Louisiana State Employees' Retirement System

Member Services

WENDY KINCHEN, RETIREMENT BENEFITS SUPERVISOR

Retiree Workshop

July 2026

WELCOME TO LASERS!

Your retirement connection

Workshop Roadmap

What We’ll Cover Today

1. Stay connected; use LASERS online tools
2. Keep your monthly benefit on track
3. Request help and submit documents correctly
4. Know what to do when life changes

LASERS

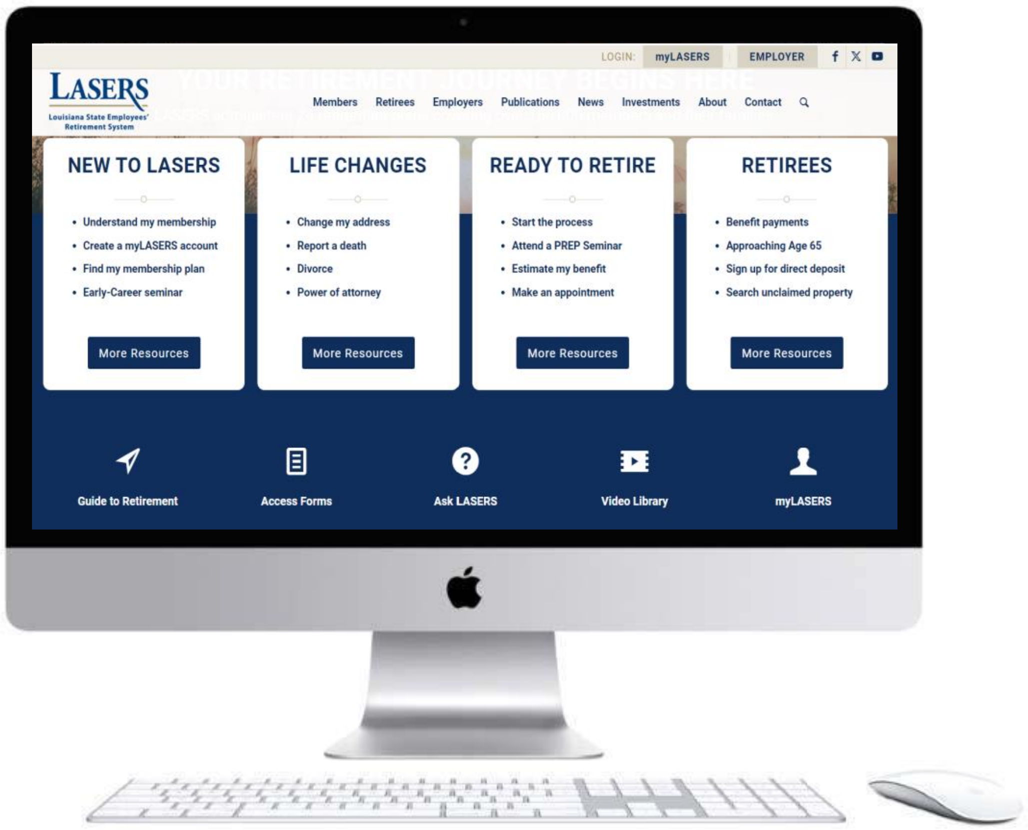
STAY CONNECTED

Find Information and Manage Your Account

Stay Connected

LASERS Website

- News and recent legislation
- Forms and publications
- Retiree resources
- Seminar information
- Investment and Self-Directed Plan information
- Sign up for emails
- Ask LASERS and access myLASERS



Sign Up for Emails

Receive timely LASERS information such as:

- Legislative updates
- Upcoming events
- Important benefit reminders
- The Beam newsletter (make election to receive electronically)

NOTE

Use a personal email address you expect to keep

LASERS

Join us for the LASERS Retiree Workshop on Tuesday, July 28

Attend In-Person or Online!

The Retiree Workshop will be held on Tuesday, July 28, 2026, from 9:00 a.m. to Noon at LASERS (in Baton Rouge) and online. The workshop is open to LASERS retirees and their spouses. *(This event is not intended for actively working state employees.)*

During the workshop, you'll hear updates from LASERS **Executive staff**, receive important **Member Services** information and reminders, and connect with representatives from **state agency and community partner organizations.**

Space for in-person attendance is limited and available on a first-come, first-served basis, so we encourage you to **register early**. **Refreshments** will be provided for those attending at LASERS.

If you live outside the Baton Rouge area or simply prefer to sit in the comfort of your home, please join us from our live webinar.

If you have any questions about registration, contact us through Ask LASERS.

We look forward to seeing you on **Tuesday, July 28!**

Register Here:

Attend at LASERS | Attend via Webinar

LASERS

www.lasersonline.org/news/sign-up-for-emails/

Using myLASERS

Your Account, Your Documents, Your Dashboard

Why myLASERS?

