

Member Handbook

Regular Plan & Plan B

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How does my TRSL retirement plan work?

With TRSL, you have a defined benefit retirement plan, often called a pension.

Your TRSL benefit is paid to you for your entire life, and is calculated using three factors:

1. your years of TRSL service credit,
2. your final average compensation (FAC), and
3. a benefit factor (2.0% or 2.5%).

These three factors, multiplied together, total the maximum TRSL benefit that you are eligible to receive.

Your retirement income from TRSL is based on these factors, not on how much you contribute to your retirement or the balance in a retirement account.

How is my retirement funded?

Your retirement is funded by a percentage of your salary and contributions from your employer. Employee and employer contributions are transferred to TRSL and maintained in a trust fund. TRSL pools and invests the contributions. These contributions and the interest earned on TRSL investments pay for your future lifetime retirement benefits.

Most TRSL members do not participate in Social Security, which often makes TRSL their primary source of retirement income.

How much do I contribute to my TRSL retirement?

TRSL administers two retirement plans. Employee contribution rates for each plan are as follows:

- **REGULAR PLAN** – 8.0% of salary
- **PLAN B** – 5.0% of salary (also participates in Social Security)

What TRSL retirement plan am I in?

The plan you are in is determined by your position (and sometimes, where you are employed). Most TRSL members belong to the Regular Plan.

REGULAR PLAN includes most TRSL members, including teachers, administrators, etc.

PLAN B includes school food service employees in the following parishes: Allen, Assumption, Avoyelles, Cameron, Catahoula, Concordia, DeSoto, East Feliciana, Jefferson, Jefferson Davis, Lafayette, LaSalle, Morehouse, Orleans, Red River, St. Helena, St. John the Baptist, St. Mary, Washington, and West Feliciana. These members also participate in Social Security.

Each plan has slight differences in retirement eligibility requirements, employee contribution rates, and benefit computation methods.

Unsure which plan you're in? Log into your Member Access account through our website. If you aren't registered for Member Access, visit www.TRSL.org and click on the Member Access link. Follow the easy instructions to complete a one-time registration.

NOTE: Since 1983, another retirement plan administered by TRSL (School Lunch Plan A) has been closed and has stopped enrolling new members. Please contact TRSL for information about Plan A.



Optional Programs

Several optional programs are available that can help you attain your financial goals: the Deferred Retirement Option Plan (DROP), the Initial Lump-Sum Benefit (ILSB), and for unclassified employees in higher education, the Optional Retirement Plan (ORP).

It is important to review these programs to see if they are right for you and whether you meet eligibility requirements. For more information, visit www.TRSL.org.

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 state law, you can elect to retain membership in TRSL if you meet all of these criteria:

- You have a minimum of five years of TRSL service credit.
- Your new position is with a Louisiana public agency and is not covered by the Parochial Employees' Retirement System of Louisiana or the Clerks' of Court Retirement and Relief Fund.

If you decide to remain in TRSL instead of joining another retirement system, you must make an irrevocable election to retain your TRSL membership within 60 days of your new employment. *Election to Retain Membership* (Form 2R) should be completed and submitted to TRSL.

Why retain TRSL 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 instead of retaining membership in TRSL, you will become a new member of that 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 would make you eligible for membership in another Louisiana public retirement system, we urge you to contact TRSL. You may be eligible to retain your TRSL membership if you meet the criteria above.



What will my monthly retirement benefit be?

Your lifetime retirement benefit is calculated using a formula set by state law. This formula calculates the maximum monthly retirement benefit for which you are eligible, and is based upon three factors: (1) your TRSL service credit, (2) final average compensation (FAC), and (3) a benefit factor of 2.0% or 2.5%.

BENEFIT FORMULA	EXAMPLE
Years of Service Credit	30 Years
×	×
Final Average Compensation (FAC)	\$48,000 FAC
×	×
Benefit Factor (2.0% or 2.5%)	2.5% Benefit Factor
=	=
Maximum Retirement Benefit	\$36,000 (\$3,000/month)

What is service credit?

Service credit is the amount of time you work and contribute to TRSL. It can also include any of your unused sick and/or annual leave. TRSL converts your unused sick and/or annual leave to service credit at the time you retire. **These types of leave cannot be used to attain eligibility for retirement.**

How does TRSL use service credit?

TRSL uses service credit for two purposes: (1) to determine when you are eligible to retire, and (2) to calculate your retirement benefit.

For many members, the amount of service credit they have for retirement eligibility and benefit computation is the same. For some, however, the amounts may be different. This can happen when a member works part-time or takes sabbatical leave.

