


Purchases and Transfers of Service Credit

February 2008

 **TRSL** Teachers' Retirement System of Louisiana



The link to your financial future.

TRSL is here to help

The decisions you make concerning your retirement are important. If you have any questions regarding your member account at TRSL, please let us know. TRSL staff are available for counseling, and you are encouraged to talk with them about questions you may have about your retirement. Call our Member Information Center (MIC) at 225-925-6446 (Baton Rouge area) or toll free at 1-877-ASK-TRSL (1-877-275-8775), Monday through Friday, 8 a.m. to 4:30 p.m. You can e-mail us at web.master@trsl.org.

Directions to TRSL's office

TRSL is located in Baton Rouge in the Louisiana Retirement Systems Building at 8401 United Plaza Boulevard, which is just off Essen Lane between Interstates 10 and 12.

From Lafayette, exit I-10 and turn left on Essen Lane, or exit I-12 and turn right on Essen Lane;

From New Orleans, exit I-10 and turn right on Essen Lane;

From Hammond, exit I-12 at Jefferson Highway/Drusilla Lane, turn left on Drusilla Lane, then right on Jefferson Highway. Proceed to Essen Lane, and turn left. Or take I-12 to I-10 toward New Orleans and exit at Essen Lane, turning left onto Essen.

Turn at the United Plaza Boulevard traffic signal on Essen Lane at the sign that reads: "LA RETIREMENT SYSTEMS BLDG."



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Purchasing service credit

As a member of the Teachers' Retirement System of Louisiana (TRSL), you are eligible to purchase service credit for certain types of prior public employment and leaves of absence. By purchasing service credit, you can increase your retirement benefit or become eligible to retire sooner.

All requests to purchase service credit must be made in writing. The application you submit depends upon the type of service credit you wish to purchase. A quick reference for applications is provided below. For your convenience, all TRSL forms necessary for purchasing service credit are included in this booklet. You can also print a copy of any TRSL form from TRSL's website at www.trsl.org.

All service credit purchases must be completed **before** you retire or enter DROP. You cannot purchase additional service credit after the effective date of your retirement or DROP participation. However, there are two exceptions. You can purchase unused sick leave after retirement. See information for purchasing unused sick and annual leave on pages 20-21. Military service under USERRA provisions can be purchased after a member enters DROP or during employment immediately after DROP, if military service interrupts membership. USERRA must be purchased before you retire. (See pages 19-20.)

You may not purchase service credit for any period for which you already have TRSL service credit. Furthermore, you can only receive a maximum of one year of service credit for any one fiscal year. Service that is concurrent (dual employment) with your TRSL service is also not eligible for purchase.

Quick reference for applications

Use **Form 9** to purchase:

- Legal leaves of absence (leave without pay)
- Sabbatical leave
- Substitute teaching service
- Involuntary furlough
- Local/state public employment
- Nonpublic/private school service
- Unused sick/annual leave

Use **Form 9A** to purchase:

- Out-of-state public school service

Use **Form 9B** to purchase:

- Military service
- USERRA

Use **Form 9C** to purchase:

- U.S. dependent school service

Use **Form 9D** to purchase:

- TRSL-refunded service

Use **Form 9R** to rollover funds to purchase service credit.

Refunded service credit

As a TRSL member, you may have withdrawn or refunded your retirement contributions if you became ineligible for further TRSL membership. For example, if you stopped teaching or moved out-of-state, you could no longer make retirement contributions to TRSL. After 90 days, you could take a refund of your TRSL retirement contributions.

By taking a refund of your retirement contributions, you lose the service credit you earned by making those contributions. However, if you later return to TRSL service, you may restore that service credit, prior to retirement or entering DROP, by paying back the refund you received plus interest.

The cost to restore your TRSL-refunded service is the amount of contributions refunded with interest at an annual rate of 8.25 percent* compounded daily. Factors for 8.25 percent compound interest are provided on page 8.

The maximum credit you can buy is the total withdrawn (refunded) service credit. If you are a **current** TRSL member, you may purchase all or a portion of your refunded service credit (special rules apply if you are purchasing your refunded service to transfer to another Louisiana public retirement system). For example, if you refunded a total of five years of service credit, you may choose to purchase only one year of this refunded time (or 2 years, 2.25 years, 3.5 years, etc.) up to a maximum of the total five years.

To buy back withdrawn service, you must complete *Application for Purchase of Refunded Service* (Form 9D). No calculation fee is required for this type of cost request since refunded costs are calculated by TRSL staff.

After your application is received and evaluated, TRSL will send you an invoice indicating the amount necessary to purchase your withdrawn service. The service credit to be purchased may be approximated (unless all of your refunded years are certified), but the amount of payment will not change. Please allow a minimum of six weeks to receive the invoice.

* Interest is subject to change and is determined by TRSL's actuary with approval from the TRSL Board of Trustees.

Requirements

- You must be a TRSL member (must have retirement contributions on deposit in TRSL).
- You can purchase all TRSL-refunded service.

Documents

- *Application for Purchase of Refunded Service* (Form 9D)

Cost

- Amount refunded plus 8.25 percent* compound interest from refund date to purchase date

Example

A member refunded two years of service credit from TRSL on March 15, 1979, and received a refund payment of \$1,181.54. TRSL receives the member's completed Form 9D on April 20, 2002.

To estimate the cost to restore two years of withdrawn TRSL service credit, follow the steps below.

Step 1: Calculate the number of years, months, and days from the date of the refund to the purchase date (date member's application to purchase the refunded service is received).

	<i>Year</i>	<i>Month</i>	<i>Day</i>	
	2002	04	20	(purchase date)
–	1979	03	15	(refund date)
=	23 years,	1 month,	5 days	(amount of time since refund issued)

Step 2: Using the table on the next page, find the corresponding compound interest factors for each of the following:

Interest factor for: 23 years = 6.192154

1 month = 1.006627

5 days = 1.001101

Step 3: Multiply the amount refunded by each interest factor to compute the total amount to be repaid.

$$\$1,181.54 \times 6.192154 \times 1.006627 \times 1.001101 = \$7,372.87$$

In this example, the cost to restore two years of refunded service credit is \$7,372.87.

* Interest is subject to change and is determined by TRSL's actuary with approval from the TRSL Board of Trustees.

8.25 percent compound interest tables

Years	Factor	Months	Factor	Days	Factor
1	1.082500	1	1.006627	1	1.000220
2	1.171806	2	1.013299	2	1.000440
3	1.268480	3	1.020015	3	1.000660
4	1.373129	4	1.026776	4	1.000881
5	1.486413	5	1.033582	5	1.001101
6	1.609042	6	1.040432	6	1.001322
7	1.741788	7	1.047328	7	1.001542
8	1.885485	8	1.054270	8	1.001763
9	2.041038	9	1.061257	9	1.001983
10	2.209423	10	1.068291	10	1.002204
11	2.391701	11	1.075372	11	1.002425
12	2.589016	12	1.082500	12	1.002645
13	2.802610			13	1.002866
14	3.033826			14	1.003087
15	3.284116			15	1.003308
16	3.555056			16	1.003529
17	3.848348			17	1.003750
18	4.165837			18	1.003971
19	4.509518			19	1.004192
20	4.881554			20	1.004413
21	5.284282			21	1.004634
22	5.720235			22	1.004856
23	6.192154			23	1.005077
24	6.703007			24	1.005298
25	7.256005			25	1.005520
26	7.854626			26	1.005741
27	8.502633			27	1.005963
28	9.204100			28	1.006184
29	9.963438			29	1.006406
30	10.785422			30	1.006627
31	11.675219				
32	12.638425				
33	13.681095				
34	14.809785				
35	16.031593				

NOTE: These factors are rounded. Therefore, purchases of refunded service credit calculated by TRSL may differ within 10–20 cents from costs computed using the factors listed above.

Purchase costs calculated by TRSL's actuary

TRSL's actuary calculates the cost of service credit purchases for:

- Legal leaves of absence
- Sabbatical leave
- Substitute teaching service
- Involuntary furlough
- Local/state public employment
- Nonpublic/private school service (in-state only)
- Out-of-state public school service
- Military service
- U.S. dependent school teaching service

These kinds of service purchases are called "actuarial costs." Exceptions are refunded costs and certain types of service described under *Other eligible service purchases* on page 19.

An actuarial cost is based on your age, current salary, years of TRSL service credit, and years of service to be purchased. This cost completely offsets the increase in TRSL's accrued liability resulting from the purchase of the credit.

To purchase this type of service credit, you must pay the **greater** of either:

1. the actuarial cost (described above) or
2. the amount of total contributions (both employee and employer) that would have been paid if you had contributed to TRSL during the period of service to be purchased plus 8.25 percent compound interest.

NOTE: For military service credit, employee and employer contributions are not applicable. You pay the actuarial cost.

All service purchases calculated by TRSL's actuary require a nonrefundable calculation fee of \$150. This fee may be paid by personal check, cashier's check, certified check, or money order made payable to S.J. Actuarial Associates. The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount. Whenever possible, your fee should accompany the appropriate cost application.

The following nine pages describe the different types of actuarial cost service purchases, including eligibility requirements and documents needed for each. All service purchases must be made before the effective date of your retirement or DROP participation. Please note that processing actuarial cost service purchases can take up to six months or more.

We strongly recommend that you submit any application to purchase service credit at least six months before you plan to retire or enter DROP.

Legal leaves of absence

- Requirements
 - The period to be purchased must be an unpaid leave of absence from TRSL-covered employment. (Examples: maternity leave, leave without pay [LWOP], and strike time)
 - You must be an active, contributing member of TRSL.
 - You can purchase 1 year of official leave for each 5 years of actual service credit in TRSL.
 - You can purchase 0.5 year of official leave for each 2.5 years of actual service credit.
 - No more than 2 consecutive years of leave may be purchased; however, you can purchase more than 2 years provided the leave periods are not consecutive.
 - If unpaid leave of absence occurred during a refunded period, all years of refunded service must first be restored.
- Documents
 - *Application for Purchase of In-State Service* (Form 9), including verification of leave of absence by applicable employer
 - Certification of your current annual salary rate from your employer
 - Questionable years of employment certified correct by employer(s)
 - \$150 calculation fee (certified check, cashier's check, or personal check, money order) made payable to S.J. Actuarial Associates (The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.)
- Cost
 - Greater of the calculation of the employee and employer contributions plus 8.25 percent compound interest or the actuarial cost calculated by TRSL's actuary

NOTE: TRSL staff is unable to provide estimates of the actuarial cost.

Sabbatical leave

A member is allowed to contribute on the full rate of pay while on sabbatical leave. If you make contributions on less than your full rate of pay while on sabbatical, you will be credited with less than a full year of service credit for benefit calculation. In such a case, you are permitted to purchase full-rate-of-pay credit. However, you will receive a full year of credit toward retirement eligibility if you are on sabbatical for the full year.

- Requirements
 - The period to be purchased must be a period of sabbatical leave for which you did not receive a full year of service credit for benefit calculation.
 - You must be a TRSL member.
 - You can purchase all eligible periods of sabbatical leave.
- Documents
 - *Application for Purchase of In-State Service* (Form 9), including verification of sabbatical leave by applicable employer
 - Certification of your current annual salary rate from your employer
 - Questionable years of employment certified correct by employer(s)
 - \$150 calculation fee (certified check, cashier's check, or personal check, money order) made payable to S.J. Actuarial Associates (The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.)
- Cost
 - Greater of the calculation of the employee and employer contributions plus 8.25 percent compound interest or the actuarial cost calculated by TRSL's actuary

NOTE: TRSL staff is unable to provide estimates of the actuarial cost.

Substitute teaching service

- Requirements
 - The period to be purchased must be substitute teaching time, excluding student employment, in Louisiana public schools for which you did not contribute to TRSL.
 - You must be a TRSL member.
 - You can purchase all eligible substitute service.
- Documents
 - *Application for Purchase of In-State Service* (Form 9) including verification of substitute service by applicable employer
 - Certification of your current annual salary rate from your employer
 - Questionable years of employment certified correct by employer(s)
 - \$150 calculation fee (certified check, cashier's check, or personal check, money order) made payable to S.J. Actuarial Associates (The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.
- Cost
 - Greater of the calculation of the employee and employer contributions plus 8.25 percent compound interest or the actuarial cost calculated by TRSL's actuary.