Stay Informed
- Account information at your fingertips

Personalized Access
- Secure resources connected to your account

Ready When You Need It
- Payments, documents, forms, and income verification

NOTE Sign up today at myLASERS.org using your personal email

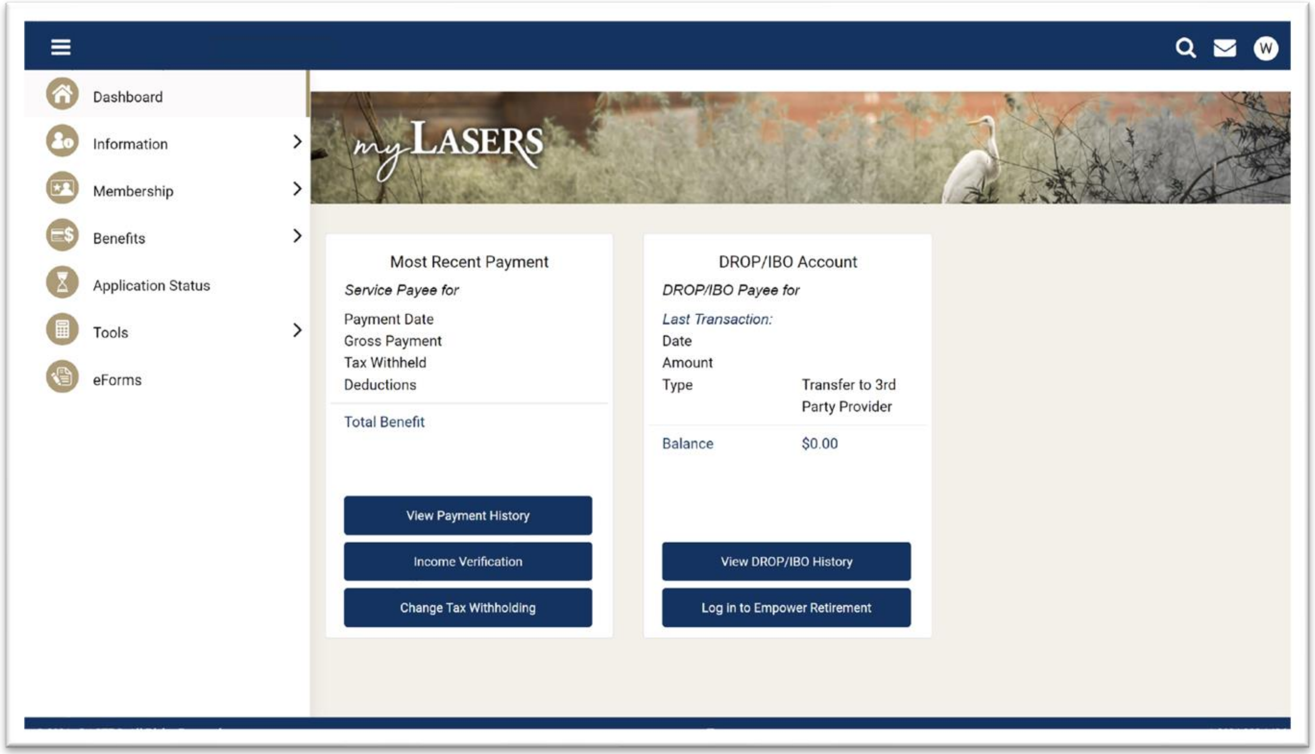
LASERS

myLASERS Dashboard Overview

View account summary and recent payment details

Reach account functions from:

- Left-side menu or
- Dashboard tiles

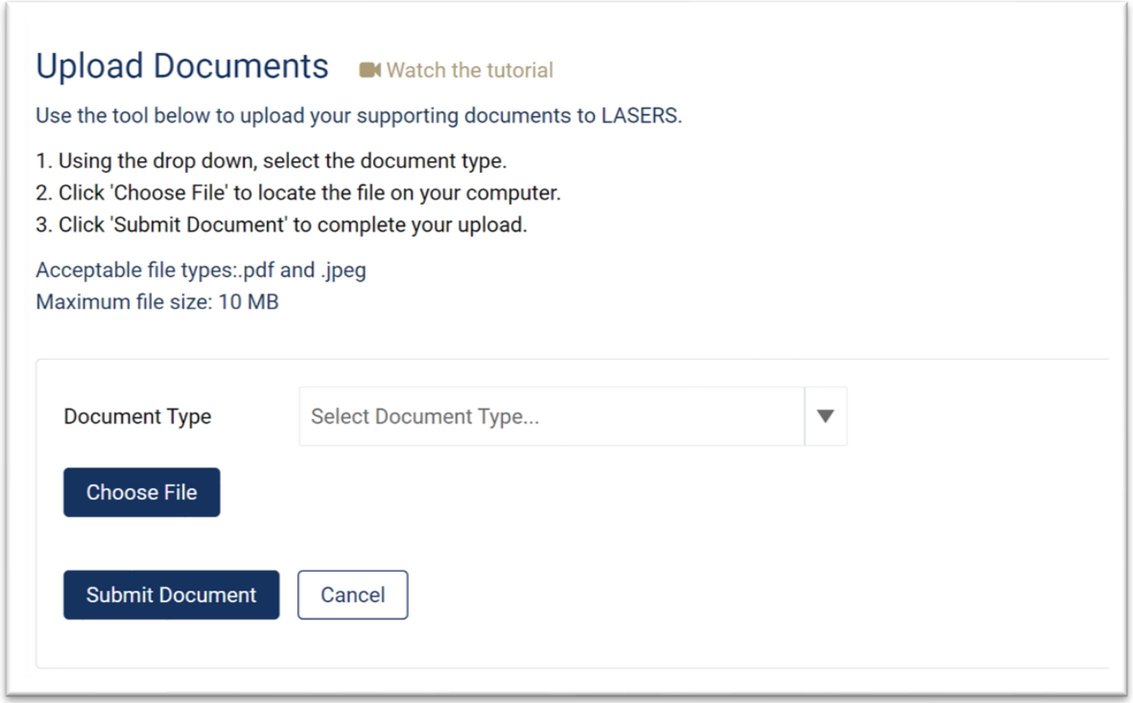


Upload Documents

myLASERS

Send documents securely through your myLASERS account

- Social Security cards
- Birth certificates
- Other requested documents



NOTE

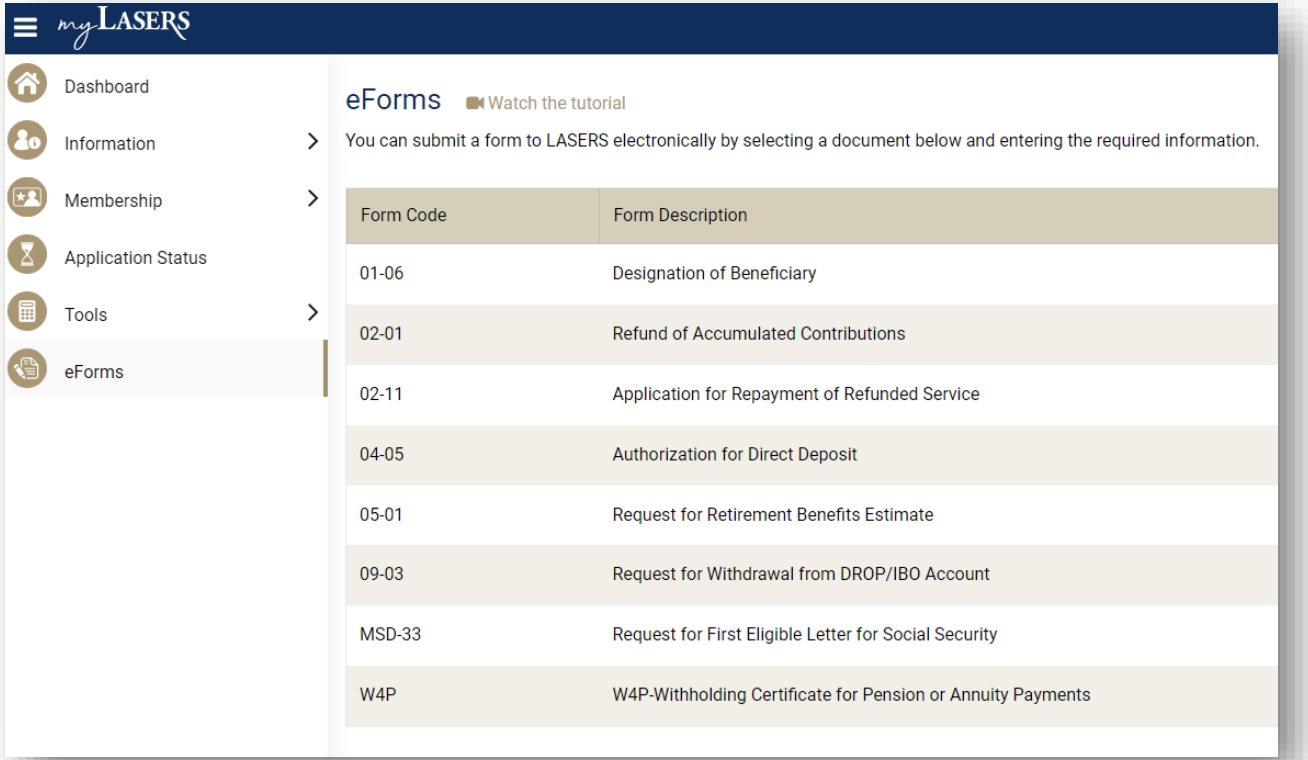
A step-by-step video tutorial is available

