Countdown to Retirement
Recommended Steps for LASERS Members

• 12 - 18 months away from retirement
  o Finalize any purchases or transfers of time to have included in your retirement benefits.
  o Attend a PREP workshop.
  o Request a counseling appointment with a LASERS Representative.
    ▪ This can be done in the Baton Rouge office or at Individual Counseling Sessions held periodically throughout the State.
  o Obtain an estimate of benefits through an appointment or by mail using Form 5-01, Request for Retirement Estimate, on the LASERS website www.lasersonline.org.
  o Speak to a financial advisor of your choosing.

• 6 months away from retirement

File a retirement application with your Human Resources office. You will also need:

  ▪ A copy of the birth certificate for you and your beneficiary
  ▪ A copy of the Social Security card of your beneficiary
  ▪ A copy of marriage license, if Option 4A is selected
  ▪ A Judgment of Divorce, if applicable
  ▪ A certified matrimonial contract, if applicable
  ▪ A pre-nuptial agreement, if applicable
  ▪ A separate property agreement, if applicable

Additional forms to complete (on the LASERS website):

  • Form 4-05, Authorization for Direct Deposit
  • Form 6-02, Insurance Premium Deduction Authorization, if applicable (available to agency representatives only)
  • Form W4-P, Withholding Certificate for Pension or Annuity Payments
  • Form 4-04, Spousal Consent Form, if applicable

If you have questions about your retirement, you can speak to a Retirement Benefits Analyst during office hours (Monday-Friday from 8:00 a.m. - 4:30 p.m.).

Local: 225.922.0600
Toll-free: 800.256.3000
TDD for the hearing impaired: 225.922.0612
Fax: 225.935.2856