You can see how much service credit you have for retirement eligibility and benefit computation purposes by reviewing your TRSL account online through Member Access at www.TRSL.org.

How do I earn service credit?

- You earn one year of service credit for each full year worked.
- You cannot earn more than one year of service credit in a 12-month period that begins July 1 and ends June 30.
- If you do not work a full year, your service credit for that year will likely be based on a percentage of the actual salary paid to you, divided by what you would have earned if you had worked the full year.
- In most cases, if you go on leave without pay (LWOP), you will not earn a full year of service credit.
- You can increase your service credit through a purchase, transfer, or reciprocal recognition agreement. For more information about purchasing service credit, see our handbook *Purchases and Transfers of Service Credit*, available at www.TRSL.org.

What if I work part time?

Members with part-time or sabbatical service credit may receive full credit for retirement eligibility purposes, but only partial service credit for benefit computation purposes. These members may find they are eligible for retirement or DROP participation earlier than expected, but their benefits may be less than anticipated.

Members with part-time service or sabbatical leave (especially those nearing retirement or DROP participation eligibility) should contact TRSL to have their records verified.

What is final average compensation (FAC)?

The FAC is the average of your highest years of salary consecutively earned. TRSL looks at your entire salary history to find the three or five years of highest consecutive earnings to calculate your FAC, based upon when you first became a member of one of Louisiana's four state public retirement systems: TRSL, State Employees, School Employees, or State Police.

- **Three-year FAC:** Used for individuals who first joined one of the four state retirement systems *prior to* January 1, 2011
- **Five-year FAC:** Used for individuals who first joined one of the four state retirement systems *on or after* January 1, 2011

State law places a 10% or 15% salary cap in each of the years used to determine your FAC.

- **10% salary cap:** Used for individuals who first joined one of the four state retirement systems **prior to** January 1, 2011
- **15% salary cap:** Used for individuals who first joined one of the four state retirement systems **on or after** January 1, 2011

The salary cap does not apply to salary increases that result from legislative acts (state raises) or system-wide raises for cities, parishes, and colleges or universities.

To test for a cap on salary increases in the first year of earnings, TRSL requires a base year of salary. The base year is the year immediately preceding your 3 or 5 highest years of salary consecutively earned.

NOTE: There is also a 25% limit on salary increases for the 12 months during which a classroom teacher changes employment to that of a classroom teacher in another parish.

Does overtime count toward my FAC?

Yes, it does. Overtime is considered a part of your salary for retirement purposes. This includes differential pay, contract pay, and grants paid to a TRSL member, unless those earnings are received because of employment normally eligible for a different retirement system.

What is a benefit factor?

This is a percentage used to calculate your retirement benefit. Your retirement plan and the date you joined TRSL determine which benefit factor will be used to compute your retirement benefit.

Retirement Plan	Benefit Factor
Regular Plan: <i>Joined prior to July 1, 1999*</i>	2.0% or 2.5%
Regular Plan: <i>Joined on or after July 1, 1999</i>	2.5%
Plan B	2.0%

**For Regular Plan members who joined TRSL prior to July 1, 1999, the benefit factor (2.0% or 2.5%) is determined by age and years of service.*

NOTE: DROP/ILSB benefit factors and eligibility may differ. See our DROP Handbook and ILSB brochure for more information.

Choosing a retirement option

Once you've calculated the maximum retirement benefit to which you are eligible, you will need to decide how much you and your beneficiary (if you choose) will receive each month. This is done by selecting a retirement option.

When you enter DROP or retire, you will select on a notarized affidavit one retirement option from among eight different options. The following tables list each retirement option and the benefit information for you and your beneficiary(ies).

Retirement Option	Member Benefit	Beneficiary Benefit
Maximum Option	Member receives largest monthly benefit possible (maximum benefit).	None

Maximum Option conditions: All monthly benefits cease at member's death. Only the amount of member contributions that have not been paid out in monthly benefits or in DROP deposits and interest is due the member's estate.

Option 1	Member receives a monthly benefit slightly less than Maximum Option. Age at retirement is one of the factors upon which the reduction is based.	More than one beneficiary can be designated, and can be changed at any time by member/retiree.
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Option 1 conditions: Beneficiary receives remaining balance of member's contributions (if any) in one lump-sum payment. Option 1 cannot be selected if member participates in Initial Lump-Sum Benefit (ILSB).

Under the next six benefit options, only one beneficiary can be named and that beneficiary can never be changed, even if the beneficiary dies before the member. These options provide a retirement benefit that is actuarially reduced from the Maximum Option benefit. Reductions are based on your age at retirement and the age of your named beneficiary.