LASERS

Submit Electronic Forms

Available electronically:

- Authorization for Direct Deposit
- Designation of Beneficiary
- Request for First Eligible Letter for Social Security
- Request for Withdrawal from DROP-IBO Account (for DROP accounts at LASERS)
- W-4P Withholding Certificate for Periodic Pension or Annuity Payments



Form Code	Form Description
01-06	Designation of Beneficiary
02-01	Refund of Accumulated Contributions
02-11	Application for Repayment of Refunded Service
04-05	Authorization for Direct Deposit
05-01	Request for Retirement Benefits Estimate
09-03	Request for Withdrawal from DROP/IBO Account
MSD-33	Request for First Eligible Letter for Social Security
W4P	W4P-Withholding Certificate for Pension or Annuity Payments

NOTE A video tutorial walks you through the submission process.

Using myLASERS

Payment History

Instantly View, Print, or Download as PDF or Excel

Payment History

- Benefit Payment History
- DROP/IBO History, if applicable

Benefit Payment History

Selected Payee: Service Payee for Susan Demouy

PDF | EXCEL

Year	Gross	Federal Tax	Safe Harbor	Taxable Gross	Deduction	Net
2023	$37,015.86	$4,645.68	$458.94	$36,556.92	$700.56	$31,669.62
2022	$76,031.72	$10,163.74	$917.88	$75,113.84	$1,455.60	$64,412.38
2021	$55,112.49	$7,133.52	$683.06	$54,429.43	$738.64	$47,240.33
2023	$37,015.86	$4,645.68	$458.94	$36,556.92	$700.56	$31,669.62
2022	$76,031.72	$10,163.74	$917.88	$75,113.84	$1,455.60	$64,412.38
2021	$55,112.49	$7,133.52	$683.06	$54,429.43	$738.64	$47,240.33

Income Verification

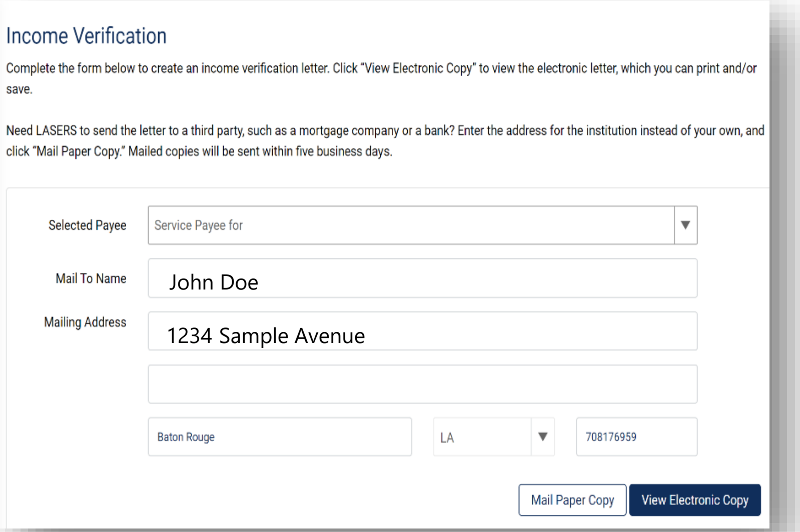
Instantly View, Print, or Download as PDF or Excel

Submit:

- ***Form MSD32: Request for Contribution / Income Verification*** *or*
- Written request, include
    - Last four digits of Social Security number
    - Signature

Request by phone:

- Mailed or emailed to address in LASERS system



NOTE

To send to a different address, LASERS must receive written notice.

KEEP YOUR BENEFIT ON TRACK

Payments, Records, and Taxes

Why Accurate Information Matters

Up-to-date information helps LASERS:

- Deliver correspondence and tax forms
- Send payments to the correct account or address
- Protect your retirement record
- Avoid preventable processing delays

Update your information through a written request:

- Submit by fax, mail, or hand delivery
    - ***Form 01-02: Contact Information Update***, or
    - Signed written request
        - Include last four digits of your SSN

  Use the current official LASERS form whenever possible

NOTE

Verbal change requests by phone are NOT accepted

LASERS

Updating Direct Deposit Account Information

DIRECT-DEPOSIT CHANGES CANNOT BE MADE BY PHONE

Submit *Form 04-05 Authorization for Direct Deposit*

- LASERS accepts via: Mail, fax, myLASERS e-form, hand delivery

Timing Matters

- Requests received:
  - By the 13th: generally effective on the first of the following month
  - After the 13th: not enough time to process update
    - Paper check may be mailed

Keep your address current and do not close the old account too early.

