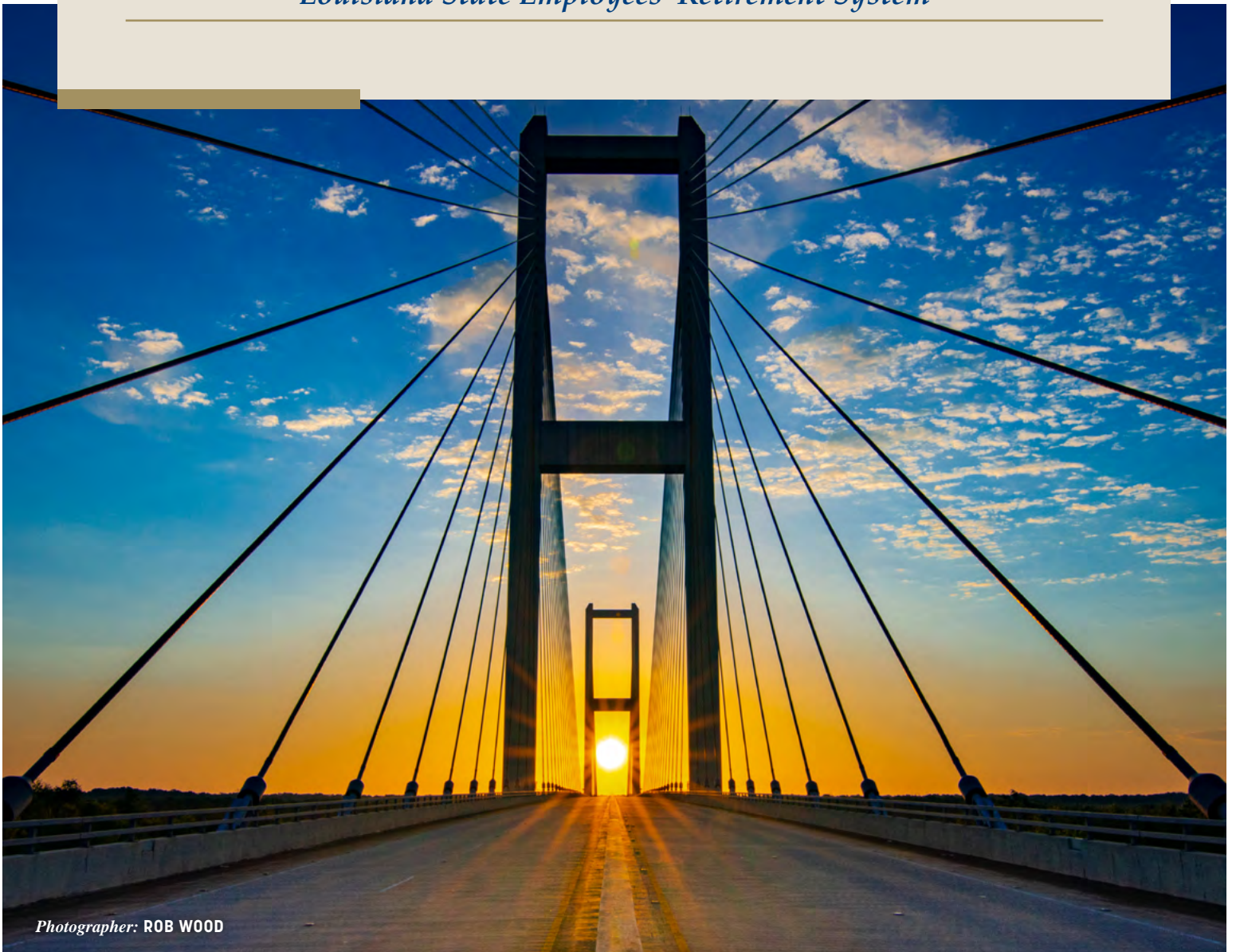


# RETIREMENT READINESS

## PLANNER

*Louisiana State Employees' Retirement System*



Photographer: ROB WOOD



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# RETIREMENT READINESS



**FINANCIAL  
SECURITY**



**HEALTHY  
LIVING**



**HAPPINESS &  
ENGAGEMENT**

**Financial security, healthy living, and happiness and engagement** are the three elements for retirement readiness. Integrating all three of these components enhances retirement planning and can provide balance in the golden years.

This **Retirement Readiness Planner** is designed to be a valuable tool to use while putting together the pieces for success in your retirement years. This planner includes helpful LASERS information, planning tools and checklists, a data organizer, and more.

The **Personal Data Organizer**, located at the end of this planner, provides a central location to record important account information for various accounts, insurance plans, location of records, and a list of people trusted to handle personal affairs.