Retirement Option	Member Benefit	Beneficiary Benefit
Option 2	Member receives an actuarially reduced monthly benefit.	Beneficiary receives same lifetime benefit member received.
Option 2A (Pop Up)*	Member receives a monthly benefit slightly less than Option 2.	Beneficiary receives same lifetime benefit member received.
Option 3	Member receives a monthly benefit greater than Option 2 or 2A benefit.	Beneficiary receives lifetime benefit equal to ½ of benefit amount member received.
Option 3A (Pop Up)*	Member receives a monthly benefit greater than Option 2 or 2A benefit but less than Option 3 benefit.	Beneficiary receives lifetime benefit equal to ½ of benefit amount member received.
Option 4	Member receives a reduced monthly benefit based upon amount member designates for beneficiary.	Beneficiary receives lifetime benefit designated by member, not to exceed the Option 2 benefit amount.
Option 4A (Pop Up)*	Member receives a reduced monthly benefit based upon amount member designates for beneficiary.	Beneficiary receives lifetime benefit designated by member, but not to exceed the Option 2 benefit amount.

***Pop Up Option conditions:** *If beneficiary dies before member, the member's benefit "pops up" to Maximum Option. However, a new beneficiary cannot be named.*

Annual COLA Option (ACO): An additional retirement option provides a retiring member a self-funded, guaranteed annual 2.5% cost-of-living adjustment (COLA) by accepting an actuarially reduced retirement benefit. For more information, see our brochure *Annual COLA Option (ACO)* at www.TRS�.org.

When can I retire?

TRSL members must meet certain age and service credit requirements to retire. Eligibility requirements are based upon the plan you are in and when you first became a member of one of Louisiana's four state public retirement systems: TRSL, State Employees, School Employees, or State Police.

DROP/ILSB benefit factors and eligibility may differ. Please see our DROP Handbook and ILSB brochure for more information.

REGULAR PLAN: Retirement eligibility

In the TRSL Regular Plan, eligibility for retirement is determined by the date you joined TRSL. Refer to the membership dates below to find the retirement eligibility criteria that apply to you.

Membership prior to July 1, 1999

2.0% benefit factor	<ul style="list-style-type: none">• At least age 60 with at least 5 years of service credit*, or• Any age with at least 20 years of service credit*
2.5% benefit factor	<ul style="list-style-type: none">• At least age 65 with at least 20 years of service credit**, or• At least age 55 with at least 25 years of service credit, or• Any age with at least 30 years of service credit

Membership between July 1, 1999 - December 31, 2010

2.5% benefit factor	<ul style="list-style-type: none">• At least age 60 with at least 5 years of service credit*, or• At least age 55 with at least 25 years of service credit, or• Any age with at least 20 years of service credit* (actuarially reduced), or• Any age with at least 30 years of service credit
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Membership between January 1, 2011 - June 30, 2015

2.5% benefit factor	<ul style="list-style-type: none">• At least age 60 with at least 5 years of service credit*, or• Any age with at least 20 years of service credit* (actuarially reduced)
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Membership on or after July 1, 2015

2.5% benefit factor	<ul style="list-style-type: none">• At least age 62 with at least 5 years of service credit*, or• Any age with at least 20 years of service credit* (actuarially reduced)
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*Excludes military service purchased after September 10, 1982

**Excludes any military service

What does actuarially reduced mean?

Retiring with 20 years of service credit is considered an early retirement. Therefore, the retirement benefit is reduced based upon the number of years it would have taken you to reach the next retirement eligibility criteria (regular retirement). The greater the number of years to regular retirement, the greater the actuarial reduction will be.

NOTE: Early retirement for those who joined TRSL prior to July 1, 1999, is calculated with a lower 2.0% benefit factor.



PLAN B: Retirement eligibility

Plan B includes school food service employees who work in the parishes listed below. Plan B members also participate in Social Security.

Retirement eligibility for Plan B is determined by the date you joined TRSL. Refer to the membership dates below to find the retirement eligibility criteria that apply to you.