NOTE: TRSL staff is unable to provide estimates of the actuarial cost.

Involuntary furlough

Strike time is not considered a period of involuntary furlough; refer to *Legal leaves of absence* on page 10 for strike time.

- Requirements
 - The period to be purchased must be involuntary furlough due to the temporary closure of your employer while you were a member of TRSL.
 - You can purchase service and salary credit for each day of service that you are furloughed.
 - You must be a TRSL member.
 - You can purchase all eligible furloughed time.
- Documents
 - *Application for Purchase of In-State Service* (Form 9), including verification of involuntary furlough by applicable employer
 - Certification of your current annual salary rate from your employer
 - Questionable years of employment certified correct by employer(s)
 - \$150 calculation fee (certified check, cashier's check, personal check, or money order) made payable to S.J. Actuarial Associates (The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.)
- Cost
 - Greater of the calculation of the employee and employer contributions plus 8.25 percent compound interest or the actuarial cost calculated by TRSL's actuary

NOTE: TRSL staff is unable to provide estimates of the actuarial cost.

Local/state public employment

If you contributed to another Louisiana public retirement system for such service, you may elect to transfer the service credit in lieu of purchasing it at actuarial cost. Please see *Actuarial transfer* on page 28.

- Requirements
 - The period to be purchased must be Louisiana public employment (city, parish, or state) for which you did not contribute to TRSL.
 - No purchase can be made if the service is for federal employment or student employment.
 - You must be a TRSL member.
 - You can purchase all eligible non-federal public service (maximum of one year of service credit for any one fiscal year).
- Documents
 - *Application for Purchase of In-State Service* (Form 9), including verification of local/state public employment by applicable employer
 - Certification of your current annual salary rate from your employer
 - Questionable years of employment certified correct by employer(s)
 - \$150 calculation fee (certified check, cashier's check, personal check, or money order) made payable to S.J. Actuarial Associates (The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.)
- Cost
 - Greater of the calculation of the employee and employer contributions plus 8.25 percent compound interest or the actuarial cost calculated by TRSL's actuary

NOTE: TRSL staff is unable to provide estimates of the actuarial cost.

Nonpublic/private school service

- Requirements
 - The period to be purchased must be teaching service in an accredited, nonpublic school in Louisiana.
 - Out-of-state nonpublic school service is **not** eligible for purchase.
 - Service for student employment in any nonpublic school is **not** eligible for purchase.
 - You must be a TRSL member.
 - You can purchase all eligible in-state nonpublic school service. (maximum of one year of service credit for any one fiscal year)
- Documents
 - *Application for Purchase of In-State Service* (Form 9), including verification of nonpublic/private school employment by applicable employer
 - Certification of your current annual salary rate from your employer
 - Questionable years of employment certified correct by employer(s)
 - \$150 calculation fee (certified check, cashier's check, personal check, or money order) made payable to S.J. Actuarial Associates (The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.)
- Cost
 - Greater of the calculation of the employee and employer contributions plus 8.25 percent compound interest or the actuarial cost calculated by TRSL's actuary

NOTE: TRSL staff is unable to provide estimates of the actuarial cost.

Out-of-state public school service

- Requirements
 - The period to be purchased must be teaching service in an out-of-state public school in any other state outside of Louisiana or a U.S. possession or territory.
 - You must not have credit in another public retirement system or fund for this service.
 - Service for student employment in any out-of-state public school is **not** eligible for purchase.
 - Out-of-state nonpublic school service is **not** eligible for purchase.
 - You must be a TRSL member.
 - You can purchase all eligible out-of-state public school service. (maximum of one year of service credit for any one fiscal year)
- Documents
 - *Application for Purchase of Out-of-State Public School Service (Form 9)*, including:
 - Verification of employment by applicable out-of-state school district
 - Verification from applicable out-of-state retirement system that you have no remaining contributions on deposit
 - Certification of your current annual salary rate from your employer
 - Questionable years of employment certified correct by employer(s)
 - \$150 calculation fee (certified check, cashier's check, personal check, or money order) made payable to S.J. Actuarial Associates (The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.) TRSL will notify you when we receive the completed application from the out-of-state employer/retirement system. We will request the fee from you at that time.
- Cost
 - Greater of the calculation of the employee and employer contributions plus 8.25 percent compound interest or the actuarial cost calculated by TRSL's actuary.

NOTE: TRSL staff is unable to provide estimates of the actuarial cost.

Military service (non-USERRA)

Credit can be purchased for active, regular military service and for time served with the state national guard, coast guard, and reserve forces.

- Requirements
 - Credit **cannot** be purchased if:
 - you are drawing a regular military retirement benefit based on age and service, or
 - you are receiving a benefit from another Louisiana public retirement system for this service
 - This credit cannot be used to meet eligibility requirements for survivor benefits, disability retirement, or for regular retirement with 20 years of service credit or less.
 - You must be a TRSL member.
 - You must have an honorable discharge for this service.
 - A maximum of 4 years of military service credit can be purchased.
- Documents
 - *Application for Purchase of Military Service* (Form 9B)
 - Verification of your military service:
 - Active duty (Submit a copy of your DD-214 discharge papers.)
 - Reserve service (Submit an official copy of retirement points awarded by appropriate military branch.)
 - Certification of your current annual salary rate from your employer
 - Questionable years of employment certified correct by employer(s)
 - \$150 calculation fee (certified check, cashier's check, personal check, or money order) made payable to S.J. Actuarial Associates (The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.)
- Cost — Actuarial cost to be calculated by TRSL's actuary

If you have military service which interrupted TRSL-covered employment, you may be eligible to purchase the service under the provisions of the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). See *Other eligible service purchases* on page 19.

NOTE: TRSL staff is unable to provide estimates of the actuarial cost.

U.S. dependent school teaching service

- Requirements
 - Credit can be purchased for teaching service at any United States military base.
 - Teaching service must be the equivalent of kindergarten through high school classes.
 - You must be a TRSL member.
- Documents
 - *Application for Purchase of U.S. Dependent School Teaching Service (Form 9C)*, including verification of such employment by applicable employer
 - Certification of your current annual salary rate from your employer
 - Questionable years of employment certified correct by employer(s)
 - \$150 calculation fee (certified check, cashier's check, personal check, or money order) made payable to S.J. Actuarial Associates (The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.)
- Cost
 - Greater of the calculation of the employee and employer contributions plus 8.25 percent compound interest or the actuarial cost calculated by TRSL's actuary.

NOTE: TRSL staff is unable to provide estimates of the actuarial cost.

Other eligible service purchases

In addition to TRSL-refunded service and service purchases calculated by TRSL's actuary, members of TRSL may purchase credit for service as outlined below. These other eligible service purchases are **not** calculated by the actuary; therefore, no calculation fee is required.

Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA)

According to the Uniformed Services Employment and Re-employment Rights Act of 1994, commonly known as "USERRA," any person who leaves employment while a TRSL member for active duty in the uniformed services shall be eligible to purchase such service in his retirement plan under the provisions of USERRA, if certain eligibility criteria are met.

If a veteran is a DROP member or in Active-DROP status, he is eligible to purchase his pre-DROP USERRA service, provided that the purchase is made within the repayment period described in subsequent paragraphs. A DROP deposit adjustment will be made if pre-DROP USERRA service is purchased by the DROP member or Active-DROP member and if such a purchase changes the member's DROP deposit amount.

A veteran who is called to serve while participating in DROP, or who is actively working after DROP may also elect to purchase his eligible USERRA military time. If purchased, this credit will fall under the service credit earned after DROP. Only the military service occurring during the period the member works after DROP is purchasable since retirement contributions are not due during DROP participation.

If you have previously left TRSL-covered employment in order to perform military service, you will be eligible to purchase the service credit under the provisions of USERRA, provided you meet **all** of the following criteria:

- You returned to TRSL-covered employment within 90 days after you were discharged from your military duties. *NOTE: Any such date of re-employment must occur on or after October 12, 1994, which is the date USERRA was enacted.*
- You did not change TRSL employers immediately before and after your military service.
- You received an honorable discharge for your military service.

The provisions for purchasing service credit under USERRA guidelines are as follows:

- The cost to purchase the service credit will equal the amount of employee contributions you would have made to TRSL if you had

remained employed (including any automatic salary increases). No interest is added; no actuarial cost will be calculated.

- Your employer must also pay the amount of employer contributions that would have been made if you had maintained employment during the period of your military service. No interest is added; no actuarial cost will be calculated.
- The purchase must be made within an interval of three times the period of your eligible military service, not to exceed five years.

If you meet the criteria and wish to purchase your military service under these guidelines, you must submit the following documents to TRSL:

- A copy of certification of release or discharge from active duty (Form DD-214)
- *Application for Purchase of Military Service* (Form 9B)
- Certification from your employer of the salary you would have earned if not on leave (to include monthly breakdown and annual rate and any pay increases you may have received)

Since this is an in-house calculation, there is no fee for requests to purchase service under USERRA. Please allow a minimum of four weeks to obtain the cost invoice for you and your employer.

Sick and annual leave

Both sick and annual leave purchases are calculated in-house by TRSL. No calculation fee is required. However, you cannot purchase credit for unused sick or annual leave (less any leave for which you are paid by your employer) until the time of your actual retirement.

Sick leave: State law allows a member to convert into service credit one additional year of sick leave earned **after** June 30, 1990, at no cost.

At the time of retirement, TRSL will convert any unused sick leave you may have to retirement credit for the purpose of increasing your monthly retirement benefit. However, all unused sick leave days earned after June 30, 1990, in excess of an amount that would convert to one year of service credit may be added to your account only if purchased. Unused leave is the only type of additional service credit which may be purchased after you retire.

Annual leave: Employees of state agencies, colleges, universities, community colleges, and technical colleges are eligible to receive credit for unused annual leave at no cost, subject to the following restriction: any unused annual leave earned after June 30, 1990, will have to be

purchased in order to have it converted into service credit, unless a member was eligible to retire on or before that date.

At the time of your retirement, TRSL will convert all eligible unused annual leave you may have to retirement credit for the purpose of increasing your monthly retirement benefit. However, if you were not eligible to retire on or before June 30, 1990, any unused annual leave earned after that date will have to be purchased in order to have it converted into service credit. Unused leave is one of only two types of additional service credit which may be purchased after you retire.

Please note that any sick and/or annual leave purchased cannot be used to attain eligibility for any benefit and cannot be used in the computation of your average compensation.

In order to purchase any unused sick leave credit and/or annual leave credit you may have that did **not** convert to service credit at the time of your retirement, you must notify TRSL in writing. TRSL will calculate the cost based on your age at time of retirement, your final average annual compensation (the average of your three highest consecutive years of salary), and the amount of unused sick and/or annual leave credit not converted at retirement you wish to purchase.

The cost to purchase unused leave is:

$$\begin{array}{r} \text{amount of leave to be purchased} \\ \times \\ \text{benefit accrual rate at retirement} \\ \times \\ \text{annual average compensation} \\ \times \\ \text{life expectancy factor for age at retirement} \end{array}$$

Example: TRSL member retires at age 55 with 25 years of service credit. Her annual average compensation is \$40,000 and she has 1.10 years of unused sick leave credit since 06/30/1990. She is eligible to convert 1.00 year of her unused sick leave to retirement credit at no cost. She has 0.10 year that did not convert, but is eligible to purchase it.

TRSL will calculate the cost as follows:

$$0.10 \times 0.025 \times \$40,000 \times 10.647344 = \$1,064.73$$

In this example, the cost to purchase 0.10 year of unused leave is \$1,064.73. If this member chose the Maximum Option, her lifetime monthly retirement benefit would increase by \$8 per month if she purchased the 0.10 year ($[0.10 \times 0.025 \times \$40,000] \div 12 = \$8.33$, which is

rounded to the nearest dollar). It would take this member 133 months, or about 11 years, to recover the cost.

Methods of payment

Payments for purchases of service credit must be made in one lump sum. You can pay by any of the following methods:

- personal check, cashier's check, certified check, or money order made payable to TRSL.

