rollover to an IRA, will the 10% additional income tax apply to early distributions from the IRA?

If you receive a payment from an IRA when you are under age 59½, you will have to pay the 10% additional income tax on early distributions from the IRA, unless an exception applies. In general, the exceptions to the 10% additional income tax for early distributions from an IRA are the same as the exceptions listed above for early distributions from a plan. However, there are a few differences for payments from an IRA, including:

- There is no exception for payments after separation from service that are made after age 55 in the year of the separation (or age 50 for qualified public safety employees) does not apply.
- The exception for qualified domestic relations orders (QDROs) does not apply (although a special rule applies under which, as part of a divorce or separation agreement, a tax-free transfer may be made directly to an IRA of a spouse or former spouse).
- The exception for payments made at least annually in equal or close to equal amounts over a specified period applies without regard to whether you have had a separation from service.
- There are additional exceptions for (1) payments for qualified higher education expenses, (2) payments up to $10,000 used in a qualified first-time home purchase, and (3) payments for health insurance premiums after you have received unemployment compensation for 12 consecutive weeks (or would have been eligible to receive unemployment compensation but for self-employed status).

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Will I owe State income taxes?

This notice does not describe any State or local income tax rules (including withholding rules).

SPECIAL RULES AND OPTIONS

If your payment includes after-tax contributions

After-tax contributions included in a payment are not taxed. If a payment is only part of your benefit, an allocable portion of your after-tax contributions is generally included in the payment, so you cannot take a payment of only after-tax contributions. However, if you have pre-1987 after-tax contributions maintained in a separate account, a special rule may apply to determine whether the after-tax contributions are included in a payment. In addition, special rules apply when you do a rollover, as described below.

You may roll over to an IRA a payment that includes after-tax contributions through either a direct rollover or a 60-day rollover. You must keep track of the aggregate amount of the after-tax contributions in all of your IRAs (in order to determine your taxable income for later payments from the IRAs). If you do a direct rollover of only a portion of the amount paid from the Plan and at the same time the rest is paid to you, the portion directly rolled over consists first of the amount that would be taxable if not rolled over. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions. In this case, if you directly roll over $10,000 to an IRA that is not a Roth IRA, no amount is taxable because the $2,000 amount not directly rolled over is treated as being after-tax contributions. If you do a direct rollover of the entire amount paid from the Plan to two or more destinations at the same time, you can choose which destination receives the after-tax contributions.

Similarly, if you do a 60-day rollover to an IRA of only a portion of a payment made to you, the after-tax contributions are treated as rolled over last. For example, assume you are receiving a distribution of $12,000, of which $2,000 is after-tax contributions, and no part of the distribution is directly rolled over. In this case, if you roll over $10,000 to an IRA that is not a Roth IRA in a 60-day rollover, no amount is taxable because the $2,000 amount not rolled over is treated as being after-tax contributions.

You may roll over to an employer plan all of a payment that includes after-tax contributions, but only through a direct rollover (and only if the receiving plan separately accounts for after-tax contributions and is not a governmental section 457(b) plan). You can make a 60-day rollover to an employer plan of part of a payment that includes after-tax contributions, but only up to the amount of the payment that would be taxable if not rolled over.

If you miss the 60-day rollover deadline

Generally, the 60-day rollover deadline cannot be extended. However, the IRS has the limited authority to waive the deadline under certain extraordinary circumstances, such as when external events prevented you from completing the rollover by the 60-day rollover deadline. Under certain circumstances, you may claim eligibility for a waiver of the 60-day rollover deadline by making a written self-certification. Otherwise, to apply for a waiver, you must file a private letter ruling request with the IRS. Private letter ruling requests require the payment of a nonrefundable user fee. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs).*

If you were born on or before January 1, 1936

If you were born on or before January 1, 1936, and receive a lump sum distribution that you do not roll over, special rules for calculating the amount of the tax on the payment might apply to you. For more information, see IRS Publication 575, *Pension and Annuity Income*.

If your payment is from a governmental section 457(b) plan

If the Plan is a governmental section 457 (b) plan, the same rules described elsewhere in this notice generally apply, allowing you to roll over the payment to an IRA or an employer plan that accepts rollovers. One difference is that, if you do not do a rollover, you will not have to pay the 10% additional income tax on early distributions from the Plan even if you are under age 59½ (unless the payment is from a separate account holding rollover contributions that were made to the Plan from a tax-qualified plan, a section 403(b) plan, or an IRA). However, if you do a rollover to an IRA or to an employer plan that is not a governmental section 457(b), a later distribution that is not a qualified distribution made before age 59½ will be subjected to the 10% additional income tax on early distributions (unless an exception applies). Other differences include that you cannot do a rollover if the payment is due to an "unforeseeable emergency" and the special rules under "If your payment includes employer stock that you do no roll over" and "If you were born on or before January 1, 1936" do not apply.

If you are an eligible retired public safety officer and your pension payment is used to pay for health coverage or qualified long-term care insurance

If the Plan is a governmental plan, you retired as a public safety officer, and your retirement was by reason of disability or was after normal retirement age, you can exclude from your taxable income plan payments paid directly as premiums to an accident or health plan (or a qualified long-term care insurance contract) that your employer maintains for you, your spouse, or your dependents, up to a maximum of $3,000 annually. For this purpose, a public safety officer is a law enforcement officer, firefighter, chaplain, or member of a rescue squad or ambulance crew.

