Countdown to Retirement

Recommended Steps for TRSL Members

- **12-18 months from retirement**
  - Finalize any purchases or transfers of time to be included in your retirement benefits
  - Attend a TRSL one-day preretirement seminar
  - Obtain an estimate of benefits by mailing TRSL the Form 10, Benefit Estimate Request, on the TRSL website, www.trsl.org

- **6 months from retirement**
  - File a retirement application, Application for Service Retirement, ILSB, or DROP (Form 11) with your Human Resources office. You will also need:
    - A copy of your birth certificate
    - A copy of your signed Social Security card
    - A copy of the birth certificate of your beneficiary/beneficiaries
    - A copy of the signed Social Security card of your beneficiary/beneficiaries
  - Additional forms to complete (on the TRSL website):
    - Form 15D, Direct Deposit of Benefits
    - Form W-4P, Withholding Certificate for Pension or Annuity Payments
    - Form 11G, Spousal Consent Form, if applicable

What to Expect as a TRSL Retirement Applicant

- TRSL will issue a notification to you within two weeks when application is received
- Once your application is processed, TRSL will send you an Affidavit of Retirement Option Election
- The Affidavit must be completed, notarized and returned to TRSL within 15 days of receipt
- Delay in submission of retirement documents will delay your retirement benefit
- Your first retirement check should be issued within 45 days of the effective date of your retirement, provided all required documentation has been received
- Your first retirement check will be mailed to your home address; future checks will be directly deposited to your checking or savings account at your financial institution
- Service retirement applications may still be canceled if the retirement check is not cashed
- Your health insurance, AD&D and Prudential life insurance premiums will be directly deducted automatically though your retirement check. Please allow 1-2 retirement checks to be issued before deductions are reflected on your check. Supplemental insurances will be direct-billed. The LSU payroll office will bill you in the transition time to ensure there is no lapse in premium payment.