If you are within 18 months of retirement, we also encourage you to check out the **Ready to Retire** section of the LASERS website. It provides a checklist, what to expect as an applicant for retirement, information about insurance coverage with the Office of Group Benefits (OGB), a Countdown to Retirement video, and more. View the page at: [www.lasersonline.org/members/ready-to-retire/](http://www.lasersonline.org/members/ready-to-retire/)

Fully enjoying your retirement does not have to be puzzling. Put the pieces together now to enjoy a balanced and fulfilling retirement!

# STAY CONNECTED

## LASERS Website

Our website, [www.lasersonline.org](http://www.lasersonline.org), provides tools and information based on members' career stages and life changes. Resources available include forms, guides to retirement, educational videos, seminar registration, and FAQs.

You will also find information about our Board of Trustees, staff, investment allocations, retirement legislation, and much more.

## Sign Up For Emails

LASERS periodically sends emails to members with information about upcoming seminars, retirement legislation information, new initiatives, general reminders, and more. You can sign up on the home page of our website.

## myLASERS

myLASERS gives you the power to monitor your account and accomplish many tasks in a paperless capacity.

### With myLASERS, you can:

- View membership history,
- Monitor your contributions,
- Track your retirement eligibility,
- Create a retirement benefit estimate,
- View DROP/IBO activity,
- Upload important documents,
- Submit certain eForms,
- Check the status of submitted applications,
- Setup notifications, **and more!**

**Log in or create an account:** On the home page of the LASERS website, select **Login: myLASERS** at the top.

First time users must create a new account and set-up multi-factor authentication (MFA). Once registered, you will sign in using your email address, password, and MFA security code sent via text message or voice call.

Each time you log in, a new security code will be sent via text or voice call to the phone number used during registration.

*Please note: LASERS recommends that you use your **personal email address** when creating a myLASERS account.*

## LASERS Contact

### Street Address

8401 United Plaza Blvd., First Floor  
Baton Rouge, LA 70809

### Mailing Address

P. O. Box 44213  
Baton Rouge, LA 70804-4213

### Contact LASERS

800.256.3000 (Toll-Free)  
225.922.0600 (Baton Rouge)

### Office Hours

Monday - Friday  
7:30 a.m. - 4:00 p.m.

## LASERS Social Media



### Facebook

[www.facebook.com/laserspension](http://www.facebook.com/laserspension)



### Instagram

[www.instagram.com/laserspension](http://www.instagram.com/laserspension)



### X (formerly Twitter)

[www.x.com/laserspension](http://www.x.com/laserspension)



### YouTube

[www.youtube.com/laserschannel](http://www.youtube.com/laserschannel)

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# HELPFUL LINKS

## **Louisiana State Employees' Retirement System**

[www.lasersonline.org](http://www.lasersonline.org)

## **Louisiana Government**

[www.louisiana.gov](http://www.louisiana.gov)

## **Louisiana Department of Civil Service**

[www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov)

## **Louisiana Department of Insurance**

[www.ldi.state.la.us](http://www.ldi.state.la.us)

## **Louisiana Department of Revenue**

[www.revenue.louisiana.gov](http://www.revenue.louisiana.gov)

## **Louisiana Deferred Compensation Plan**

[www.louisianadcp.com](http://www.louisianadcp.com)

## **EMPOWER™ Self-Directed Plan**

[www.empower.com](http://www.empower.com)

## **Office of Group Benefits**

[info.groupbenefits.org](http://info.groupbenefits.org)

## **Internal Revenue Service (IRS)**

[www.irs.gov](http://www.irs.gov)

## **Social Security Administration**

[www.ssa.gov](http://www.ssa.gov)

## **Benefits CheckUp**

[www.benefitscheckup.org](http://www.benefitscheckup.org)

## **National Council on Aging**

[www.ncoa.org](http://www.ncoa.org)

## **RSEA**

[rseala.org](http://rseala.org)

## **Office of Financial Institutions**

[www.ofi.state.la.us](http://www.ofi.state.la.us)

## **Senior Health Information Program (SHIP)**

[www.ldi.la.gov/SHIP](http://www.ldi.la.gov/SHIP)

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# Information for **ACTIVE MEMBERS**

## **Address Change**

Any address change must be completed through the Human Resources office at your agency. The information will then be submitted from your agency to LASERS. Do not contact LASERS directly to change your address.

## **Service Credit Purchase**

You may repay prior refunded service, purchase certain service credit, or apply for a transfer or reciprocal recognition of service from another Louisiana retirement system. Information, including how to roll over funds from another retirement system, may be found by reviewing the **Member's Guide to Retirement** or by calling a Member Services representative.

