

Countdown to RETIREMENT

The day a LASERS member chooses to retire is a very important date. The anticipation and planning for retirement are both exciting, and in many ways, challenging. We at LASERS look forward to helping all of our members put the pieces in place that will help make the transition to retirement as seamless as possible.

Many people do not realize all the steps that need to be taken to prepare for retirement. The first order of business should actually be addressed as much as a year and a half before the actual date of retirement.

Here is LASERS suggested schedule:

12-18 months *away from retirement*

- Finalize any purchases or transfers of time to have included in your retirement benefits.
- Attend a PREP workshop.
- Obtain an estimate of retirement benefits.
 - This can be done by requesting a counseling appointment with a LASERS representative in Baton Rouge, or at individual counseling sessions held across the state; or
 - Request an estimate be mailed to you by completing *Form 05-01: Request for Retirement Benefits Estimate*, on the LASERS website.
- Speak to a financial advisor of your choosing.

If you have any questions about your countdown to retirement, please call us, and we will put you in touch with a Retirement Benefits Analyst. The toll free number is 800.256.3000. In Baton Rouge, call 225.922.0600.

P.O. Box 44213 • Baton Rouge, LA 70804-4213
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www.lasersonline.org

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 you and your beneficiary
- A copy of marriage license, if Option 4A is selected
- A Judgment of Divorce, if applicable
- A certified matrimonial contract, pre-nuptial agreement, or 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*