If you roll over your payment to a Roth IRA

If you roll over a payment from the Plan to a Roth IRA, a special rule applies under which the amount of the payment rolled over (reduced by any after-tax amounts) will be taxed. In general, the 10% additional income tax on early distributions will not apply. However, if you take the amount rolled over out of the Roth IRA within the 5-year period that begins on January 1 of the year of the rollover, the 10% additional income tax will apply (unless an exception applies).

If you roll over the payment to a Roth IRA, later payments from the Roth IRA that are qualified distributions will not be taxed (including earnings after the rollover). A qualified distribution from a Roth IRA is a payment made after you are age 59½ (or after your death or disability, or as a qualified first-time homebuyer distribution of up to $10,000) and after you have had a Roth IRA for at least 5 years. In applying this 5-year rule, you count from January 1 of the year for which your first contribution was made to a Roth IRA. Payments from the Roth IRA that are not qualified distributions will be taxed to the extent of earnings after the rollover, including the 10% additional income tax on early distributions (unless an exception applies). You do not have to take required minimum distributions from a Roth IRA during your lifetime. For more information, see IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*, and IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs).*

If you are not a plan participant

<u>Payments after death of the participant</u>. If you receive a distribution after the participant's death that you do not roll over, the distribution will generally be taxed in the same manner described elsewhere in this notice. However, the 10% additional income tax on early distributions and the special rules for public safety officers do not apply, and the

was born on or before January 1, 1936.

> **If you are a surviving spouse.** If you receive a payment from the Plan as the surviving spouse of a deceased participant, you have the same rollover options that the participant would have had, as described elsewhere in this notice. In addition, if you choose to make a rollover to an IRA, you may treat the IRA as your own or as an inherited IRA.
>
> An IRA you treat as your own is treated like any other IRA of yours, so that payments made to you before you are age 59½ will be subject to the 10% additional income tax on early distributions (unless an exception applies) and required minimum distributions from your IRA do not have to start until after you are age 73.
>
> If you treat the IRA as an inherited IRA, payments from the IRA will not be subject to the 10% additional income tax on early distributions. However, if the participant had started taking required minimum distributions, you will have to receive required minimum distributions from the inherited IRA. If the participant had not started taking required minimum distributions from the Plan, you will not have to start receiving required minimum distributions from the inherited IRA until the year the participant would have been age 73.
>
> **If you are a surviving beneficiary other than a spouse**
> participant's death and you are a designated beneficiary other than a surviving spouse, the only rollover
>
> subject to the 10% additional income tax on early distributions. You will have to receive required minimum distributions from the inherited IRA.

<u>Payments under a qualified domestic relations order</u>. If you are the spouse or former spouse of the participant who receives a payment from the Plan under a qualified domestic relations order (QDRO), you generally have the same options and the same tax treatment that the participant would have (for example, you may roll over the payment to your own IRA or an eligible employer plan that will accept it). Payments under the QDRO will not be subject to the 10% additional income tax on early distributions.

If you are a nonresident alien

If you are a nonresident alien and you do not make a direct rollover to a U.S. IRA or U.S. employer plan, instead of withholding 20%, the Plan is generally required to withhold 30% of the payment for federal income taxes. If the amount withheld exceeds the amount of tax you owe (as may happen if you make a 60-day rollover), you may request an income tax refund by filing Form 1040NR and attaching your Form 1042-S. See Form W-8BEN for claiming that you are entitled to a reduced rate of withholding under an income tax treaty. For more information, see also IRS Publication 519, *U.S. Tax Guide for Aliens*, and IRS Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

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Other special rules

If a payment is one in a series of payments for less than 10 years, your choice whether to make a direct rollover will apply to all later payments in the series (unless you make a different choice for later payments).

If your payments for the year are less than $200 (not including payments from a designated Roth account in the Plan), the Plan is not required to allow you to make a direct rollover and is not required to withhold for federal income taxes. However, you may execute a 60-day rollover.

Unless you elect otherwise, a mandatory cashout of more than $1,000 (not including payments from a designated Roth account in the Plan) will be directly rolled over to an IRA chosen by the Plan administrator or the payor. A mandatory cashout is a payment from a plan to a participant made before age 62 (or normal retirement age, if later) and without consent, where the participant's benefit does not exceed $5,000 (not including any amounts held under the plan as a result of a prior rollover made to the plan).

You may have special rollover rights if you recently served in the U.S. Armed Forces. For more information on special rollover rights related to the U.S. Armed Forces, see IRS Publication 3, *Armed Forces' Tax Guide*. You also may have special rollover rights if you were affected by a federally declared disaster (or similar event), or if you received a distribution on account of a disaster. For more information on special rollover rights related to disaster relief, see the IRS website at www.irs.gov.

FOR MORE INFORMATION

You may wish to consult with the Plan administrator or payor, or a professional tax advisor, before taking a payment from the Plan. Also, you can find more detailed information on the federal tax treatment of payments from employer plans in: IRS Publication 575, *Pension and Annuity Income*; IRS Publication 590-A, *Contributions to Individual Retirement Arrangements (IRAs)*; IRS Publication 590-B, *Distributions from Individual Retirement Arrangements (IRAs)*; and IRS Publication 571, *Tax-Sheltered Annuity Plans* (403(b) Plans). These publications are available from a local IRS office, on the web at www.irs.gov, or by calling 1-800-TAX-FORM.