## **Disability Retirement & Survivor Benefit**

LASERS provides disability retirement benefits should you become totally and permanently disabled from your job. You must reach eligibility based upon your retirement plan as outlined in the **Member's Guide to Retirement** in order to apply. Your disability must be approved by the State Medical Disability Board. If approved, monthly benefits will be paid to you. You will be required to periodically provide verification of your disability and income to continue receiving these benefits.

LASERS provides survivor benefits for your spouse and minor children according to your retirement plan. If there are no monthly benefits due, a lump-sum payout of the balance of your contributions, if any, will be made to your designated beneficiary.

## **Submit Retirement Application in a Timely Manner**

You are encouraged to submit your retirement application in a timely manner. Retirement is effective the day the application is received at LASERS, or the day after termination from state service, whichever is later. If there is a break in service between your date of termination and your effective date of retirement, your monthly benefit may be reduced.

# RETIREMENT EDUCATION

## Seminars

LASERS seminars provide essential information and tools to help you plan for retirement. Upcoming seminar dates and registration information is available on our website at [www.seminars.lasers.state.la.us/Registration](http://www.seminars.lasers.state.la.us/Registration).

The **Pre-Retirement Education Program (PREP)** seminar covers eligibility requirements for retirement, the Initial Benefit Option (IBO), survivor benefits, Deferred Retirement Option Plan (DROP), various types of service credit purchases, the Louisiana Deferred Compensation Plan, Social Security, and the Office of Group Benefits. LASERS encourages all members to attend PREP seminars at various times in their career, not just when retirement is imminent.

The **DROP vs. IBO** seminar defines the fundamental differences between the two retirement options, discusses how each is funded, and advises members on how and when to apply for these types of retirement.

The **Calculating Your Retirement Benefit** seminar explains how your LASERS benefit is calculated, reviews the benefit estimate calculator in myLASERS, offers a brief tutorial on how to create an estimate, and clarifies how to read and understand your estimate.

The **Early-Career** seminar provides information about the long-term benefits of LASERS membership, details about your defined benefit plan, steps you can take now to enhance your future retirement benefit, and more.

## Appointments

Appointments with a LASERS representative are available to members within 18 months of retirement eligibility and are available in-person at the LASERS office, virtually (online), or over the phone.

An appointment will allow you to discuss your individual retirement estimate and needs. The representative reviews your individual file, calculates estimates, explains retirement procedures, and answers any retirement-related questions you may have. You are allowed one appointment or estimate request per 12-month period.

Call us at 225.922.0600 (Baton Rouge) or 800.256.3000 (toll free) to make an appointment.

## Educational Videos

Scheduling conflict? Recordings of various seminars and other topics on retirement are available at [www.lasersonline.org/members/video-library](http://www.lasersonline.org/members/video-library).

### Video topics include:

- DROP vs IBO: Is Either Option Right for me?
- Purchases of Service Credit,
- Unused Annual and Sick leave,
- Countdown to Retirement,
- Social Security Offsets: WEP & GPO,
- The Deferred Compensation Plan,
- What is Your Retirement Plan & Eligibility?
- Pre-Retirement Education Program (PREP)
- How to Create a myLASERS Account, **and more!**

# LASERS OVERVIEW

## Retirement Eligibility (Regular Plan Members)

Hired on or before June 30, 2006 (Regular 1 Plan):  
*Accrual rate 2.5%, Contribution rate is 7.5%, 36 month  
FAC, 25% anti-spiking*

- 30 years, any age
- 25 years, age 55
- 10 years, age 60
- 20 years, any age, actuarially reduced benefit

Hired between July 1, 2006 and December 31, 2010  
(Regular 2 Plan) and Hired between January 1, 2011  
and June 30, 2015 (Regular 3 Plan):  
*Accrual rate 2.5%, Contribution rate is 8.0%, 60 month  
FAC, 15% anti-spiking*

- 5 years, age 60
- 20 years, any age, actuarially reduced benefit

Hired on or after July 1, 2015 (Regular 4 Plan)  
*Accrual rate 2.5%, Contribution rate is 8.0%, 60 month  
FAC, 15% anti-spiking*

- 5 years, age 62
- 20 years, any age, actuarially reduced benefit

**It is the member's responsibility to gather their retirement information, including eligibility and date of retirement.** Members have a deferred right to retirement benefits with 10 years of service credit (if hired before July 1, 2006) or five years (if hired on or after July 1, 2006) and are able to delay retirement to age 60. If hired on or after July 1, 2015, retirement will be at age 62. Members who leave state service and refund their contributions forfeit their right to receive a retirement benefit. If they return to state service, they will be enrolled in the plan applicable at the time of rehire.