Which Tax Form Comes From Whom

FORM 1099-R

- Issued by LASERS each January
  - Mailed and available in myLASERS

Form 1095-C: Employer-Provided Health Insurance Offer and Coverage

- Employer-provided health coverage form
- LASERS does not create or maintain
- Contact your last employing agency or State Uniform Payroll: 225.219.9434

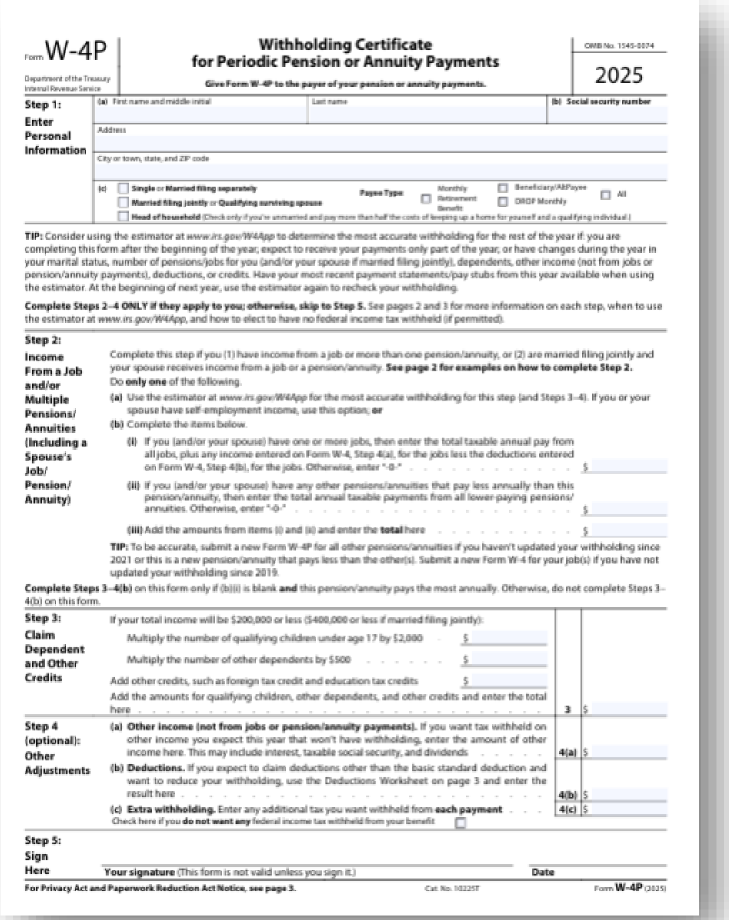
LASERS

Form W4P: Federal Tax Withholding

This is an IRS form, not a LASERS form

Updating Standard Withholding

- Submit electronically through myLASERS
- LASERS cannot advise on tax elections
- Contact the IRS or your tax professional for assistance



Form **W-4P**
Department of the Treasury
Internal Revenue Service

Withholding Certificate for Periodic Pension or Annuity Payments

Give Form W-4P to the payer of your pension or annuity payments.

OMB No. 1545-0074

2025

Step 1: Enter Personal Information

(a) First name and middle initial | Last name | **(b) Social security number**

Address

City or town, state, and ZIP code

(c) ☐ **Single** or **Married filing separately**
☐ **Married filing jointly** or **Qualifying surviving spouse**
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Payee Type: ☐ Monthly Retirement Benefit ☐ Beneficiary/AltPayee ☐ DROP Monthly ☐ All

TIP: Consider using the estimator at *www.irs.gov/W4App* to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to receive your payments only part of the year; or have changes during the year in your marital status, number of pensions/jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs or pension/annuity payments), deductions, or credits. Have your most recent payment statements/pay stubs from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See pages 2 and 3 for more information on each step, when to use the estimator at *www.irs.gov/W4App*, and how to elect to have no federal income tax withheld (if permitted).

Step 2: Income From a Job and/or Multiple Pensions/Annuities (Including a Spouse's Job/Pension/Annuity)

Complete this step if you (1) have income from a job or more than one pension/annuity, or (2) are married filing jointly and your spouse receives income from a job or a pension/annuity. **See page 2 for examples on how to complete Step 2.**

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**

(b) Complete the items below.

(i) If you (and/or your spouse) have one or more jobs, then enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter "-0-" . . . $

(ii) If you (and/or your spouse) have any other pensions/annuities that pay less annually than this pension/annuity, then enter the total annual taxable payments from all lower-paying pensions/annuities. Otherwise, enter "-0-" . . . $

(iii) Add the amounts from items (i) and (ii) and enter the **total** here . . . $

TIP: To be accurate, submit a new Form W-4P for all other pensions/annuities if you haven't updated your withholding since 2021 or this is a new pension/annuity that pays less than the other(s). Submit a new Form W-4 for your job(s) if you have not updated your withholding since 2019.