By providing a personal check as payment, you authorize TRSL to use information from your check to process a one-time Electronic Funds Transfer (EFT) or draft drawn from your account, or process the payment as a check transaction. This transaction will occur on the same day that you submit payment.

If your payment is returned due to insufficient funds, you authorize TRSL to collect your payment and the Return Fee of \$18 from your account.

- Rollover funds:
 - 401(a) accounts – defined governmental benefit plan
 - 401(k) accounts – defined contribution plans
 - 403(b) accounts – tax-sheltered annuities
 - 408(a) accounts – conduit IRAs that contain only funds that were rolled over from another qualified retirement plan and the interest earned on those funds. It cannot be commingled with any other IRA, and you cannot have added money to the conduit IRA.
 - 457 accounts – deferred compensation

NOTE: The rollover funds must be in your own name; you cannot use rollover funds from accounts that are in your spouse's name (or child's, parent's, etc).

In addition, rollovers can only be used to purchase eligible service credit. *Rollover Acceptance Form* (Form 9R), must be used for rollovers.

TRSL provides payment information on all invoices and cost notifications, including information on rollovers. If you intend to use rollover funds, you should contact the financial institution that currently holds your funds about their requirements and time frame to process a rollover to TRSL.

Incremental payments and payroll deductions are not acceptable payment methods to TRSL.

Frequently asked questions

Q: Do I have to make the purchase in one lump sum? Can I make installment payments?

A: All purchases must be made in one lump sum. TRSL does not accept installment payments. Please refer to *Methods of payment* on page 22 for more information.

Q: Will purchasing service credit increase my retirement benefit when I retire?

A: Yes. At the time of your retirement, your retirement benefit will be calculated based on the number of years of service credit in TRSL, your benefit accrual rate, and your final average monthly salary (average of your highest three years of consecutive earnings). The more years of service credit you have, the higher your benefit will be.

Q: Can I purchase out-of-state school service for time employed in another country?

A: Only if the school is classified as a U.S. dependent school. The TRSL Board of Trustees will determine if the facility where you taught is a U.S. dependent school. Otherwise, all out-of-state service must be teaching service rendered in a public school system in another state or possession or territory of the United States.

Q: Can I purchase out-of-state private school service?

A: No. Out-of-state service must be in a public school system. Private school service is only eligible for purchase if the private school is located in Louisiana.

Q: What do I do if the private school I was working at has closed down?

A: In order for you to purchase private school service, TRSL needs certification of your private school employment. If the school no longer exists, you may be able to obtain verification of your employment by contacting the Louisiana Department of Education. You may also submit copies of any W-2s or teacher service records confirming your employment with the private school. TRSL will examine any records available and determine if the service is eligible to be purchased on a case-by-case basis.

Q: Can I purchase strike time?

A: Yes. Strike time is considered a period of leave without pay. Please refer to the information on *Legal leaves of absence* on page 10.

Q: How many years can I purchase?

A: If you are purchasing service for a legal leave of absence (leave without pay), you can purchase 1 year of official leave for each 5 years of actual service credit in TRSL. However, no more than 2 consecutive years of leave may be purchased. A maximum of 4 years of military service can be purchased. For all other service purchases, there is no limit on the amount of years that can be purchased; however, all years to be purchased must cover an eligible period of prior public employment.

Q: *Can I purchase teacher's aide service in Louisiana public schools?*

A: Yes, but you should find out if you contributed to TRSL while employed as a teacher's aide. The school system where you were employed should be able to provide you with this information.

If you contributed to TRSL and refunded the service, you should refer to *Refunded service credit* on page 6. If you contributed to another Louisiana public retirement system, you can either purchase the service in TRSL as an actuarial cost or transfer the service (see *Actuarial transfer* on page 28).

Q: *Can I buy years worked in private industry?*

A: No. All purchases must be for an eligible period of prior public employment.

Q: *Can I buy service for time worked as a graduate assistant or student worker in Louisiana public universities or schools?*

A: No. State law prohibits TRSL members from obtaining service credit for any type of student employment.

Q: *What is USERRA? What's the difference between purchasing military service and USERRA service?*

A: The Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) allows members who left their TRSL-covered employment for active duty in the uniformed services to purchase their military time (USERRA time) under special provisions. The cost for purchasing military time under USERRA provisions will equal the amount of employee contributions and employer contributions with no interest added.

If the military service does not fall under the USERRA guidelines, then it will have to be purchased at actuarial cost. Please refer to the information on military service on page 17 and USERRA on page 19 for further details.

Q: I only need 3 more years to be eligible for retirement. Can I just buy 3 years?

A: No. All purchases must be for an eligible period of prior employment. TRSL has no provisions for purchasing "air" time.

Q: Which form do I use to purchase TRSL-refunded time (or military, leave without pay, etc)?

A: TRSL has 5 different forms. The form you will use will depend on the type of service you wish to purchase. A quick reference table of TRSL purchasing applications is provided on page 5.

Q: Once I submit my application to buy service, when can I expect to hear from you?

A: TRSL will send you a letter acknowledging receipt of your application within 10 days. The timetable for processing your purchase request will depend on the type of service you are trying to purchase.

If you are purchasing TRSL-refunded service, you should receive your cost invoice within 6 weeks.

For purchases calculated by TRSL's actuary, it could take up to 6 months or more to process your request since these types of costs require specific documentation and must be forwarded to our actuary to compute the cost.

Q: Once I receive my invoice or notification of cost, am I obligated to make the purchase?

A: No. If you decide not to buy the service, you can just let your invoice expire.

Q: What if I do want to buy the service, what do I do once I get my invoice?

A: Your invoice will have instructions for making payment, including information on using rollover funds to make the purchase.

Q: Can the years I refunded be counted toward my retirement eligibility without me buying back the time?

A: No. When you refunded your contributions, you lost the service credit. The only way to restore those years to be counted toward retirement eligibility is to pay back the contributions you refunded plus applicable interest. See *Refunded service credit* on page 6.

Q: Can I buy back part of my refunded service at different times or do I have to buy it all at once?

A: If you are a TRSL member, you can buy back a portion of your refunded service at any time prior to your retirement or DROP participation. See *TRSL Refunded Service Credit* on page 6 for more information. *NOTE: Special rules apply for those who wish to purchase TRSL-refunded service to transfer to another Louisiana public retirement system. Please refer to Information for former TRSL members on page 36 for additional information.*

Q: Can I buy other out-of-state public service employment that is not teaching service?

A: No, our provisions only allow the purchase of out-of-state service for periods of public teaching service.

Q: Why do you charge a calculation fee on some purchase requests but not others?

A: Most service purchases are calculated by TRSL's actuary. The actuary charges a nonrefundable \$150 fee to perform the calculations. However, service purchases such as TRSL-refunded service and USERRA are calculated by TRSL, not by the actuary. Since the actuary does not do these calculations, no fee is required for refunded service or USERRA purchase requests.

Q: What if, after the actuary calculates the cost and I receive my invoice, I decide not to purchase the service? Can I get my \$150 back?

A: No. The actuary charges the \$150 fee to **calculate** the cost.

Q: Can my mother (or anyone else) pay for the cost to purchase my service credit?

A: Yes. Third-party payments are accepted for the purchase of TRSL service credit, unless rollover funds are used. (See *Methods of payment* on page 22.)

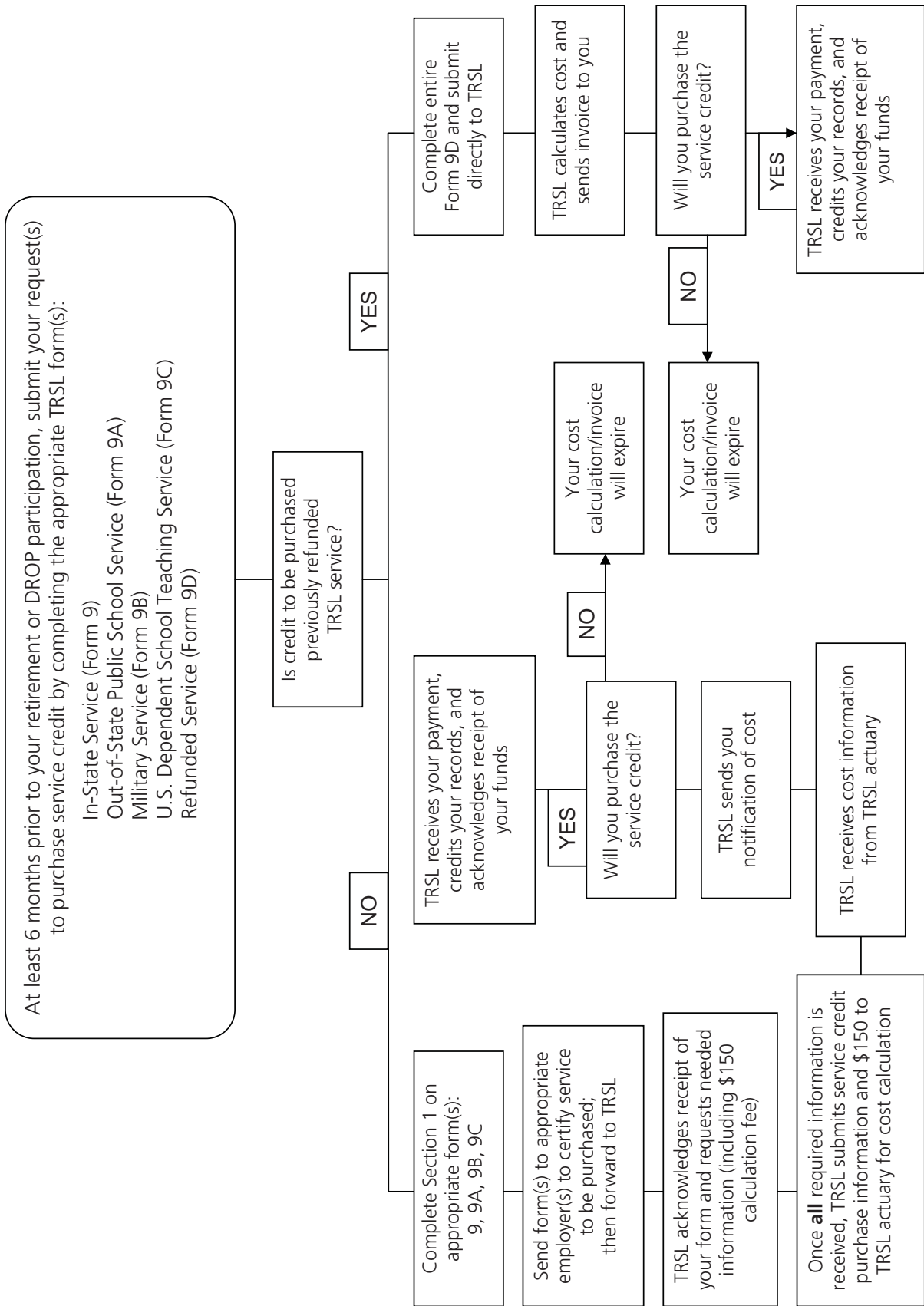
Q: To whom do I make the check payable?

A: Once you've received your invoice and you decide to purchase the service credit, you should make your check payable to Teachers' Retirement System of Louisiana, or simply TRSL.

Q: Will you accept a money order?

A: Yes. See *Methods of payment* on page 22 for more information.

Purchasing service credit process flowchart



Actuarial transfer

If you have other public service in Louisiana, you may have contributed to one of the other Louisiana public retirement systems listed on page 36. Under the provisions of Louisiana Revised Statute 11:143, you may transfer service credit from another Louisiana public retirement system to TRSL.

An actuarial transfer allows members holding credit in more than one Louisiana public retirement system to transfer the service credit to their current retirement system. Once an actuarial transfer is completed, the service credit transferred is added to your TRSL years of service credit. The retirement benefit based on the service credit transferred will be calculated using the retirement percentage factor of the transferring system. You will not receive credit for unused sick or annual leave earned for the years transferred.

In order to be eligible to transfer service from another Louisiana public retirement system to TRSL, you must have at least six months service credit and be an active member of TRSL at the time of transfer. You must also restore any refunded service credit with the other retirement system before the transfer of service can take place.