## Annual & Sick Leave Credit

- The employing agency will pay a portion of annual leave at current hourly rate of pay upon retirement.
- Unused, accumulated leave may not be used to meet retirement eligibility.
- Upon retirement, you may convert unused/unpaid leave hours to service credit or receive the actuarial value of remaining leave in a lump sum payment from LASERS.
- Annual and sick leave questions should be directed to your HR office.

# MEDICARE, SOCIAL SECURITY, & INSURANCE

## Medicare

As a LASERS member and future retiree, you may be entitled to Medicare coverage if you have paid a Medicare tax, or you are the spouse or former spouse of an individual who has paid Medicare taxes.

Counselors with the Louisiana Department of Insurance Senior Health Information Program (SHIP) are available to answer questions concerning Medicare eligibility, preventative services, and Medicare cost-savings programs.

Visit [www.lidi.la.gov/SHIP](http://www.lidi.la.gov/SHIP) or call 1.800.259.5300 for more information.

## Social Security

If you have earned a LASERS benefit, and are entitled to receive a Social Security benefit prior to January 2024, based on your earnings or the earnings of a spouse, your Social Security benefit may be reduced.

The reduction was because of federal laws known as the Windfall Elimination Provision and the Government Pension Offset, which were designed to offset the amount of Social Security benefits paid to those eligible to receive some other type of public pension.

For details, visit the Social Security website at [www.socialsecurity.gov](http://www.socialsecurity.gov).

## Insurance

If you have questions regarding your health and/or life insurance coverage, please contact your employing agency.

In the event that you cannot obtain the necessary information from your agency, please contact:

### Office of Group Benefits

**Mailing Address:** P.O. Box 66678,  
Baton Rouge, Louisiana 70896

**Website:** [info.groupbenefits.org](http://info.groupbenefits.org)

**Telephone:** Toll-free 800.272.8451 or  
225.925.6625

**Street Address:** 1201 N. 3rd Street, Ste G-159,  
Baton Rouge, Louisiana 70802

LASERS will make the deduction of your insurance premium in accordance with information received from the Office of Group Benefits.

It may be a few months after you retire before your insurance premium is deducted from your LASERS retirement check.

Please contact the Office of Group Benefits to determine if you must pay your initial insurance premiums directly to them.

Your premium will be subject to possible increases or decreases each fiscal year.

**LASERS does not have access to your insurance records.**

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# OUR PARTNERS

## Retired State Employees Association (RSEA)

RSEA is an independent, membership-driven organization that represents people who have retired or will retire from employment with the State of Louisiana.

The association lobbies the legislature concerning retirement issues, conducts annual statewide meetings, attends various LASERS events, distributes a quarterly newsletter, and more.

RSEA receives no appropriation, grant or subsidy from any level of government and depends on an annual fee from its membership. Membership is voluntary for both retired and active state employees.

### For more information, contact:

#### Website

[rseala.org](http://rseala.org)

#### Email

[laretiree@att.net](mailto:laretiree@att.net)

#### Address

9412 Common St., Ste 7  
Baton Rouge, LA 70809

#### Phone

1.866.938.0961 (Toll-Free)  
225.930.0961 (Baton Rouge)

#### Fax

1.866.938.0964 (Toll-Free)  
225.930.0964 (Baton Rouge)

## Senior Health Information Program (SHIP)

SHIP helps Medicare beneficiaries better understand their Medicare coverage options and benefits.

Counselors are available to help seniors make informed decisions by providing free and unbiased guidance via telephone or face-to-face interactive sessions.

### For more information, contact:

#### Website

[www.ldi.la.gov/SHIP](http://www.ldi.la.gov/SHIP)

#### Phone

1.800.259.5300 (Toll-Free)  
225.342.5301 (Baton Rouge)



<b>10</b> Months Prior to Retirement	<input type="checkbox"/> Continue to meet with retirement planning advisors.  <input type="checkbox"/> Begin collecting names of organizations where you may wish to volunteer or work after retirement.	<b>NOTES</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>09</b> Months Prior to Retirement	<input type="checkbox"/> Review LASERS re-employment guidelines. <input type="checkbox"/> Complete process for purchasing or transferring service credit. <input type="checkbox"/> Prepare to move any money needed to pay for purchase. <input type="checkbox"/> Review your expenses and reconcile with your income. <input type="checkbox"/> Set up a retirement income budget.	<b>NOTES</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>08</b> Months Prior to Retirement	<input type="checkbox"/> Contact LASERS Member Services Division with any questions.	<b>NOTES</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>07</b> Months Prior to Retirement	<input type="checkbox"/> Verify your retirement time frame: When does your current health care coverage end? <input type="checkbox"/> Submit a letter to Social Security to determine your eligibility for Medicare or Medicaid. <input type="checkbox"/> Update beneficiary or guardian on important accounts. <input type="checkbox"/> Name or update a guardian for minor children. <input type="checkbox"/> Select trusted friends, family, or relatives to carry out your estate plans. <input type="checkbox"/> Sign Power of Attorney for health care and financial matters. A copy of the form is located on the LASERS website at <a href="http://www.lasersonline.org">www.lasersonline.org</a> .	<b>NOTES</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