Complete Steps 3–4(b) on this form only if (b)(i) is blank **and** this pension/annuity pays the most annually. Otherwise, do not complete Steps 3–4(b) on this form.

Step 3: Claim Dependent and Other Credits

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 . . . $

Multiply the number of other dependents by $500 . . . $

Add other credits, such as foreign tax credit and education tax credits . . . $

Add the amounts for qualifying children, other dependents, and other credits and enter the total here . . . **3** $

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs or pension/annuity payments). If you want tax withheld on other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, taxable social security, and dividends . . . **4(a)** $

(b) Deductions. If you expect to claim deductions other than the basic standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . **4(b)** $

(c) Extra withholding. Enter any additional tax you want withheld from **each payment** . . . **4(c)** $

Check here if you **do not want any** federal income tax withheld from your benefit ☐

Step 5: Sign Here

Your signature (This form is not valid unless you sign it.) | **Date**

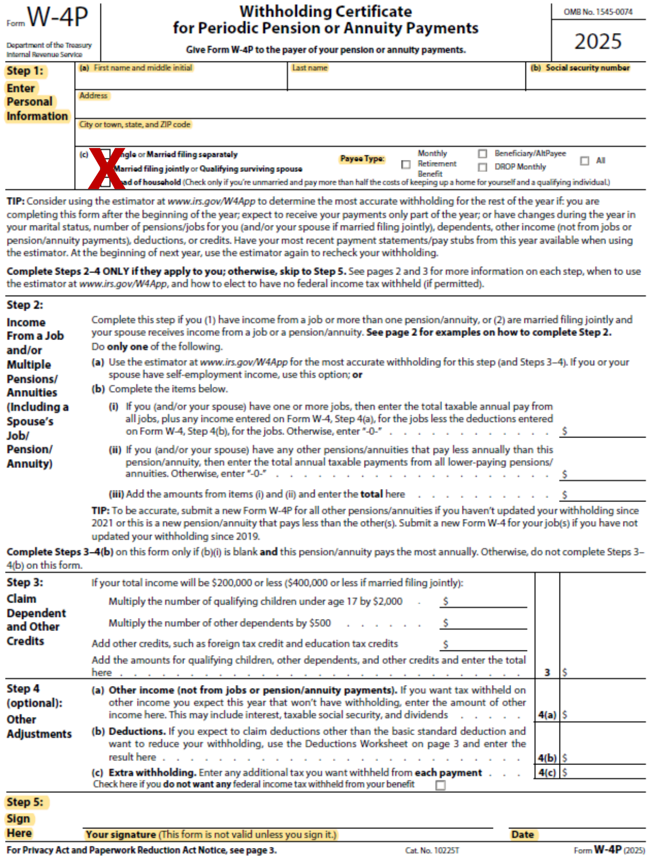
For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10225T Form **W-4P** (2025)

LASERS

Form W4P: Federal Tax Withholding

Requesting Fixed/Flat-Dollar Withholding

- Print form, complete, and submit to LASERS (cannot submit electronically)
- To request fixed/flat-dollar withholding amount, complete:
  - **Step 1**: Identifying information and payee type; leave filing status blank
  - **Step 5**: Sign and date;
  - **Below your signature, write**:
    - Fixed/Flat: $XX. XX
  - **Leave all other fields blank**



Form W-4P
Department of the Treasury
Internal Revenue Service

Withholding Certificate for Periodic Pension or Annuity Payments

Give Form W-4P to the payer of your pension or annuity payments.

OMB No. 1545-0074

2025

Step 1: Enter Personal Information

(a) First name and middle initial | Last name | (b) Social security number

Address

City or town, state, and ZIP code

(c) ngle or **Married filing separately**
Married filing jointly or **Qualifying surviving spouse**
ad of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Payee Type: Monthly Retirement Benefit | Beneficiary/AltPayee | DROP Monthly | All

TIP: Consider using the estimator at *www.irs.gov/W4App* to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to receive your payments only part of the year; or have changes during the year in your marital status, number of pensions/jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs or pension/annuity payments), deductions, or credits. Have your most recent payment statements/pay stubs from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

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Do **only one** of the following.

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(i) If you (and/or your spouse) have one or more jobs, then enter the total taxable annual pay from all jobs, plus any income entered on Form W-4, Step 4(a), for the jobs less the deductions entered on Form W-4, Step 4(b), for the jobs. Otherwise, enter "-0-" . . . . $

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(iii) Add the amounts from items (i) and (ii) and enter the **total** here . . . . $

TIP: To be accurate, submit a new Form W-4P for all other pensions/annuities if you haven't updated your withholding since 2021 or this is a new pension/annuity that pays less than the other(s). Submit a new Form W-4 for your job(s) if you have not updated your withholding since 2019.