Transfers of service credit to TRSL are not automatic. You must submit the completed *Actuarial Transfer of Creditable Service (Form 8A)* to TRSL in order to initiate the process. This application is included in this booklet for your convenience. You can also print a copy of the Form 8A from the "Publications" page of our website at www.trsl.org.

All transfers of service credit must be made before you retire or enter DROP. You cannot transfer additional service credit after the effective date of your retirement or DROP participation. Please note that transfers of service credit can take up to 6 months or more to complete. **We strongly recommend that you submit any application to transfer service credit at least 6 months before you retire or enter DROP.**

You can only receive a maximum of one year of service credit for any one fiscal year. If the transfer of service will result in more than one year of service credit for any one fiscal year, your TRSL service credit will be reduced accordingly upon completion of the transfer. Service that is concurrent (dual employment) with your TRSL service is not eligible for transfer.

All actuarial transfers of service credit are calculated by TRSL's actuary and require a nonrefundable calculation fee of \$150. This fee may be paid by personal check, cashier's check, certified check, or money order made payable to S.J. Actuarial Associates. Whenever possible, your fee should accompany your application to transfer service (Form 8A).

In order for TRSL to process a transfer of service, we must receive the following:

- *Actuarial Transfer of Creditable Service* (Form 8A)
- Certification of your current annual salary rate from your employer
- All questionable years must be certified correct by the employer(s)
- \$150 calculation fee (certified check, cashier's check, personal check, or money order) made payable to S.J. Actuarial Associates. The \$150 calculation fee covers the cost for two different service credit amounts. If you want a breakdown of more than two amounts, please include \$50 for each additional amount.
- Transcript of service from the other Louisiana public retirement system, which will be requested by TRSL

Once the above documents are received, TRSL will forward the information and fee to our actuary. The actuary will determine whether or not the transfer is cost neutral. That is, he will determine if the transferring system will send enough funds to cover TRSL's accrued liability for allowing the transfer of service. The accrued liability is based on your age, current salary, years of TRSL service credit, and years of service to be transferred.

If the transferring retirement system will send enough funds to cover TRSL's accrued liability, there will be no cost to you to transfer the service credit to TRSL. However, you must restore any refunded service with the transferring system before the transfer of service can take place.

If the amount to be transferred is less than TRSL's accrued liability, you will be given the option of paying the difference (deficiency) or accepting pro rata (partial) service credit based on the funds transferred. In addition, you may choose, at that time, to purchase a portion of the service credit remaining. Payments for deficiencies and portions of transfer credit may be purchased by personal check, cashier's check, certified check, money order, or eligible rollovers. See *Methods of payment* on page 22 for more information.

The transferring system will transfer all employee and employer contributions plus applicable interest to TRSL. If the employer contribution is not a fixed percentage of an employee's earnings, the amount transferred must at least equal the employee contributions being transferred.

If you have free service credit in the transferring system, you must pay the TRSL employee and employer contributions due on the salaries you received plus interest at the TRSL actuarial valuation rate to have this

service credit transferred.

Once you transfer service credit, you will have all of your years at retirement computed using the average of your three highest consecutive years of salary in TRSL. Your retirement eligibility will be based on TRSL's requirements, not the transferring system's. However, the retirement benefit based on the service credit transferred will be calculated using the retirement percentage factor of the transferring system. You will not receive credit for unused sick or annual leave earned for the years transferred.

Reciprocal recognition

If you have other public service in Louisiana, you may have contributed to one of the other Louisiana public retirement systems listed on page 36. Under the provisions of Louisiana Revised Statute 11:142, you may establish a reciprocal recognition of service credit between another Louisiana public retirement system and TRSL.

A reciprocal recognition allows members holding credit in more than one Louisiana public retirement system to combine years of service credit to determine **eligibility** for retirement. However, no transfer of funds or service credit takes place. Each retirement system will recognize credit in the other system to meet retirement eligibility requirements. **You must meet the *highest* minimum retirement eligibility requirements of each system in order to receive a retirement benefit from each system.**

In order to be eligible for a reciprocal recognition of service credit, you must have at least six months service credit and be a current member of TRSL. You must also restore any refunded service credit with the other retirement system before a reciprocal recognition can be established.

Reciprocal recognitions of service credit are not automatic. If TRSL is your current retirement system, you must submit the completed *Application for Reciprocal Recognition of Service*, (Form 8), to TRSL in order to initiate the process. The application is included in this booklet for your convenience. You can also print a copy of the Form 8 from the "Publications" page of our website at www.trsl.org.

All reciprocal recognitions of service credit must be established before you retire or enter DROP. You cannot establish a reciprocal recognition of service credit after the effective date of your retirement or DROP participation. Please note that reciprocal recognitions of service credit can take up to 6 months or more to complete. **We strongly recommend that you submit any application to establish a reciprocal recognition of service credit at least 6 months before you retire or enter DROP.**

You may not establish reciprocal recognition of service credit for any period for which you already have TRSL service credit. Furthermore, you can only receive a maximum of one year of service credit for any one fiscal year. Service that is concurrent (dual employment) with your TRSL service or other purchasable service is also not eligible for a reciprocal.

In order for TRSL to process a reciprocal recognition of service credit, we must receive the following:

- *Application for Reciprocal Recognition of Service*, Form 8
- All questionable years must be certified by the employer(s)
- Transcript of service from the other Louisiana public retirement system

Once you've established reciprocal recognition of service credit between TRSL and another Louisiana public retirement system, you must file the appropriate application with **each** reciprocating system upon retirement or entering DROP. You will receive a retirement benefit from each system based on the highest average compensation you earned in that system and credited service in that system.

However, you may not receive a retirement benefit from any system as long as contributions are being made to another retirement system.

An application for reciprocal recognition may be canceled at any time **before** retirement or DROP.

Actuarial transfer vs. reciprocal recognition

Whenever you have employment covered by other Louisiana public retirement systems, you have the option of either:

- a) actuarially transferring the service credit or
- b) establishing a reciprocal recognition of service credit.

Each of these has been described above, but which one is better? What are the differences between these two options?

A side-by-side comparison can be found on the next page.

A side-by-side comparison

Actuarial transfer	Reciprocal recognition
Funds and service credit from other systems are transferred; once transfer is completed, the service credit is treated as if you had always been a member of your current retirement system.	No funds or service credit are transferred; service credit with each system is only recognized for eligibility at the time of retirement.
You are eligible for retirement based on your current retirement system's eligibility requirements, not the other system's requirements.	You must meet the highest minimum eligibility requirements of each system in order to be eligible to receive a retirement benefit with any of the reciprocating systems.
You will receive your retirement benefit from one system; the transferred years of service credit will be computed at % benefit accrual rate earned in other retirement system, but your benefit will be based on the highest 3 consecutive years of salary on all years of service.	You will receive a retirement benefit from each reciprocating system; the benefit will be computed at % benefit accrual rate in effect with each system; your benefit will also be based on the highest 3 consecutive years of salary while contributing in that system.
There may be a cost to transfer service credit from another retirement system; the system actuary will determine if there is a cost to you to transfer service credit (requires nonrefundable fee of \$150).	There is no cost to establish reciprocal recognition. However, you must purchase any refunded service from the other Louisiana public retirement system before reciprocal recognition of service can be established.
Funds in the other retirement system must be restored if previously refunded.	Funds in both retirement systems must be restored if previously refunded.
Actuarial transfer is irrevocable.	Reciprocal recognitions of service may be canceled at any time before your retirement or DROP participation.

Example:

Suppose an active TRSL member, age 55, has 22 years of service credit in TRSL's Regular Plan. Prior to contributing to TRSL, this same member had other public service in Louisiana in which he contributed to another Louisiana public retirement system for a period of 3 years. The other retirement system's benefit accrual rate is 2.5 percent per year of service credit. The member's average annual salary with TRSL is \$37,000 (\$3083.33 monthly). The average annual salary the member earned while contributing to the other retirement system was \$11,000 (\$916.67 per month).

If the member has service credit in the other system (did not refund his contributions **or** restored his contributions after taking a refund), he has the option of either actuarially transferring the service credit or establishing reciprocal recognition.

Let's see how each option will affect this member's future retirement benefits:

Choice A: Actuarial transfer

The member completes an actuarial transfer. His 3 years of service credit in the other system are now transferred into TRSL, his current retirement system. Therefore, he now has 25 years of service credit in TRSL instead of just 22 years. *NOTE: There may be a significant cost to actuarially transfer all service credit from the prior system.*

TRSL's benefit accrual rate for Regular Plan members age 55 or older with 25 years of service is 2.5 percent per year of service. The system from which 3 years of service was transferred also had a 2.5 percent accrual rate.

If the member retires, his retirement benefit will be calculated as follows:

$$\begin{aligned} & \# \text{ years service credit} \times \% \text{ accrual rate} \times \text{average monthly salary} \\ & 25 \times 2.5\% \times \$3083.33 \text{ per month} = \$1,927.00 \\ & \text{maximum monthly lifetime benefit from TRSL} \end{aligned}$$

Choice B: Reciprocal recognition

Instead of transferring the service credit, the member establishes a reciprocal recognition of service credit between TRSL and the other retirement system. The 22 years of service credit remain in TRSL and the 3 years of service credit remain in the other retirement system. No service credit or funds are transferred; each retirement system merely **recognizes** the service credit in the other system to meet the highest minimum retirement eligibility for both systems.

Since the member still only has 22 years of service credit in TRSL, he only qualifies for TRSL's 2 percent benefit accrual rate. However, the other system where he has 3 years of service credit will compute his benefit at 2.5 percent per year for each year of service in that system.

If the member retires, he will receive a retirement benefit from **each** retirement system as follows:

From TRSL:

years of service credit in TRSL × accrual rate in TRSL
× average monthly salary in TRSL

$$22 \times 2\% \times \$3083.33 \text{ monthly} = \$1,357.00$$

maximum monthly lifetime benefit from TRSL

From other retirement system:

years of service credit in other system × accrual rate in other system
× average monthly salary in other system

$$3.0 \times 2.5\% \times \$916.67 \text{ per month} = \$68.75$$

maximum monthly lifetime benefit from other retirement system

Total monthly retirement benefits from both systems:

$$\$1357.00 + \$68.75 = \$1425.75 \text{ per month}$$

In this example, the difference in monthly retirement benefits between 1) actuarial transfer and 2) reciprocal recognition is \$501.25 per month (\$1927.00 – \$1425.75). If this member actuarially transfers his service credit instead of establishing a reciprocal, his lifetime retirement benefit will be \$501.25 more per month.

This member will receive a higher retirement benefit with an actuarial transfer because all years of service credit are calculated using his average monthly salary with his current system. If he establishes a reciprocal, only the years with TRSL will be calculated with his TRSL average monthly salary. The other years will be calculated using the average monthly salary he earned while contributing to the other system.

As you can see, the difference between an actuarial transfer and a reciprocal recognition is quite significant when it comes to your retirement benefit.

TRSL encourages its members to consider actuarially transferring service credit instead of establishing a reciprocal recognition of service credit.

Retaining TRSL membership

If you become employed in a position which would normally require you to enroll in another Louisiana public retirement system, you may be eligible to remain in TRSL. Under the provisions of Louisiana Revised Statute 11:723, you can elect to retain membership in TRSL if you meet **all** of these criteria:

1. You have a minimum of 5 years service credit in TRSL
2. Your new position is with a Louisiana public agency and is **not** covered by any of the following retirement systems:
 - Assessors' Retirement Fund
 - Clerks' of Court Retirement and Relief Fund
 - Municipal Employees' Retirement System of Louisiana
 - Parochial Employees' Retirement System of Louisiana

If you elect to remain in TRSL instead of joining another retirement system, you must make an irrevocable election to retain your TRSL membership within 30 days of your new employment. *Election to Retain Membership*, (Form 2R), should be completed and submitted to TRSL. This form is available on the "Publications" page of our website at www.trsl.org.

Why should you retain membership? Retaining membership means that you will continue to accrue service credit toward retirement eligibility with your **same** retirement system. If you join another retirement system in lieu of retaining membership in your current system, you will become a new member of the other system. All of your years in TRSL will not count toward retirement eligibility or benefits unless you actuarially transfer your service credit to your new retirement system or establish a reciprocal recognition of service credit between both systems.