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# RETIREMENT RECAP

- Define your retirement objectives.*
- Do not assume anything is being done for you; **you are responsible for your own retirement process.***
- Begin your retirement paperwork with your Human Resource office.*
- Obtain an estimate of benefits from LASERS.*
- Meet with a retirement benefits analyst at LASERS.*
- Learn about estate planning and how you can benefit.*
- Update beneficiaries/guardians on important accounts.*
- Name or update guardian for minor children.*
- Select trusted friends or relatives to carry out your estate plans.*
- Draft personal trust agreements, if necessary.*
- Draft a will.*
- Sign Powers of Attorney for health care and financial matters.*
- Create a Living Will.*
- List important people to contact: LASERS; person in charge of your estate; attorney; trustee; family members, etc.*

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# Information for RETIRED MEMBERS

## Address Change

Keep your address current with LASERS to ensure that you receive all retirement related information.

You can update your mailing address, change your tax deductions, or alter your direct deposit information, by downloading the necessary forms from the LASERS website at [www.lasersonline.org/forms/member-forms](http://www.lasersonline.org/forms/member-forms). If you do not have Internet access at home, you can visit the nearest public library or any educational institution which allows public access to its online resources. You may also call or email LASERS to have the appropriate form(s) mailed to you.

## W-4P Tax Information

When filling out your retirement paperwork with your Human Resources office, make sure you complete [Form W-4P Withholding Certificate for Pension or Annuity Payments](#), indicating whether you wish to have federal income taxes deducted from your retirement check. Unless otherwise indicated by receipt of the W-4P, federal taxes must be withheld from your retirement check. You will receive from LASERS a 1099-R Distribution Form showing your taxable income. If you have already paid taxes on part of your contributions to LASERS, you will receive a credit on your 1099-R, located in Box 5.

If you live in Louisiana, your LASERS benefits are exempt from Louisiana state taxes. However, you must file a Schedule "E" form with the Louisiana Department of Revenue (DOR). Visit their website for more information at [www.revenue.louisiana.gov](http://www.revenue.louisiana.gov).

## Direct Deposit

A member of LASERS with a retirement date effective on or after January 1, 2000, is required to use direct deposit to receive retirement benefits. The Electronic Fund Transfer (EFT, or direct deposit) of your benefit payment is reliable because it is automatic, uninterrupted, electronic, and your funds are available on the first business day of the month (depending on the rules of your financial institution); this is generally two to five days sooner than checks sent through the U. S. Postal Service.

Upon retirement, your first check may be mailed to your home address while we pre-notify your bank of an electronic fund transfer. The following month, your funds will be automatically deposited into your account. A statement, similar to a check stub, will be available in your myLASERS account once the EFT is set up and whenever there is a change in the deposit amount. If an exception to this payment method is needed, contact LASERS for information.

**To enroll in direct deposit with LASERS**, submit [Form 4-05 Authorization for Direct Deposit](#). You can download this form from the LASERS website or contact LASERS to request the form. If you change your account number or banking institution, you must submit a new form.

## Mailed Retirement Benefit Checks

For benefit recipients not using direct deposit (see previous section), LASERS delivers monthly retirement benefit checks to the U.S. Post Office on the last business day of each month. Upon delivery to the post office, LASERS has no method of retrieving or tracking delivery of the checks. If you do not receive your retirement check by the fifth working day of the month, please send a signed notification, including your Social Security number, signature, and a telephone number, to LASERS to initiate the steps necessary to stop payment on the check and have it reissued. To prevent issues such as lost checks and reissued payments, **LASERS strongly recommends that you enroll in direct deposit by submitting [Form 4-05 Authorization for Direct Deposit](#).**

## Retiree Workshops

A LASERS Retiree Workshop is held annually, usually in the summer, to provide an update to our retirees on new LASERS information, legislation, investments, benefits, returning to work, and more. Community partners also attend so retirees can gain knowledge on medicare, health insurance, and more.

The Retiree Workshop date is announced via email and *The Beam* newsletter once registration opens on our website.

Learn more by going to [www.lasersonline.org/retirees/retiree-workshop](http://www.lasersonline.org/retirees/retiree-workshop).

