

Liaison Memorandum
Number: 09-22

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

Subject: LASERS Required Documents

Date: August 27, 2009

When a member retires, benefits are not paid until all required documents have been received by LASERS. A member can assist LASERS in promptly paying their monthly benefit upon retirement by having all necessary documents on file at the time of their retirement. These documents can be submitted at any time during a member's career to LASERS directly or through the Human Resources office at your agency.

LASERS may require the following documents, depending on the type of retirement:

- Member birth certificate
- Member Social Security card
- Beneficiary Social Security card
- Marriage certificate
- Death certificate (former spouse)
- Certified judgments of divorce (former spouse)
- 4-04, *Spousal Consent Form*
- 4-05, *Authorization for Direct Deposit*
- 2-01A, *Authorization for Direct Rollover*

No retiree will receive retirement benefits until LASERS has received the required documents.

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