If you are considering changing positions which will make you eligible for membership in another Louisiana public retirement system, we urge you to contact the Enrollments Section of TRSL. You may be eligible to retain your TRSL membership if you meet the criteria above.

Louisiana public retirement systems

Alexandria Employees' Retirement System, City of
Assessors' Retirement Fund
Baton Rouge, City of—Parish of East Baton Rouge
Employees' Retirement System
Bogalusa Employees' Retirement System, City of
Clerks' of Court Retirement and Relief Fund
District Attorneys' Retirement System
Firefighters' Retirement System
Harbor Police Retirement System
Jefferson Parish, Employees' Retirement System of
Municipal Employees' Retirement System
Municipal Police Employees' Retirement System
New Orleans Employees' Retirement System, City of
Parochial Employees' Retirement System
Registrars of Voters Employees' Retirement System
School Employees' Retirement System, Louisiana
Sewerage and Water Board of New Orleans
Sheriffs Pension and Relief Fund
Shreveport Employees' Retirement System, City of
State Employees' Retirement System, Louisiana
State Police Pension and Retirement System
Teachers' Retirement System of Louisiana

NOTE: This may not be a complete listing of all eligible Louisiana public retirement systems. Please contact the Costs/Transfers Section at TRSL to inquire about the eligibility of a Louisiana public retirement system that does not appear on this list.

Information for former members of TRSL

If you are a current member of any Louisiana public retirement system and you were also a former member of TRSL, you may elect to actuarially transfer your TRSL service credit to your current retirement system or establish a reciprocal recognition of service credit between both systems (see above list). However, in order to exercise one of these options, you must have at least 6 months of service credit in your current retirement system. If you refunded your TRSL service credit, you must also repay **all** refunded contributions plus interest to TRSL before an actuarial transfer or reciprocal recognition can take place. You are only eligible to purchase your TRSL-refunded credit for the purpose of an actuarial transfer to or reciprocal recognition with your current system.

Any refunded service credit should be restored well before filing an application for retirement. It can take several months to complete the process of an actuarial transfer to or reciprocal recognition with your current retirement system.

The cost to restore your TRSL-refunded service is the amount of all contributions refunded plus 8.25 percent* interest compounded daily from the date of refund until payment is due. (*Interest rate is subject to change).

If you are an active member of another Louisiana public retirement system who wishes to buy back refunded TRSL service, you must complete either an *Application for Purchase of Refunded Service to Reciprocate* (Form 8BR) or an *Application for Purchase of Refunded Service to Transfer* (Form 8BT). These applications are included in this booklet for your convenience. You can also print copies of these forms from the "Publications" page of our website at www.trsl.org.

You must give all prior refund information in order for TRSL to research microfilm records. We need information about any other names you may have used, all employers and dates of employment, approximate dates of refunds, old active member numbers, etc. Without this information from you, TRSL may not be able to find the microfilm record that exists on your refund.

After your application is received and evaluated, TRSL will send you an invoice stating the amount necessary to purchase your refunded service. **All refunded service must be restored in order to transfer or reciprocate.** Please allow a minimum of six weeks to receive the invoice.

Once you've received your invoice to purchase your refunded TRSL service, you should immediately contact your current retirement system for an application to transfer or reciprocate your TRSL service credit. You must complete your current system's required application and restore any refunded TRSL service credit before the actuarial transfer or reciprocal recognition can be completed. Requesting an invoice from TRSL does not obligate you to restore your TRSL service or proceed with a transfer or reciprocal.

Tax consequences

If you are a current member of another Louisiana public retirement system and you elect to actuarially transfer your TRSL service credit to your current system, there may be significant federal tax consequences if your current system is not a tax-qualified plan under Internal Revenue Code 401(a). Contact TRSL for more information regarding federal tax consequences and your current system to inquire if it's a tax-qualified plan.

Methods of payment

Payments for purchases of service credit must be made in one lump sum. You can pay by any of the following methods:

- personal check, cashier's check, certified check, or money order made payable to TRSL.

By providing a personal check as payment, you authorize TRSL to use information from your check to process a one-time Electronic Funds Transfer (EFT) or draft drawn from your account, or process the payment as a check transaction. This transaction will occur on the same day that you submit payment.

If your payment is returned due to insufficient funds, you authorize TRSL to collect your payment and the Return Fee of \$18 from your account.

- Rollover funds:
 - 401(a) accounts – defined governmental benefit plan
 - 401(k) accounts – defined contribution plans
 - 403(b) accounts – tax-sheltered annuities
 - 408(a) accounts – conduit IRAs that contain only funds that were rolled over from another qualified retirement plan and the interest earned on those funds. It cannot be commingled with any other IRA, and you cannot have added money to the conduit IRA.
 - 457 accounts – deferred compensation

NOTE: The rollover funds must be in your own name; you cannot use rollover funds from accounts that are in the name of your spouse, child, parent, etc.

In addition, rollovers can only be used to purchase eligible service credit. *Rollover Acceptance Form* (Form 9R) must be used for rollovers.

TRSL provides payment information on all invoices and cost notifications, including information on rollovers. If you intend to use rollover funds, you should contact the financial institution who currently holds your funds about their requirements and time frame to process a rollover to TRSL.

Incremental payments and payroll deductions are not acceptable payment methods to TRSL.

Quick reference for applications

TRSL members

- Use **Form 8** for establishing Reciprocal Recognition of Service credit with TRSL and another retirement system.
- Use **Form 8A** for transferring service credit from another retirement system to TRSL.

Former TRSL members

- Use **Form 8BR** to purchase TRSL refunded service to reciprocate with your current retirement system.
- Use **Form 8BT** to purchase TRSL refunded service to transfer to your current retirement system.

NOTE: You must also complete your current retirement system's application to transfer or reciprocate service credit.

The necessary TRSL forms are included in this booklet for your convenience.

Before submitting any application to TRSL, please be sure to:

- Check the "Publications" page of TRSL's website at www.trsl.org to ensure that you are using the most current form
- Complete all applicable sections of the form
- Include a daytime phone number
- Sign your application

Frequently asked questions

Actuarial transfer

Q: Can I transfer service credit from an out-of-state public retirement system?

A: Although there are provisions for this type of transfer, no other out-of-state retirement system has ever agreed to such a transfer. For this reason, out-of-state service credit must be purchased. See *Out-of-state public school service* on page 16 for more information.

Q: What if I have contributions on deposit with an out-of-state retirement system? Can I just have those contributions transferred to TRSL?

A: No. Contributions from an out-of-state retirement system may qualify as an eligible rollover to pay for eligible service credit. Therefore, you may be able to roll over those funds to TRSL to purchase service credit. However, you cannot have those contributions sent to TRSL without first receiving an invoice for the cost of purchasing service credit.

Q: How long does it take to transfer service credit?

A: It can take up to 6 months or more to complete an actuarial transfer.

Q: Why does a transfer take so long?

A: In order for you to transfer service credit to TRSL, we must receive certification for all of your years of TRSL-covered employment and your current salary. We must also obtain a transcript from the other Louisiana public retirement system stating the amount of service credit you have in that system and the amount of funds to be transferred. Once all required documentation is received, TRSL forwards the information to our actuary to determine if there will be a cost for you to transfer service credit. TRSL will notify you of the cost, if any, to transfer service credit. If you decide to proceed with the transfer, TRSL will notify the other retirement system to transfer all funds. This entire process can take several months to complete.

Q: Why would it cost money to transfer service from one Louisiana public retirement system to another?

A: Sometimes there are not enough funds at the transferring system to cover TRSL's accrued liability for allowing the transfer of service. The TRSL accrued liability is based on your age, current salary, years of TRSL service credit, and years of service to be transferred.

If the transferring retirement system will send enough funds to cover TRSL's accrued liability, there will be no cost to you to transfer the

service credit in TRSL. However, you must restore any refunded service with the transferring system before the transfer of service can take place.

If the amount to be transferred is less than TRSL's accrued liability, you will be given the option of paying the difference (deficiency) or accepting pro rata credit based on the funds transferred. If you accept pro rata credit at the time of transfer, you can never purchase the credit that did not transfer.

Q: Can TRSL provide me an estimate of what it will cost to transfer credit?

A: No, we are unable to provide estimates. Actuarial transfers of service credit are calculated by TRSL's actuary and require a nonrefundable fee of \$150 for the calculation. The cost, if any, to actuarially transfer service credit is based on the member's age, current salary, number of years of TRSL service credit, number of years of service to be transferred, and the amount of funds to be transferred from the other retirement system.

Q: Will transferring service credit increase my retirement benefit when I retire?

A: Yes. Your retirement benefit is based on the number of years of service credit you have in TRSL, your benefit accrual rate, and your final average monthly salary. The more years of service credit you have, the higher your benefit will be.

Q: I only need 3 more years to be eligible for retirement. Can I just transfer 3 years of service even if I have more years in the other retirement system?

A: No. All service credit from the transferring system must be transferred.

Q: What if I refunded my contributions from the other retirement system? Can I still transfer service credit?

A: Your refunded service credit will have to be restored with the other system before the transfer can take place. You should contact the appropriate retirement system to obtain an invoice. However, you can apply for a transfer before you actually restore your refunded credit with the other system to see if there will be any additional cost to transfer the credit to TRSL.

-
- Q: Once I submit my application to transfer service, when can I expect to hear from you?*
- A: TRSL will send you a letter acknowledging receipt of your application within 10 days. Since transfers of service require certification of your years of service in TRSL, a transcript of service from the other retirement system, and must be forwarded to our actuary to compute the cost, it can take up to 6 months or more to process your request.
- Q: If there is a cost for me to transfer service credit to TRSL, am I obligated to pay the cost and complete the transfer?*
- A: No. If you decide not to pay the cost, you can just let your invoice expire. Once your invoice expires, your application to transfer service credit is canceled.
- Q: What if I do want to pay the cost and proceed with the transfer, what do I do once I get my invoice?*
- A: Your invoice will have instructions for making payment, including information on using rollover funds to pay for the cost. Once your payment is received, TRSL will notify the other retirement system to transfer all employee and employer contributions plus applicable interest to TRSL.
- Q: Why do you charge a calculation fee for actuarial transfers of service to TRSL?*
- A: All actuarial transfers of service credit are calculated by the actuary on contract with TRSL. The actuary charges a nonrefundable \$150 fee to perform the calculations.
- Q: What if, after the actuary calculates the cost for transferring service credit and I receive my invoice, I decide not to pay the cost or proceed with the transfer? Can I get my \$150 back?*
- A: No. The actuary charges the \$150 fee to **calculate** the cost.
- Q: Can my mother (or anyone else) pay for the cost to transfer my service credit?*
- A: Yes. Third-party payments are accepted for the purchase of TRSL service credit, unless rollover funds are used. (See *Methods of payment* on page 22.)
- Q: To whom do I make the check payable?*
- A: If there is a cost for you to transfer service credit, you should make your check payable to Teachers' Retirement System of Louisiana, or simply TRSL.

Q: *Will you accept a money order?*

A: Yes. See *Methods of payment* on page 38 for more information.

Reciprocal recognition

Q: *What's the difference between an actuarial transfer and a reciprocal recognition?*

A: In an actuarial transfer, your service credit and the funds you had in another Louisiana public retirement system are transferred to your current retirement system. With a reciprocal recognition, no funds or service credit are transferred. Service credit with each retirement system is only recognized for eligibility at the time of retirement. See *Actuarial transfer vs. reciprocal recognition* on page 31 for more information.

Q: *Can a reciprocal recognition be established with an out-of-state retirement system?*

A: No. Reciprocal recognition can only be established between Louisiana public retirement systems.

Q: *After a reciprocal recognition is established, can I later cancel the reciprocal and transfer those years of service instead?*

A: Yes, as long as you are not retired (not receiving retirement benefits) from either retirement system.

