

Membership Handbook



Louisiana State Employees' Retirement System
as of January 2012

Your Rights and Duties as a LASERS Member

Your Rights as a LASERS Member

As a member of the Louisiana State Employees' Retirement System, you have certain rights and protections. All members are entitled to:

- Examine applicable retirement plan documents, such as annual reports, without charge in LASERS offices.
- Obtain copies of plan documents and other plan information upon written request to the Executive Director. Reasonable charges will be made for making copies.
- Receive a copy of LASERS annual financial summary called *Summary Annual Report*.
- Receive the System's quarterly newsletter, *LASERS BEAM*.
- Obtain a statement of your earliest retirement date, and an estimate of your benefits. Estimates are made no earlier than 18 months prior to retirement. Please submit Form 5-01, *Request for Retirement Benefit Estimate*.
- Make an appointment to meet with a LASERS Retirement Benefits Analyst.

Garnishment

A member of LASERS who is convicted of a felony offense related to their office that occurred on or after July 1, 2010, may have their pension garnished.

Falsification of Records

State law penalizes anyone who attempts or assists in an attempt to defraud LASERS. Whoever knowingly makes false statements, falsifies, or permits to be falsified any record(s) in an attempt to defraud LASERS shall be fined not more than \$500.00, imprisoned not more than six months, or both.

LASERS Contact Information

You may contact LASERS at the following numbers:

Baton Rouge area:	225.922.0600 / Toll free: 800.256.3000
Physical Address:	8401 United Plaza Boulevard, First Floor, Baton Rouge, LA 70804
Mailing Address:	P. O. Box 44213, Baton Rouge, LA 70804-4213

Directions to LASERS

LASERS is located in Baton Rouge at 8401 United Plaza Boulevard, which is just off of Essen Lane between the I-12 and I-10 interstates. United Plaza Boulevard is a U-shaped street intersecting Essen Lane in two places. Both intersections have a traffic light, however, we are most easily accessed by turning onto United Plaza at the intersection nearest I-12. LASERS is located in the Louisiana Retirement System Building, which is the first building on the left from that intersection. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

LASERS

Contact Information

Location: 8401 United Plaza Blvd. • Baton Rouge, LA 70809

Mail: P.O. Box 44213 • Baton Rouge, LA 70804-4213

Phone: (toll-free) 800.256.3000 • (local) 225.922.0600

Web: www.lasersonline.org

The Louisiana State Employees' Retirement System (LASERS) distributed
this document digitally. No publication costs were incurred.