



Teachers' Retirement System of Louisiana
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Form 11 (12/09)

Retirement Application Instructions

Print in ink or type all entries except signatures. All applicants must complete Section 1, 2, 5, and 6. If you elect an Initial Lump-Sum Benefit (ILSB), you must also complete Section 3. If you elect an Annual COLA Option (ACO), you must also complete Section 4.

Applications may be canceled before cashing any benefit check, including estimated benefit payments and direct deposits. Your application may be submitted within six months before your effective retirement/DROP date. It is your responsibility to complete and submit your application before your selected retirement/DROP date.

Applications not properly completed or received after the effective retirement/DROP date will result in the delay or loss of retirement/DROP benefits. If your death occurs within 30 days from your effective retirement/DROP date (including ILSB), you will be considered an active member at the time of your death in accordance with LSA-R.S. 11:783(A). (Beneficiaries listed on this form would then be applicable only if they are on your active member record and only if no survivor benefits are payable.) Whatever survivor benefits or refunds are due will be paid in accordance with LSA-R.S. 11:762. Refunds would be payable to the beneficiary(ies) currently on file in your active member record.

Section 1 — Retirement Information:

Please check the appropriate retirement choice (only one). Enter date of retirement in the blank provided. This section must be properly filled out for your application to be valid.

Section 2 — Member Information:

Please attach the following documents if you have not already done so (if applicable): Your social security card & birth certificate, your spouse/beneficiary(ies)' social security card & birth certificate, all divorce or legal separation documents, community property settlements, spousal death certificate. If your current marital status is "divorced", an *Affidavit of Retirement Option Election* (Form 11E/ED) will not be sent to you until we receive a copy of your divorce documents.

Section 3 — Initial Lump Sum Benefit (ILSB) Information:

TRSL will calculate an ILSB benefit with reduced monthly benefit amounts based on the lump-sum distribution you specify. If you elect to receive 85% or more of your maximum lump-sum, payment will not be made until all member and employer information has been received and the final benefit is computed. ILSB eligibility requirements are the same as the Deferred Retirement Option Plan (DROP).

Section 4 — Annual COLA Option (ACO) Information:

Annual COLA Option (ACO) allows a retiring member to receive a guaranteed annual 2.5% cost-of-living adjustment (COLA) by accepting an actuarially REDUCED retirement benefit. Members applying for regular service retirement, Deferred Retirement Option Plan (DROP), or Initial Lump-Sum Benefit (ILSB) options are eligible to elect the 2.5% ACO. Complete this section only if you are considering ACO.

Section 5 — Signature of applicant:

The Member Signature is required to receive a benefit. Please sign and date this section.

Section 6 — Retirement Option Beneficiary Information:

Only one beneficiary may be designated for any option that provides a lifetime benefit for your beneficiary (Option 2, 2A, 3, 3A, 4 or 4A). Option 1 is the only option under which you may designate more than one beneficiary. If you select Option 1 and name more than one beneficiary, all beneficiaries will be considered primary and the interest of each will be equal unless otherwise specified. Additional Option 1 beneficiaries may be designated in Section 6A of the application. Option 1 is not available if you elect to receive an Initial Lump-Sum Benefit (ILSB). If you need to list more than five Option 1 beneficiaries, use TRSL's form *Change of Beneficiary for Option 1 Retiree* (Form 3A).

Section 7 — DROP/ILSB Account Beneficiary Information:

Complete Section 7 of the application to designate beneficiary(ies) you want to receive payment from any funds remaining in your DROP or ILSB account at the time of your death. All beneficiaries will be considered primary and the interest of each will be equal unless otherwise specified. You may use this form to designate one or more contingent beneficiaries. Contingent beneficiaries will not share in any amount due if any primary beneficiary is living at the time of your death. If you need to list more than four DROP beneficiaries, use TRSL's form *Beneficiary Designation for DROP and ILSB Accounts* (Form 3B).

A spousal consent (Form 11G) must be attached when a beneficiary other than the spouse is designated or the spouse has not been designated to receive at least 50% of the balance of the account.