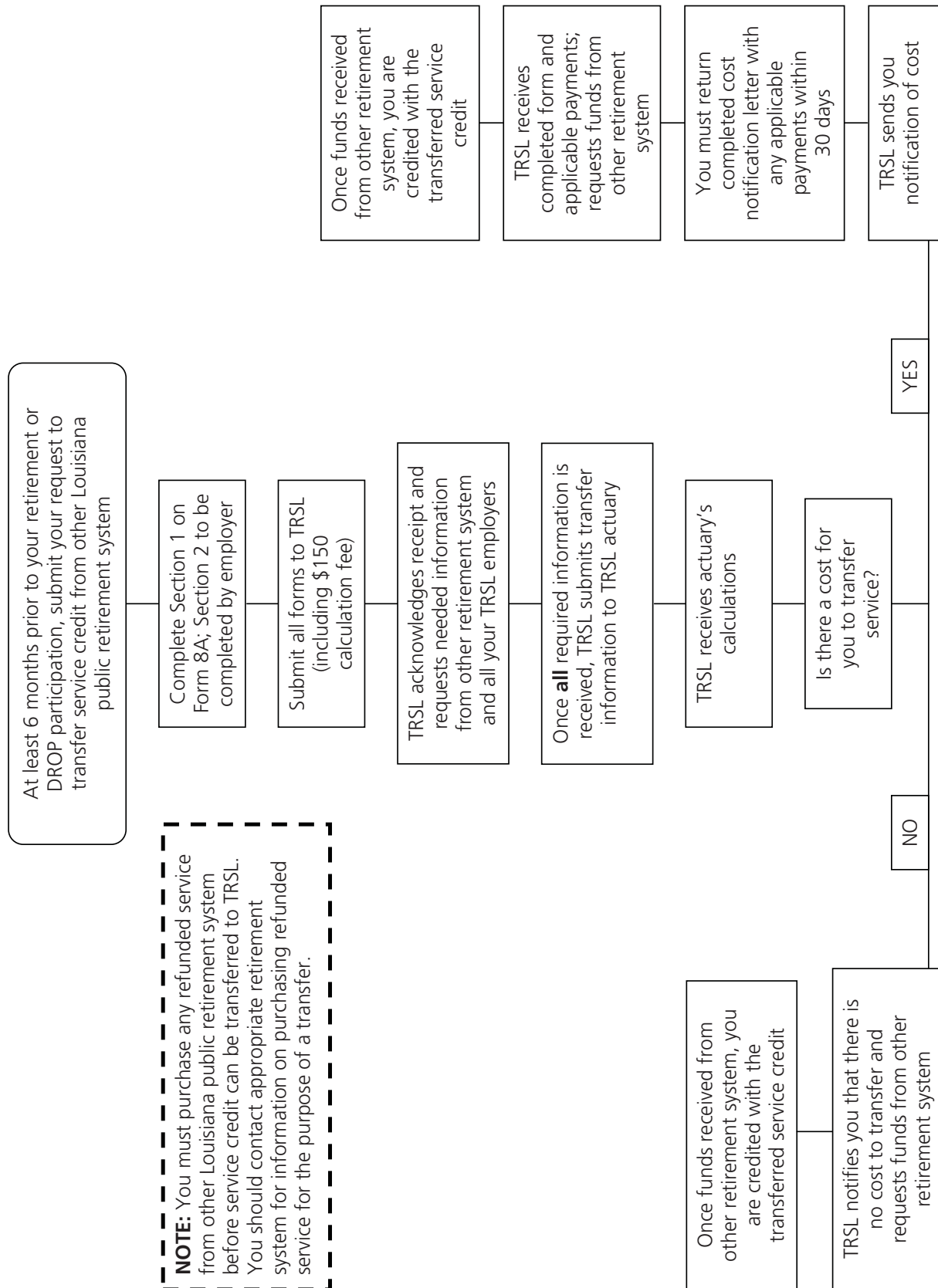
Q: *Which is better: reciprocal recognition or actuarial transfer?*

A: Generally, you will receive a larger retirement benefit if you actuarially transfer service credit instead of establishing reciprocal recognition. For this reason, TRSL encourages members to transfer service credit in lieu of establishing a reciprocal. See *Actuarial transfer vs. reciprocal recognition* on page 31 for more information.

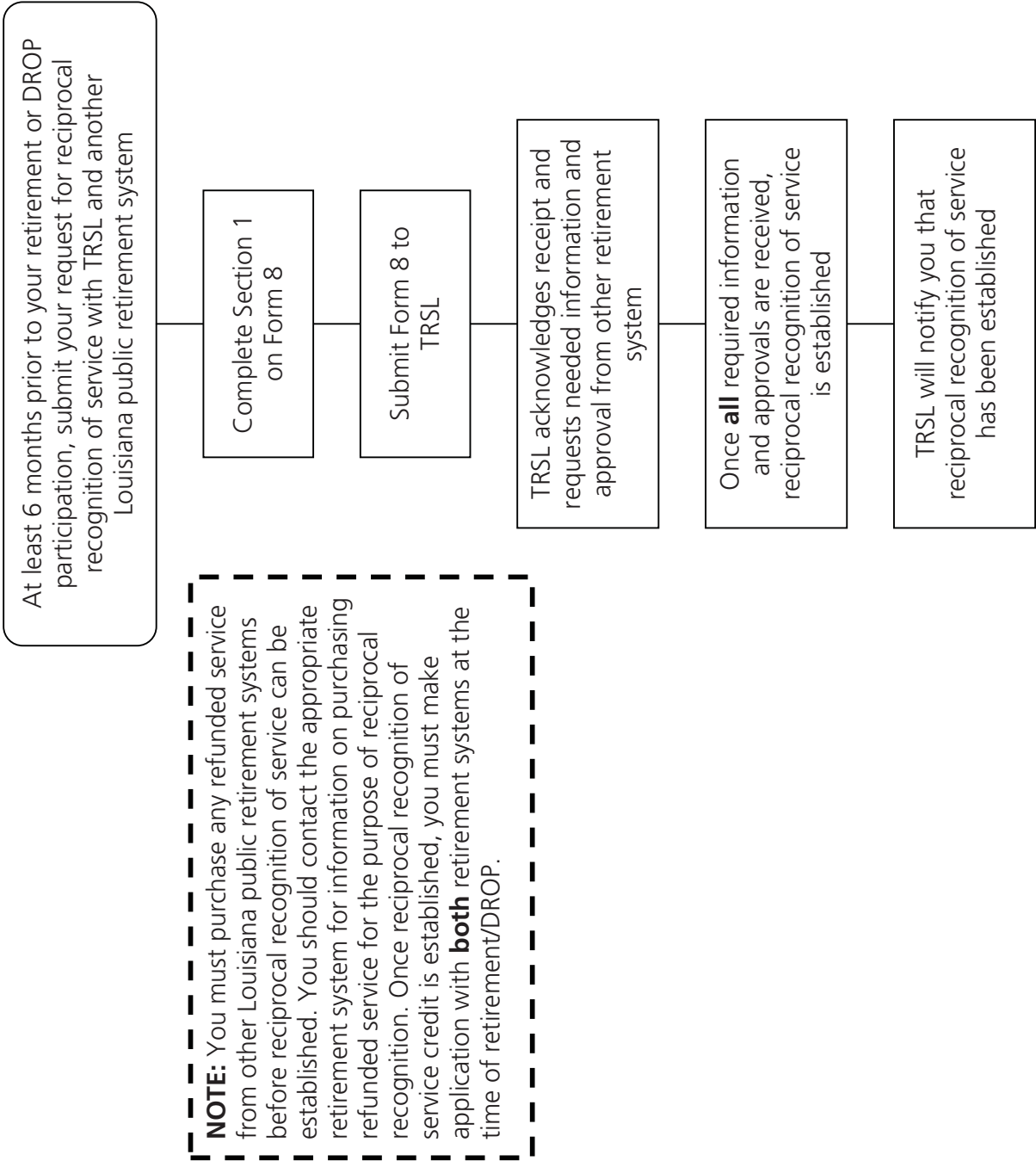
Q: *What if I refunded my contributions from the other retirement system? Can I still apply for a reciprocal recognition of service credit?*

A: Your refunded service credit will have to be restored with the other system before a reciprocal recognition can be established. You should contact the appropriate retirement system to obtain an invoice.

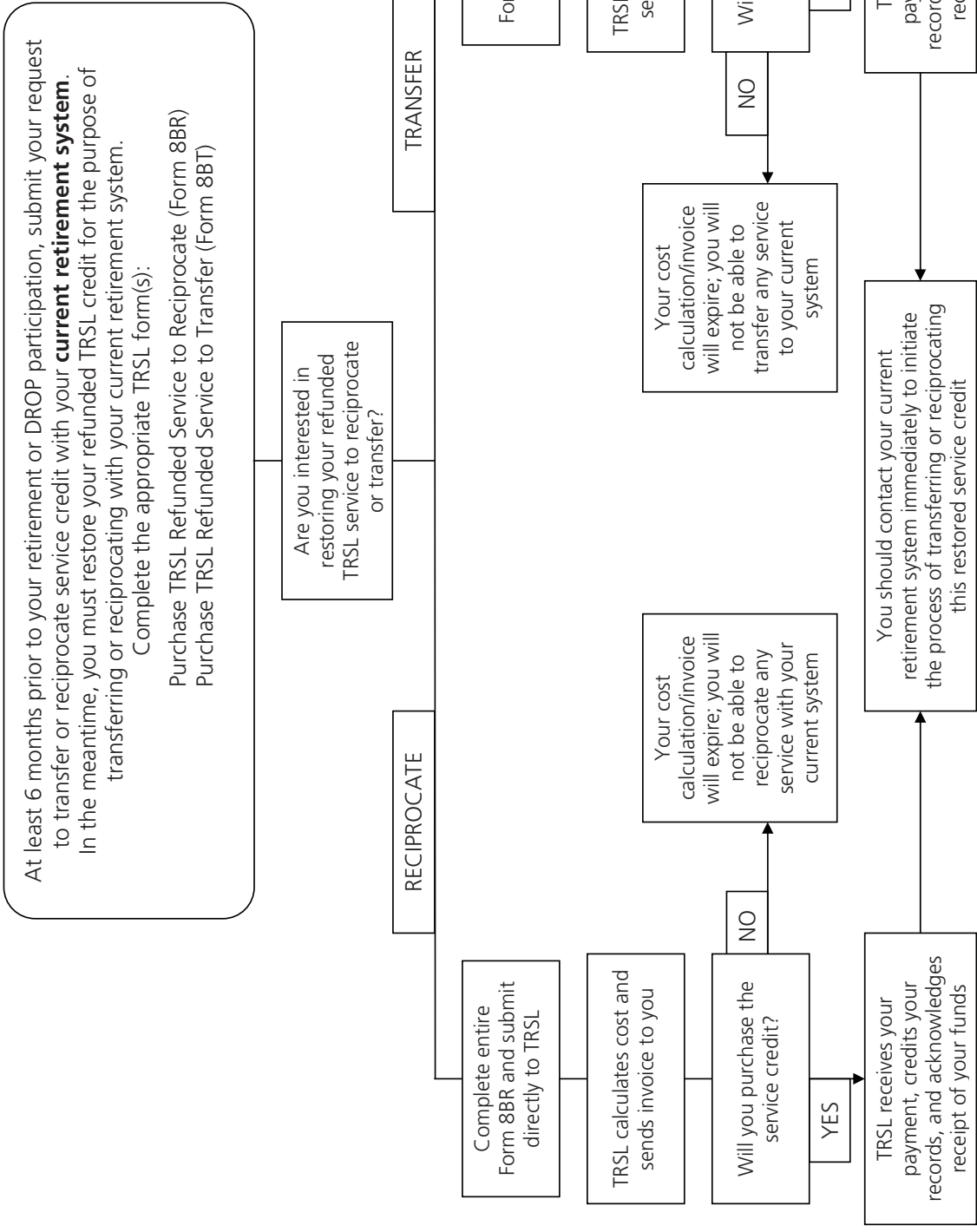
Actuarial transfer process flowchart



Reciprocal recognition process flowchart



Refunded service credit to reciprocate or transfer process flowchart





Teachers' Retirement System of Louisiana
 8401 United Plaza Blvd, Ste 300 • Baton Rouge, LA 70809-7017
 P.O. Box 94123 • Baton Rouge, LA 70804-9123
 Telephone: (225) 925-6446 • Fax: (225) 922-2522
 www.trsl.org

Form 9A (08/07)

03-9A

Application for Purchase of Out-of-State Public School Employment

Print in ink or type all entries except signatures. **Application should be received by the Teachers' Retirement System of Louisiana (TRSL) at least six months in advance of applying for retirement or DROP.** Section 1 must be completed by the applicant. Section 2 must be completed by the employer for whom the service was rendered. Section 3 must be completed by the appropriate retirement system.