## EMPOWER™

EMPOWER™ is a division of Great-West Life and Annuity Insurance Company. It administers the LASERS Self-Directed Plan for DROP and IBO funds. Assets are held in trust for the benefit of the Plan participants. Investment options are appropriate, have competitive fees, and are monitored quarterly.

### Website

[www.empower.com](http://www.empower.com)

### Address

9100 Bluebonnet Centre Blvd., Suite 203  
Baton Rouge, LA 70809

### Telephone

1.800.937.7604 (Toll-Free)  
225.926.8082 (Baton Rouge)

## Office of Group Benefits Insurance

If you have questions regarding your insurance coverage, contact your employing agency. In the event you cannot obtain the necessary information from your agency, please contact:

### Office of Group Benefits:

#### Mailing Address

P.O. Box 66678  
Baton Rouge, LA 70896

#### Street Address

1201 N. 3rd Street, Ste G-159  
Baton Rouge, LA 70802

#### Website

[info.groupbenefits.org](http://info.groupbenefits.org)

#### Telephone

1.800.272.8451 (Toll-Free)  
225.925.6625 (Baton Rouge)

LASERS will continue to make the deduction of your premium in accordance with information received from the Office of Group Benefits office. **We do not have access to your insurance records.**

# PAYROLL DEDUCTIONS

## Credit Union & Insurance Vendor Information

As a service to you, LASERS is able to provide payroll deductions for the credit unions and insurance vendors listed below. If you choose to have your insurance premiums or credit union payments deducted from your retirement benefit, you will need to contact the insurance company and/or credit union and submit the proper authorization to the vendors. Visit their websites for additional information. If you do not find your insurance company or credit union listed, LASERS will be unable to provide the automatic payroll deduction from your benefit. This list is subject to change periodically. The most current list is available on the LASERS website under Retiree Publications.

### Credit Unions Include:

- Department of Corrections Credit Union
- District 62 Highway Federal Credit Union
- Eagle Federal Credit Union  
(formerly LA State Credit Union)
- Lawilifie Credit Union
- LES Federal Credit Union
- LA Capitol Federal Credit Union (LACAP)
- Jefferson Financial Credit Union
- Pelican State Credit Union
- Third District Highway
- START Saving Program

### Insurance Vendors Include:

- AFLAC
- Colonial Life
- Columbia Universal Life/Life Secure
- Conseco Health/Washington National Insurance
- DINA Dental Guaranty Assurance Co.
- Genworth Life
- Guaranty Income Life Insurance
- LA Legislative Auditor LSU First
- Legislative Budgetary Control Council LSU First Insurance
- Legislative Fiscal Office LSU First
- LSU-Baton Rouge (LSU First and AD&D)
- LSU Health Care Services Division (LSU First)
- LSU Health Sciences Center-New Orleans LSU First
- LSU Health Sciences Center-Shreveport LSU First
- LSU-LA House of Representatives
- LSU-LA State Senate LSU First
- New York Life Insurance
- Office of Group Benefits
- Starmount Life Insurance  
AlwaysCare Dental/Vision
- Transamerica

### RSEA

RSEA dues may be deducted from your monthly LASERS benefit. Contact RSEA to set up deductions.

## Situations When

# PAYMENT MAY CHANGE

### Insurance Premium Changes

Retirees who have health insurance or life insurance coverage maintained through their former employer are subject to possible increases or decreases each fiscal year. Contact your agency Human Resources office or the Office of Group Benefits for insurance information.

### Taxes

Tax tables are periodically updated by the IRS and when these tables change, the amount of taxes withheld from your benefit may change as well. You can also elect to change your tax withholding status by submitting [Form W-4P Withholding Certificate for Pension or Annuity Payments](#). A change in your withholding status may also affect the amount of taxes withheld from your check.

### System-Generated COLA

A system-generated cost-of-living adjustment (COLA) is possible only when the LASERS Employee Experience Account, funded by excess revenues generated by the LASERS investments program, contains sufficient monies to fund an increase. When the conditions for granting a COLA are met and there are sufficient funds in the Experience Account, the LASERS Board of Trustees may recommend to the Legislature that a COLA be approved.

To be eligible for a system-generated COLA, you must have reached the age of 60 as of June 30 of the year that a COLA is authorized by the Legislature. In addition, you must have been retired effective June 30 of the previous year. Your beneficiary may be eligible for a COLA after your death if you would have turned 60 as of June 30 of the year the COLA is authorized, and if you or your beneficiary, or both combined, have received benefits since June 30 of the previous year.

It is also possible for you to self-fund an annual COLA in addition to system-generated COLAs. For more information on this type of COLA, see the **Member's Guide to Retirement**.

