

LIAISON MEMORANDUM
NUMBER 25-04

To: Agency Liaison and Payroll Officers

From: Trey Boudreaux
Executive Director

Re: Administrative Errors on Retirement Applications

Date: September 12, 2025

The timely and accurate completion and submission of LASERS retirement applications is vital to the retirement process, both to avoid administrative errors and to ensure punctual payment of LASERS retirement benefits. To avoid common issues found during the retirement application process, it is important for agency personnel to ensure the following:

- **Complete the correct retirement application.** If the member is selecting Regular Retirement without the Initial Benefit Option (IBO), [Form 06-01 Application for Retirement](#) is the correct application. If the member is selecting the IBO, use the correct IBO application: [Form 06-01A Application for Retirement with IBO](#) for members eligible to retire on or after 01/01/2004, or [Form 06-01B Application for Retirement with IBO](#) for members eligible to retire before 01/01/2004.
- **Enter the correct termination date or DROP start date on the application.** The termination date is the member's last working date; it is not the effective date of retirement.
- **Submit the application prior to the member's retirement date or DROP start date.** To avoid an administrative error, the application must be received by LASERS *before* the effective retirement date or DROP start date. Applications may be submitted up to six months prior to retirement or DROP entry. Failure to submit the application prior to the date of retirement may result in the member being considered out of state service, which can result in a significant reduction of benefits in some instances, may affect the member's eligibility to receive credit for unused annual and sick leave, and may cause the member to lose insurance coverage with the Office of Group Benefits. To ensure applications are received timely, **LASERS encourages submitting the application by fax to 225.935.2856.**

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Please remind all staff tasked with completing LASERS retirement paperwork to review each application thoroughly prior to submission and to ensure it is received by LASERS prior to the member's retirement date or DROP start date.

Additional information on the retirement process, as well as printable checklists for each type of retirement, can be found in the *Employer's Guide to Retirement* in [Chapter 7: The Retirement Process](#), [Chapter 10: Regular Retirement](#), [Chapter 11: Initial Benefit Option](#), and [Chapter 12: Deferred Retirement Option Plan](#).