Incomplete or improperly certified forms are not acceptable for evaluation by TRSL and will be returned directly to the applicant.

Section 1 — To be completed by applicant													
Name: Last, first, MI, suffix (Jr., III, etc.)		Social Security number											
Street / P.O. Box		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
City, state, zip		Date of birth (mm-dd-yyyy)											
_____ / _____ / _____													
Daytime telephone ()	Evening telephone ()	E-mail address											

Name(s) under which service was rendered if different from above: _____

Years employed

Employer

From _____ To _____

If you have additional out-of-state employment AND you wish to purchase credit for this service, please list name(s) of other employer(s). Submit a separate Form 9A for each out-of-state employer for which you will purchase service credit.

State

School district

_____	_____
_____	_____
_____	_____
_____	_____

In order to comply with statute LSA-R.S. 11:701(9), TRSL members may not obtain more than one year of service credit during any fiscal year.

The member making application will be required to pay a nonrefundable fee of \$150 to TRSL's actuary. This fee may be paid by personal check, cashier's check, certified check, or money order, made payable to S.J. ACTUARIAL ASSOCIATES and should accompany this application. This fee will pay for two cost calculations. Additional cost calculations are \$50 each. It can take several months to complete a cost process; therefore, it may be several months before the actuary fee payment is cashed.

I would like the actuary to compute the cost for purchasing: _____ years (first cost calculation) and
 _____ years (second cost calculation).

I hereby authorize the release of all information necessary to verify service to be purchased with TRSL.

Applicant's signature (Do not print or type)	Date signed (mm-dd-yyyy)

Applicant must forward form to out-of-state employer for completion of Section 2 on the reverse side.

Applicant's Social Security number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DO NOT list student employment. Louisiana Revised Statute 11:753 prohibits student employment service credit in TRSL. **DO NOT** subtract paid sick leave from total of days worked.

Section 2 — To be completed by the out-of-state employer

List separately by fiscal year:

Fiscal year (7/1-6/30)	State	School or school district	Actual salary earned (if available)	Hours worked per day	Hours in full day	Months of contract	Days worked and/or days paid	Days per full contract year
19 71 - 19 72	MA	XYZ School District	\$6,000	7	7	9	186	186
_____ - _____								
_____ - _____								
_____ - _____								
_____ - _____								
_____ - _____								
_____ - _____								

*Full-time earnings equal the salary that would have been earned had the employee worked the full year (including PIP, extra earnings, etc.)

Did the applicant receive credit for this service under any retirement system which was funded wholly or partly from public funds, other than Social Security?

Yes No

If yes, please provide name of system: _____

Signature of certifying official ▶	Name of out-of-state employer
Title	Daytime telephone ()
Street / P.O. Box	
City, state, zip	Date signed (mm-dd-yyyy)

After completing Section 2, please forward to the appropriate public retirement system for completion of Section 3 below.

Section 3 — To be completed and forwarded to TRSL by the out-of-state public retirement system

This applicant is an active member of TRSL and wishes to purchase credit for out-of-state service. Louisiana law prohibits the purchase of credit for out-of-state service by members who are entitled to benefits for the same service under any other public retirement system. Check the box for the appropriate answers to the questions below regarding this applicant's membership.

1. Is this applicant receiving or entitled to a benefit from your system based on the service certified in Section 2? Yes No
2. Has this applicant withdrawn contributions for the service certified in Section 2? Yes No

Signature of certifying official ▶	Name of public retirement system
Title	Daytime telephone ()
Street / P.O. Box	
City, state, zip	Date signed (mm-dd-yyyy)

Please return this form to: Teachers' Retirement System of Louisiana
P.O. Box 94123
Baton Rouge, LA 70804-9123



Teachers' Retirement System of Louisiana
 8401 United Plaza Blvd, Ste 300 • Baton Rouge, LA 70809-7017
 P.O. Box 94123 • Baton Rouge, LA 70804-9123
 Telephone: (225) 925-6446 • Fax: (225) 922-2522
 www.trsl.org

Form 9B (08/07)

03-9B

Application for Purchase of Military Service

Active Military Duty

Active National Guard

National Guard/Coast Guard/Reserve

Print in ink or type all entries except signatures. **Application should be received by the Teachers' Retirement System of Louisiana (TRSL) at least six months in advance of applying for retirement or DROP.** Section 1 must be completed by the applicant. Section 2 must be completed by the current employer(s).

Incomplete or improperly certified forms are not acceptable for evaluation by TRSL and will be returned directly to the applicant.

Section 1 — To be completed by applicant

Name: Last, first, MI, suffix (Jr., III, etc.)			Social Security number									
Street / P.O. Box			<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>									
City, state, zip			Date of birth (mm-dd-yyyy)									
_____ / _____ / _____			_____ / _____ / _____									
Daytime telephone ()	Evening telephone ()	E-mail address										

Under the provisions of Louisiana Revised Statutes 11:153 and 11:153.1, **members of TRSL may purchase up to 4 years of service credit for military service**, provided members were honorably discharged.

If you have additional service you wish to purchase, please list type of service (out-of-state, private school, other local/state governmental service, etc.) and name of employer where service was rendered. Please note that you must submit a separate application for each type of service to be purchased.

Type: _____ Employer name: _____

The member making application will be required to pay a nonrefundable fee of \$150 to TRSL's actuary. This fee may be paid by personal check, cashier's check, certified check, or money order, made payable to S.J. ACTUARIAL ASSOCIATES and should accompany this application. This fee will pay for two cost calculations. Additional cost calculations are \$50 each. It can take several months to complete a cost process; therefore, it may be several months before the actuary fee payment is cashed.

I would like the actuary to compute the cost for purchasing: _____ years (first cost calculation) and
 _____ years (second cost calculation).

Credit for military service may NOT be used to meet eligibility requirements for disability benefits, survivor benefits, or any regular retirement benefits based on service credit of 20 years or less.

Service credit may not be purchased for any **regular** military service for which the member is drawing a military retirement benefit based on age and service. This restriction shall not apply to members who are drawing a disability benefit based on 25 percent or less disability received as a result of military service, or for members who are drawing a military retirement benefit for **nonregular** service (state national guard, coast guard, or reserves) for which retirement points are assigned if the nonregular service was prior to TRSL membership.

Please attach copy of Form DD-214 or discharge papers for active-duty service or official copy of retirement points awarded by military branch for reserve service.

I hereby request the cost, under the provisions of LSA-R.S. 11:153, to purchase service credit up to a maximum of four years for military service. I also certify that I am not drawing a retirement benefit based on **regular** military service calculated on the basis of age and service or a partial military disability benefit in excess of 25 percent. I have read and understand the information given above.

Applicant's signature (Do not print or type)	Date signed (mm-dd-yyyy)
--	--------------------------

Reverse side to be completed by current employer

Applicant's Social Security number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Section 2 — Certification to be completed by current employer(s)

(1) Name of employer (full-time employer)	Employer number					
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>					

Street / P.O. Box

City, state, zip

Current full-time earnings and all other earnings (PIP, overtime, extra pay, etc.) \$ _____

Signature of certifying official	Date signed (mm-dd-yyyy)
	

Title

(2) Name of employer (dual employer, if applicable)	Employer number					
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>					

Street / P.O. Box

City, state, zip

Current full-time earnings and all other earnings (PIP, overtime, extra pay, etc.) \$ _____

Signature of certifying official	Date signed (mm-dd-yyyy)
	

Title



Teachers' Retirement System of Louisiana
 8401 United Plaza Blvd, Ste 300 • Baton Rouge, LA 70809-7017
 P.O. Box 94123 • Baton Rouge, LA 70804-9123
 Telephone: (225) 925-6446 • Fax: (225) 922-2522
 www.trsl.org

Form 9C (08/07)

03-9C

Application for Purchase of U.S. Dependent School Teaching Service

Print in ink or type all entries except signatures. **Application should be received by the Teachers' Retirement System of Louisiana (TRSL) at least six months in advance of applying for retirement or DROP.** Section 1 must be completed by the applicant. Section 2 must be completed by the current employer. Section 3 must be completed by the employer for whom the service was rendered.

Incomplete or improperly certified forms are not acceptable for evaluation by TRSL and will be returned directly to the applicant.

Section 1 — To be completed by applicant													
Name: Last, first, MI, suffix (Jr., III, etc.)		Social Security number											
Street / P.O. Box		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
City, state, zip		Date of birth (mm-dd-yyyy)											
_____ / _____ / _____													
Daytime telephone	Evening telephone	E-mail address											
()	()												

Under the provisions of Louisiana Revised Statute 11:728F, any member who has taught the equivalent of kindergarten through high school classes at any United States military base may purchase credit for such service rendered during that period, for which credit has not otherwise been given.

If you have additional service you wish to purchase, please list type of service (out-of-state, private school, other local/state governmental service, etc.) and name of employer where service was rendered. Please note that you must submit a separate application for each type of service to be purchased.

Type: _____ Employer name: _____

The member making application will be required to pay a nonrefundable fee of \$150 to TRSL's actuary. This fee may be paid by personal check, cashier's check, certified check, or money order, made payable to S.J. ACTUARIAL ASSOCIATES and should accompany this application. This fee will pay for two cost calculations. Additional cost calculations are \$50 each. It can take several months to complete a cost process; therefore, it may be several months before the actuary fee payment is cashed.

I would like the actuary to compute the cost for purchasing: _____ years (first cost calculation) and
 _____ years (second cost calculation).

The cost of the purchase is computed by use of an actuarial funding method that totally offsets the liability TRSL assumes by allowing the purchase of the credit. Current actuarial factors and interest assumption rates used in the calculation are subject to change annually.

I hereby request the cost, under the provisions of LSA-R.S. 11:728F, to purchase service credit for teaching service at a United States military base. I also certify that credit has not otherwise been given on this service. I have read and understand the information given above.

Applicant's signature (Do not print or type)	Date signed (mm-dd-yyyy)

Reverse side to be completed by employer(s)

Applicant's Social Security number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Section 2 — Certification to be completed by current employer

Name of employer	Employer number
------------------	-----------------

Street / P.O. Box

City, state, zip

Current full-time earnings and all other earnings (PIP, overtime, extra pay, etc.) \$ _____

Signature of certifying official	Date signed (mm-dd-yyyy)
----------------------------------	--------------------------

Title

Section 3 — Certification to be completed by employer certifying service to be purchased

Name of employer	Daytime telephone
------------------	-------------------

Street / P.O. Box

City, state, zip

Does the applicant have credit for this service under any supplemental retirement or pension plan which was funded wholly or partly from public funds other than Social Security? Yes No If yes, please provide the name of the plan: _____

Source document(s): Official payroll records Official personnel records

Certification of service rendered (DO NOT subtract paid sick leave from total of days worked.)

Fiscal year (7/1-6/30)	School or school district	Actual salary earned (if available)	Full-time earnings (if available)	Hours worked per day	Hours in a full day	Months of employment	Days worked and/or days paid	Days per full contract year	Days of approved leave without pay
19 78 - 19 79	XXX DODS	\$12,000	\$12,000	7	7	9	180	180	0
_____ - _____									
_____ - _____									
_____ - _____									
_____ - _____									
_____ - _____									
_____ - _____									
_____ - _____									
_____ - _____									
_____ - _____									

Signature of certifying official	Title	Date signed (mm-dd-yyyy)
----------------------------------	-------	--------------------------

*Full-time earnings equal the salary that would have been earned had the employee worked the full year (including PIP, extra earnings, etc.)



Application for Purchase of Refunded Service

Print in ink or type all entries except signatures. **Application should be received by the Teachers' Retirement System of Louisiana (TRSL) at least six months in advance of applying for retirement or DROP.** Complete this form in its entirety to allow a thorough microfilm search for refunded records to be made. The time frame for which service is to be purchased must be provided so that the employer can certify employment. TRSL will request certification from each employer.