**Notice of New COLA Mechanism:** *The Experience Account method used for funding COLAs did not result in dependable, meaningful COLAs for LASERS retirees. Under Act 184 of the 2023 Louisiana Legislative Session, the gainsharing funding model ends, the Experience Account will be phased out, and employers will directly fund COLAs. Funding will be a component of the annual employer contribution rate and will be deposited directly into a new COLA account. Under the new model, a COLA will be granted when enough funding is available and upon legislative approval. Go to the LASERS website at [www.lasersonline.org/retirees/colas](http://www.lasersonline.org/retirees/colas) for details about the new COLA mechanism, eligibility criteria, and more. The information in this section is applicable until the new mechanism is fully enacted, which is anticipated to be in 2030.*

### Upon Death

By law, monthly retirement benefits stop upon death. Any benefit check delivered after death must be returned to LASERS. Your designated beneficiary may have certain benefit entitlements. Your beneficiary must apply to LASERS for benefits after your death before payments can begin.

In the event that you survive your designated beneficiary, you may either:

1. Designate a new beneficiary(ies) by completing [Form 01-06 Designation of Beneficiary](#), if you chose the Maximum Option or the Option 1 retirement benefit option and some of your contributions still remain; or
2. Change your retirement option to the Maximum Option, which allows for a larger monthly payment, by completing [Form 10-07 Application for Change in Retirement Benefit due to Death of Beneficiary](#).

You must submit either form, with a copy of the deceased beneficiary's death certificate.

## Returning to Work for a LASERS Member Agency

If you are retired and wish to return to work with a LASERS member agency, you must select one of three options described below when you are rehired. The option selection is irrevocable for the duration of your re-employment. You and your agency must notify LASERS immediately in writing when:

- you are hired as a re-employed retiree;
- you select the option for re-employment purposes;
- you know the estimated duration of your employment; and
- you know the date of your termination of employment.

You must complete [Form 10-02 Re-employment of Retiree](#), including your choice for a re-employment option, and mail it to LASERS. If the form is not submitted within 45 days, you will be treated as selecting Option 3, and both you and the employing agency shall be responsible for retirement contributions from date of employment to date of termination.

## Re-employed Retiree Options

### OPTION 1:

You may elect to limit earnings in any fiscal year to 50 percent of your annual retirement benefit for such fiscal year. **You should not select this option if your estimated earnings for the fiscal year will exceed your earnings limit.** If your actual earnings exceed the limit, then your future retirement benefits will be reduced by the amount that your earnings exceeded the limit and you will be required to reimburse LASERS for the earnings that exceed the limit. When computing your earnings limitation, an adjustment is made based on the Consumer Price Index (CPI) for the preceding year. You are responsible for monitoring the earnings limitation.

### OPTION 2:

You may regain membership in LASERS by repaying all retirement benefits received plus interest at the actuarial rate. This option allows you to restore prior service credit and return to active member status as if you had not retired. If you participated in DROP, IBO, or took early retirement, you cannot elect this option. The 20 year at any age actuarially reduced retirement is not an early retirement.

### OPTION 3:

You may suspend your retirement benefits effective the date of your re-employment and again become a contributing member of LASERS based on your current employment. Employee and employer contributions must be paid under this option and there is no limit on earnings. Upon subsequent retirement, your retirement benefit will be resumed.

There are certain limited exceptions when the options do not apply. Also, it is possible for you to earn a supplemental benefit for your period of re-employment.

Please see the *Member's Guide to Retirement* Chapter 19 on re-employed retirees at [www.lasersonline.org](http://www.lasersonline.org) for more information.

If you work outside of state government or in a position not eligible for LASERS, there will be no impact on your retirement benefits.

# PERSONAL DATA ORGANIZER

## WHERE DO YOU KEEP YOUR IMPORTANT PAPERS?

The most important list you will ever make will be the list of all your assets, papers, names, accounts, obligations, and instructions to guide others to the eventual settlement of your affairs.

You can help your family by filling out the information on the following pages and giving copies to your spouse, relatives who might help in settling your estate, the executor of your will, and your attorney. Set aside a day each year, maybe your birthday, to update this information. Your thoughtfulness in planning ahead will be a true gift to your family.