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Add other credits, such as foreign tax credit and education tax credits $

Add the amounts for qualifying children, other dependents, and other credits and enter the total here . . . . 3 $

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs or pension/annuity payments). If you want tax withheld on other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, taxable social security, and dividends . . . . . . 4(a) $

(b) Deductions. If you expect to claim deductions other than the basic standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . 4(b) $

(c) Extra withholding. Enter any additional tax you want withheld from **each payment** . . . 4(c) $

Check here if you **do not want any** federal income tax withheld from your benefit

Step 5: Sign Here

Your signature (This form is not valid unless you sign it.) | **Date**

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10225T Form **W-4P** (2025)

Flat/Fixed: $XX. XX

State and Federal Tax Reminders

Louisiana State Income Tax

- Louisiana Residents
  - LASERS Retirement Benefits are exempt
  - DROP/IBO withdrawals from LASERS or LASERS SDP managed by EMPOWER™ are exempt
    - Exemption applies only if the funds remain in LASERS SDP at EMPOWER™

Federal Tax

- All benefits are subject to federal income tax

Tax Questions? Contact your tax advisor

NOTE

LASERS analysts cannot advise on tax matters

LASERS

Required Minimum Distributions (RMDs)

Federal law requires distributions from applicable DROP/IBO accounts

- Age: 73 (current rule)
- Age increases to 75 starting in 2033

What to Expect

- Spring: notice of the required withdrawal amount
- November: confirmation letter
- December: automatic payment if needed (to avoid penalties) with 10% federal tax withholding

NOTE

Read every notice and respond by the stated deadline.

LASERS

DOCUMENTS AND REQUESTS

Requirements, Authorized Access, and Processing

Obtaining Documents In Person

BRING A PHOTO ID EVERY TIME YOU VISIT

Documents may be released only to:

- The member or retiree
- Beneficiary of a deceased member or retiree
- Informant listed on the death certificate
- Authorized agent under a Power of Attorney on file

Requesting Documents

By Phone:

- Certain documents may be requested by phone
- May be mailed or emailed
- LASERS will only mail or email to an address already on file

Signed Written Request:

- Required when a document must be sent:
    1. To a different email or mailing address
    2. Directly to another person or organization
- Submit by mail, fax, or hand delivery, as permitted

Submitting Legal Documents

Submit by mail or hand delivery

- Faxed documents will NOT be accepted

Will not be reviewed and processed immediately

- Allow approximately 10 business days for legal review

Accepted:	Not accepted:
• Original document • Certified copy with required seal • Electronically certified copy	Photocopy

Need the original returned?

Submit ***Form MSD-50 Request for Return of Legal Document*** with legal documents

LASERS

Exceptions

- **The following documents may be faxed, mailed, or hand-delivered:**
  - Marriage licenses
  - Social Security cards
  - Death certificates
  - Birth certificates

- **Photocopies accepted**

LASERS

Power of Attorney

A **Power of Attorney** authorizes someone to act for you during your lifetime.

To be Accepted by LASERS, must:

- Be a valid legal document
- Be submitted as an original or certified copy
- Include financial or retirement authority

A medical Power of Attorney alone is not accepted.

LASERS offers a **Limited Power of Attorney** form for LASERS matters; available on website

Changing your POA? A new legal document must be submitted and accepted by Legal.

WHEN LIFE CHANGES

Contact LASERS Early

Death or Divorce: Impact on Your Benefit

⚠ YOU CANNOT NAME A NEW BENEFICIARY FOR THE LIFETIME BENEFIT ⚠

Death of Beneficiary

- Notify LASERS promptly
- Submit death certificate
- May pop up to the maximum benefit amount

Divorce from Beneficiary

- Submit
  - ***Form 10-06 Application for Change in Retirement Benefit Due to Divorce***
  - Judgment or court order (must meet legal requirements)
  - $200 actuarial fee applies
- May pop up to an actuarially calculated maximum benefit amount

Converting from Disability Retirement

Active Member at Disability Retirement upon attaining regular retirement eligibility, have option to:

- Remain on Disability retirement
- Convert to Regular retirement

Inactive Member at Disability Retirement with at least 20 years of service credit:

- Do not have the option to remain on disability
- Must convert to Regular retirement

Approximately six months before eligibility, LASERS provides:

- Written notice
- Estimates

LASERS

When Life Changes

Rehired Retirees

Contact LASERS before accepting a LASERS-eligible position. You must timely select one of four options:

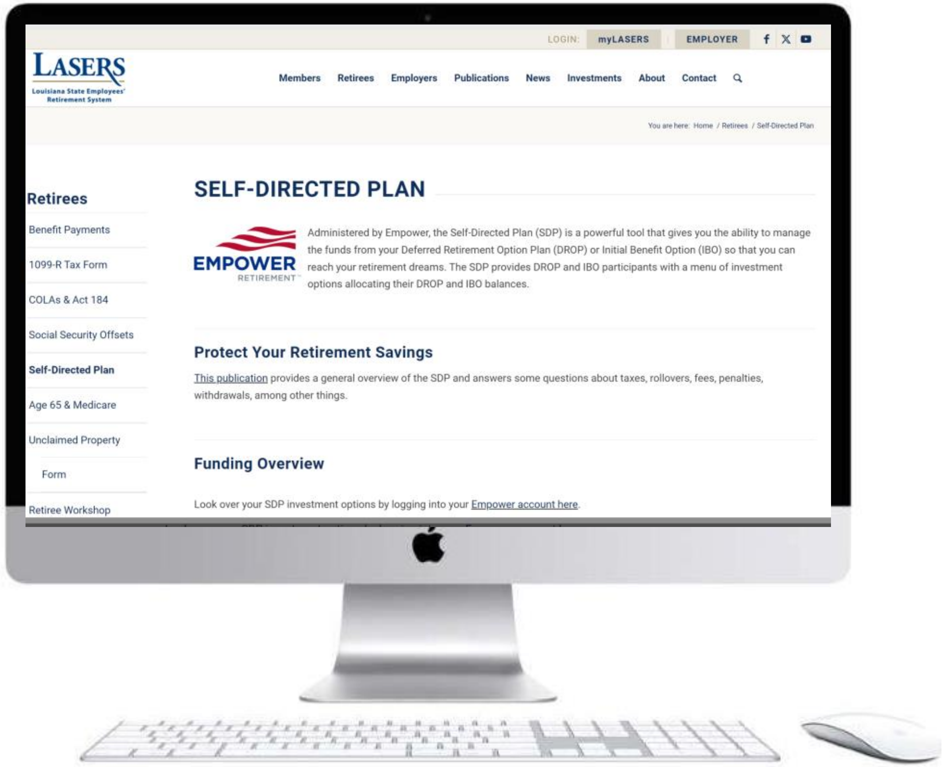
OPTION 1A **50% Earnings Limitation**	OPTION 1B	OPTION 2* **Regain LASERS Membership**	OPTION 3 **Suspension of Benefit**
Continue to Receive monthly benefit No contributions paid to LASERS Fiscal year earnings limit, July 1 to June 30 Earn wages of 50% or less of annual LASERS retirement benefit If earnings limit exceeded, will owe LASERS the amount of excess earnings; Retiree responsible for monitoring earnings	Must have retired with 25 years or more Must be at least age 70 No earnings limit No benefit suspension	Not available for members who have done *DROP, IBO, and Early Retirement Repay all benefits received since retired plus interest at actuarial rate; Service credit restored as if you had not retired Become an active member of LASERS and employee & employer contributions resume No earnings limit ***The 20 years at any age actuarially reduced retirement is not an early retirement***	Retirement Benefit suspended Employee and employer contributions resume; Earn Service Credit No earnings limit Work less than 36 months, contributions refunded when separate, benefit resumes Work 36 months or more, supplemental benefit is added to retirement benefit

LASERS Self-Directed Plan (SDP)

DROP or IBO funds in the LASERS SDP are administered by EMPOWER™

Contact EMPOWER™ Directly for:

- Account transactions
- Investment elections
- Withdrawals
- SDP beneficiary matters



Find publications, performance information, FAQs, and the EMPOWER™ link at: lasersonline.org/retirees/self-directed-plan

EMPOWER™ Contact: 225.926.8082

Insurance and Credit Union Questions

LASERS does not maintain health insurance, life insurance, or credit union records.

Direct Questions to:

- Your last employing agency
- Office of Group Benefits
- The insurance company or credit union

Use the **LASERS Partners and Vendors** page to locate contact information.

What to Remember

Your Retiree Checklist

1. Keep **contact and banking** information current
2. Use a **personal email** for LASERS updates and myLASERS
3. **Review** tax withholding and annual documents
4. Contact LASERS **after a major life event** or **before returning to work**
5. Make sure a trusted person knows where **important documents are located**

Any Questions?

LASERS

STAY CONNECTED

Sign up for Emails

www.lasersonline.org/news/sign-up-for-emails/

Facebook

Facebook.com/LASERSpension

Instagram

@LASERSpension

YouTube

Youtube.com/laserschannel

X (formerly Twitter)

@LASERSpension

THANK YOU!

Your attendance is appreciated!