DO NOT use this form if you are now a member of another Louisiana public retirement system. Use Form 8BR or 8BT.

Incomplete forms are not acceptable for evaluation by TRSL and will be returned directly to the applicant.

Member information			
Name: Last, first, MI, suffix (Jr., III, etc.)			Social Security number
Street / P.O. Box			<input type="text"/>
City, state, zip			Date of birth
Daytime telephone ()	Evening telephone ()	E-mail address	____/____/____ mm-dd-yyyy

Refund information

Name(s) under which service was rendered if different from above: _____

Period of time refunded (approximate dates are acceptable):

From	To	Approximate date of refund
____/____	____/____	____/____
mm-yyyy	mm-yyyy	mm-yyyy

Please indicate the position(s) you previously held during the above-referenced period of employment:

Teacher, professor, instructor Custodian, school bus driver School food service Other _____

Years employed	Employer	For TRSL use only
From _____ To _____	_____	_____
From _____ To _____	_____	_____
yyyy yyyy		

Invoice information

Indicate which type of invoice(s) you want to receive. **PLEASE LIMIT TO THREE INVOICES.** If left blank, TRSL will send one invoice for the entire refunded period.

- Invoice for purchasing **ALL** refunded service credit
- Invoice for purchasing a **PORTION** of the refunded service credit: _____ years (approximately)
- Invoice for purchasing service credit that will cost approximately \$_____ (DO NOT include check with application.)
- Invoice for purchasing service credit needed to give the approximate number of years checked below at the end of the fiscal year:
 - 5 years 10 years 20 years 25 years 30 years
- Other: _____

I hereby authorize the release of all information necessary to verify service to be purchased with Teachers' Retirement System of Louisiana (TRSL).

Applicant's signature (Do not print or type)	Date signed (mm-dd-yyyy)
--	--------------------------

back of form 9D

TRSL Accepts Rollovers and Trustee-to-Trustee Transfers to Purchase Eligible Service Credit

Effective July 1, 1999, TRSL can accept a direct rollover or trustee-to-trustee transfer of eligible funds to purchase eligible service credit.

The member and current plan provider holding the funds must complete a *Rollover / Trustee-to-Trustee Transfer Acceptance* (Form 9R). This completed form must accompany the funds. If it does not, the funds will be returned and no service credit will be given.

All funds eligible for rollover/transfer into TRSL must be in the TRSL member's name.

Eligible funds are funds from another qualified 401(a) retirement plan, a "conduit" IRA qualified under Section 408(a) of the Internal Revenue Code, or funds from a 401(k) plan that are not excess contributions or hardship distributions.

A "conduit" IRA is an IRA that contains only funds that were rolled over from another qualified retirement plan and the interest earned on those funds. It cannot be commingled with any other IRA, and you cannot have added money to the "conduit" IRA. If you have commingled other money, it no longer qualifies as a "conduit" IRA and is not eligible for rollover into TRSL.

Effective January 1, 2002, TRSL will also accept funds from 403(b) accounts (tax sheltered annuities) and 457 accounts (deferred compensation) to purchase eligible service credit in accordance with the Economic Growth and Tax Relief Reconciliation Act (EGTRRA) of 2001.

The amount transferred cannot exceed the total cost of the purchase. If it does, the rollover/transfer check will be returned and no service credit will be issued.

If you have questions regarding funds eligible for rollover/transfer into TRSL, contact our office at (225) 925-6422.

Please complete Form 9R on reverse side.



Application for Reciprocal Recognition of Service

Print in ink or type all entries except signatures. **Application should be received by the Teachers' Retirement System of Louisiana (TRSL) at least six months in advance of applying for retirement or DROP.**

Incomplete or improperly certified forms are not acceptable for evaluation by TRSL and will be returned directly to the applicant.

I am a **current** member with at least six months of service credit in TRSL, and I request a reciprocal recognition of my creditable service currently held in TRSL and the retirement system(s) named below under the provisions of LSA-R.S. 11:142 and under the rules and regulations adopted by those retirement systems.

Section 1 — To be completed by applicant

Name: Last, first, MI, suffix (Jr., III, etc.)

Street / P.O. Box

City, state, zip

Daytime telephone
()

Evening telephone
()

E-mail address

Social Security number

--	--	--	--	--	--	--	--	--	--	--	--

Reciprocating retirement system(s) in which you currently hold creditable service:

Applicant's signature (Do not print or type)

Date signed (mm/dd/yyyy)

Section 2 — To be completed by retirement system officials

Reciprocal recognition of service approved by:
 Name of retirement system

Name of approving authority

Title

Authorized signature

Date signed (mm/dd/yyyy)

Name of retirement system

Name of approving authority

Title

Authorized signature

Date signed (mm/dd/yyyy)

Name of retirement system

Name of approving authority

Title

Authorized signature

Date signed (mm/dd/yyyy)

Name of retirement system

Name of approving authority

Title

Authorized signature

Date signed (mm/dd/yyyy)

back of form 8



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 Telephone: (225) 925-6446 • Fax: (225) 922-2522
 www.trsl.org

Form 8A (08/07)

03-8A

Application for Transfer of Creditable Service

Print in ink or type all entries except signatures. **Application should be received by the Teachers' Retirement System of Louisiana (TRSL) at least six months in advance of applying for retirement or DROP.** Section 1 must be completed by the member. Section 2 must be completed by the current employer(s). The member must have at least six months of service credit in TRSL to apply for a transfer.

Incomplete or improperly certified forms are not acceptable for evaluation by TRSL and will be returned directly to the applicant.

Section 1 — To be completed by applicant

Name: Last, first, MI, suffix (Jr., III, etc.)			Social Security number									
Street / P.O. Box			<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									
City, state, zip			Date of birth (mm-dd-yyyy)									
_____ / _____ / _____												
Daytime telephone ()	Evening telephone ()	E-mail address										
Name of employer												

1. Transferring retirement system

2. Receiving retirement system
Teachers' Retirement System of Louisiana

The member making application will be required to pay a nonrefundable fee of \$150 to TRSL's actuary. This fee may be paid by personal check, cashier's check, certified check, or money order, made payable to S.J. ACTUARIAL ASSOCIATES and should accompany this application. This fee will pay for two cost calculations. Additional cost calculations are \$50 each. It can take several months to complete a cost process; therefore, it may be several months before the actuary fee payment is cashed.

Louisiana Revised Statute 11:143 provides for the transfer of all funds and service credit from another Louisiana state or statewide retirement system. All transfers of creditable service must be cost neutral to TRSL.

TRSL members can only receive a maximum of one year of service credit for any one fiscal year. If the transfer of service will result in more than one year of service credit for any one single fiscal year, the TRSL service credit will be reduced accordingly upon completion of the transfer (LSA-R.S. 11:143[F][1] and LSA-R.S. 11:701[9]). Service that is concurrent (dual employment) with the TRSL service is not eligible for transfer.

The actuary will determine whether or not the transfer is cost neutral. If there is a deficiency associated with the transfer, the member may pay the deficiency to receive total service credit or accept a pro rata share of service credit as determined by the actuary based on the funds to be transferred. When the member retires from TRSL, retirement benefits based on creditable service transferred will be calculated using the retirement percentage factor of the transferring system. Retirement benefits or DROP participation will not be effective until all funds are received and the transfer is completed. TRSL does not grant service credit for unused sick and/or annual leave for years transferred for retirement purposes.

I request a cost computation for possible transfer of all service and funds to my credit in the _____ Retirement System. I understand that upon completion of the transfer, the above-named system from which I am transferring shall have no future liability with respect to my retirement.

Applicant's signature (Do not print or type)	Date signed (mm-dd-yyyy)
--	--------------------------

Reverse to be completed by current employer(s)

Applicant's Social Security number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Form 8A (08/07)

03-8A

Section 2 — To be completed by current employer(s)

1. Name of employer (Full-time employer)

Employer number

--	--	--	--	--

Street / P.O. Box

City, state, zip

Current full-time earnings and all other earnings (PIP, overtime, extra pay, etc.) \$ _____

Signature of certifying official

Title

Date signed (mm-dd-yyyy)



2. Name of employer (Dual employer, if applicable)

Employer number

--	--	--	--	--

Street / P.O. Box

City, state, zip

Current full-time earnings and all other earnings (PIP, overtime, extra pay, etc.) \$ _____

Signature of certifying official

Title

Date signed (mm-dd-yyyy)





Teachers' Retirement System of Louisiana
 8401 United Plaza Blvd, Ste 300 • Baton Rouge, LA 70809-7017
 P.O. Box 94123 • Baton Rouge, LA 70804-9123
 Telephone: (225) 925-6446 • Fax: (225) 922-2522
 www.trsl.org

Form 8BR (08/07)

03-8BR

Application for Purchase of Refunded Service to Reciprocate

Print in ink or type all entries except signatures. **Application should be received by the Teachers' Retirement System of Louisiana (TRSL) at least six months in advance of applying for retirement or DROP.** Complete this form in its entirety to allow a thorough microfilm search for refunded records to be made. **All refunded service must be restored in order to reciprocate.**

Incomplete or improperly certified forms are not acceptable for evaluation by TRSL and will be returned directly to the applicant.

Name: Last, first, MI, suffix (Jr., III, etc.)		Social Security number											
Street / P.O. Box		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
City, state, zip		Date of birth (mm-dd-yyyy)											
Daytime telephone ()		Evening telephone ()	E-mail address										

Name(s) under which service was rendered if different from above: _____

Period of time refunded (approximate dates are acceptable):

From	To	Approximate date of refund
_____/_____ mm-yyyy	_____/_____ mm-yyyy	_____/_____ mm-yyyy

Please indicate the position(s) the member previously held during the above-referenced period of employment:

Position	Years employed	Employer	For TRSL use only
<input type="checkbox"/> Teacher, professor, instructor	From _____ To _____	_____	_____
<input type="checkbox"/> Custodian, school bus driver	From _____ To _____	_____	_____
<input type="checkbox"/> School food service	From _____ To _____	_____	_____
<input type="checkbox"/> Other _____	From _____ To _____	_____	_____

Name of Louisiana retirement system to which applicant is currently contributing: _____

Applicant's signature (Do not print or type)	Date signed (mm-dd-yyyy)

The member should contact the retirement system to which he or she is currently contributing for information regarding the transfer or reciprocity of this period of employment.

back of form 8BR



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Form 8BT (08/07)

03-8BT

Application for Purchase of Refunded Service to Transfer

Print in ink or type all entries except signatures. **Application should be received by the Teachers' Retirement System of Louisiana (TRSL) at least six months in advance of applying for retirement or DROP.** Complete this form in its entirety to allow a thorough microfilm search for refunded records to be made. **All refunded service must be restored in order to transfer.**

Incomplete or improperly certified forms are not acceptable for evaluation by TRSL and will be returned directly to the applicant.

Name: Last, first, MI, suffix (Jr., III, etc.)			Social Security number							
Street / P.O. Box										
City, state, zip			Date of birth (mm-dd-yyyy)							
Daytime telephone ()	Evening telephone ()	E-mail address								

Name(s) under which service was rendered if different from above: _____

Period of time refunded (approximate dates are acceptable):

From _____/_____ mm-yyyy	To _____/_____ mm-yyyy	Approximate date of refund _____/_____ mm-yyyy
--------------------------------	------------------------------	--

Please indicate the position(s) the member previously held during the above-referenced period of employment:

Position	Years employed	Employer	For TRSL use only
<input type="checkbox"/> Teacher, professor, instructor	From _____ To _____	_____	_____
<input type="checkbox"/> Custodian, school bus driver	From _____ To _____	_____	_____
<input type="checkbox"/> School food service	From _____ To _____	_____	_____
<input type="checkbox"/> Other _____	From _____ To _____	_____	_____

Name of Louisiana retirement system to which applicant is currently contributing: _____

Applicant's signature (Do not print or type)	Date signed (mm-dd-yyyy)
--	--------------------------

The member should contact the retirement system to which he or she is currently contributing for information regarding the transfer or reciprocity of this period of employment.

back of form BT

The Teachers' Retirement System of Louisiana is an equal opportunity employer and complies with the Americans with Disabilities Act.

Revised February 2008

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