## RECORD OF IMPORTANT PAPERS AND VALUABLE PROPERTY

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Parish \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

### YOU

### YOUR SPOUSE

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Occupation \_\_\_\_\_

Place & Date of Birth \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Military Service \_\_\_\_\_

Place/Date of Marriage \_\_\_\_\_

Date of Divorce \_\_\_\_\_

Date of Death \_\_\_\_\_

## CHILDREN

Name (include married name) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name (include married name) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name (include married name) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

## BENEFIT PLANS

Pension Plan \_\_\_\_\_ Value \$ \_\_\_\_\_

Thrift Plan \_\_\_\_\_ Value \$ \_\_\_\_\_

Profit-Sharing Plan \_\_\_\_\_ Value \$ \_\_\_\_\_

Deferred Compensation \_\_\_\_\_ Value \$ \_\_\_\_\_

IRA \_\_\_\_\_ Value \$ \_\_\_\_\_

Other \_\_\_\_\_ Value \$ \_\_\_\_\_

## HEALTH INSURANCE

Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Address \_\_\_\_\_ Agent \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Beneficiaries \_\_\_\_\_

Telephone \_\_\_\_\_ Policy Location \_\_\_\_\_

Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Address \_\_\_\_\_ Agent \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Beneficiaries \_\_\_\_\_

Telephone \_\_\_\_\_ Policy Location \_\_\_\_\_

## LIFE INSURANCE

Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Type of Policy \_\_\_\_\_ Cash Value \_\_\_\_\_

Policy Amount \$ \_\_\_\_\_ Accidental Death Provision \_\_\_\_\_

Telephone \_\_\_\_\_ Beneficiaries \_\_\_\_\_

Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Type of Policy \_\_\_\_\_ Cash Value \_\_\_\_\_

Policy Amount \$ \_\_\_\_\_ Accidental Death Provision \_\_\_\_\_

Telephone \_\_\_\_\_ Beneficiaries \_\_\_\_\_

## HOME AND AUTO INSURANCE

Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Address \_\_\_\_\_ Agent \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Coverage \_\_\_\_\_ Telephone \_\_\_\_\_

Policy Location \_\_\_\_\_

Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Address \_\_\_\_\_ Agent \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Coverage \_\_\_\_\_ Telephone \_\_\_\_\_

Policy Location \_\_\_\_\_

## ASSETS INVENTORY

	Current Value	Original Cost	Ownership	Location
Home	_____	_____	_____	_____
Business	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
Checking Account	_____	_____	_____	_____
Pension Plans	_____	_____	_____	_____
Household Furniture	_____	_____	_____	_____
Stamp Collection	_____	_____	_____	_____
Bonds	_____	_____	_____	_____
Trust Funds	_____	_____	_____	_____
Stocks	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____

## LIABILITY INVENTORY

Loans _____	Amount \$ _____
Debts _____	Amount \$ _____
Mortgages _____	Amount \$ _____
Other _____	Amount \$ _____
Other _____	Amount \$ _____
Other _____	Amount \$ _____

## LOCATION OF RECORDS, LICENSES

Birth Certificate \_\_\_\_\_ Deed \_\_\_\_\_

Marriage \_\_\_\_\_ Mortgage \_\_\_\_\_

Adoption \_\_\_\_\_ Title Policy Insurance \_\_\_\_\_

Citizenship \_\_\_\_\_ Title Abstract \_\_\_\_\_

Pre/Post Nuptial \_\_\_\_\_ Surveys \_\_\_\_\_

Divorce \_\_\_\_\_ Insurance Policies \_\_\_\_\_

Military Discharge Papers \_\_\_\_\_ Tax Receipts \_\_\_\_\_

Building Costs \_\_\_\_\_ Leases \_\_\_\_\_

## SAFE DEPOSIT BOX

Institution \_\_\_\_\_ Box Number \_\_\_\_\_

Address \_\_\_\_\_ Who has access \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Location of Key \_\_\_\_\_

Contents \_\_\_\_\_

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## PEOPLE WHO HANDLE MY AFFAIRS

Make a list of how you would like your personal effects distributed as well as burial instructions. These documents should be placed in a safe place but NOT in your safe deposit box.

Attorney \_\_\_\_\_ Phone \_\_\_\_\_

Power of Attorney \_\_\_\_\_ Phone \_\_\_\_\_

Accountant \_\_\_\_\_ Phone \_\_\_\_\_

Broker \_\_\_\_\_ Phone \_\_\_\_\_

Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Banker \_\_\_\_\_ Phone \_\_\_\_\_

Clergy \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_









# LASERS



Photographer: ROB WOOD



**PHONE:**  
225.922.0600  
**TOLL-FREE:**  
800.256.3000  
**FAX:**  
225.935.2856



**BUSINESS HOURS:**  
Monday - Friday  
7:30 a.m. - 4:00 p.m.

**SOCIAL/WEB:**

    [www.lasersonline.org](http://www.lasersonline.org)



**MAILING ADDRESS:**  
P.O. Box 44213  
Baton Rouge, LA 70804-4213

**STREET ADDRESS:**  
8401 United Plaza Blvd.  
Baton Rouge, LA 70809

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