Membership prior to July 1, 2015

**2.0%
benefit
factor**

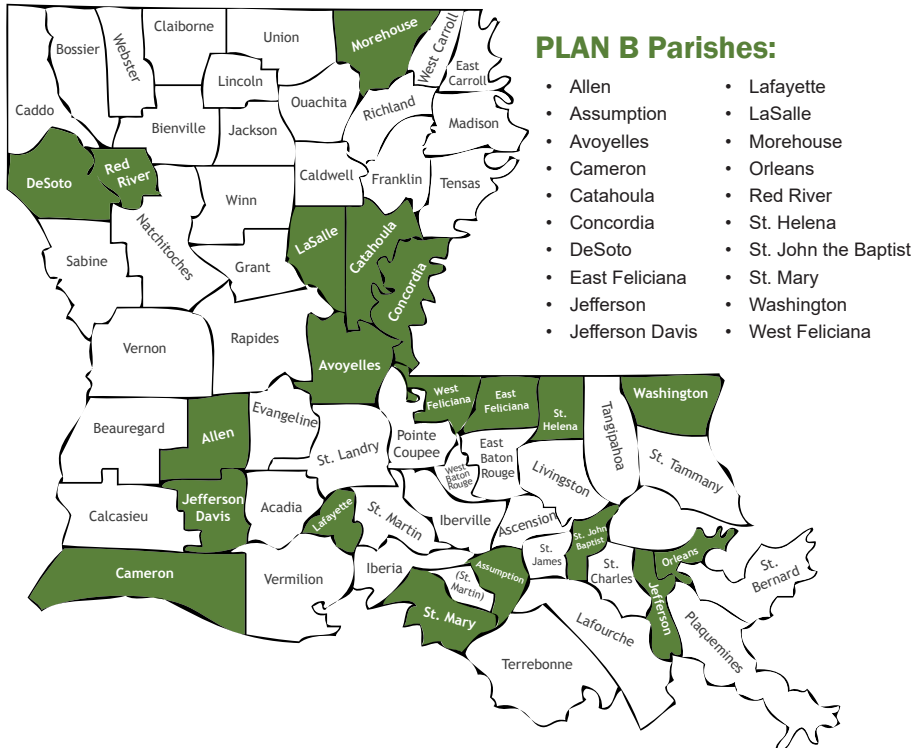
- At least age 60 with at least 5 years of service credit*, or
- At least age 55 with at least 30 years of service credit

Membership on or after July 1, 2015

**2.0%
benefit
factor**

- At least age 62 with at least 5 years of service credit*, or
- Any age with at least 20 years of service credit*, (actuarially reduced)

**Excludes military service purchased after September 10, 1982*



How do I apply for retirement?

You can apply for retirement as early as six months before your desired date of retirement. Please complete all purchases, transfers, and reciprocals of service credit before your retirement date. (See our handbook, *Purchases and Transfers of Service Credit*, for more information about purchasing or transferring service credit.)

Apply online!

The easiest way to apply for retirement is online through TRSL's Member Access. If you aren't registered for Member Access, visit www.TRSL.org and follow the easy instructions.

Or complete and submit the following forms:

- *Application for Service Retirement, ILSB, or DROP* (Form 11)
- *Direct Deposit of Benefits* (Form 15D)

Copies of other documents you'll need to submit (Please do not submit originals. TRSL will notify you if an original or certified copy of a legal document is needed.):

- Social Security cards (member and beneficiary/ies)
- Birth certificates (member and beneficiary/ies)
- Marriage license to current spouse
- Death certificate, if spouse is deceased
- Divorce decree or judgment of separation (including community property settlement), if member is divorced, legally separated, or remarried

For a list of other acceptable records in place of a birth certificate, refer to the *Retirement Application Checklist* in the "Brochures" section of www.TRSL.org. Go to the page entitled "Date-of-Birth Verification Documents."



REMEMBER: Write your name and full Social Security number on each document you submit to TRSL.

If you meet eligibility requirements for retirement, TRSL will send you an *Affidavit of Retirement Option Election* (Form 11E or Form 11E-5) so you can select a retirement option.

TRSL recommends that you coordinate your retirement date with your employer and inform TRSL of any change before cashing or depositing a retirement benefit check. Once you cash or deposit (includes direct deposit) a benefit check, you are retired as of the effective date of the retirement application, and the retirement cannot be canceled.

When will I get my first retirement check?

By law, TRSL can issue your initial retirement payment only after a minimum 30-day waiting period from the date of your retirement.

Retirement benefit payments, including estimated benefit payments, are made on the first of each month, pending completion of the minimum 30-day waiting period. The first retirement payment will be a paper check that will be mailed to your home address. State law requires TRSL to make subsequent payments by direct deposit.

Your monthly retirement payments are based on the retirement option you choose. See pages 8-9 for information about benefit options.

EXAMPLE: If your retirement date is June 6, the benefit can be set up for the August 1 payroll as long as TRSL receives the necessary forms by the first week of July.

What is an estimated benefit payment?

Estimated benefit payments are payments you will receive from TRSL until your employer verifies all of the information TRSL needs to calculate your retirement benefit, including unused sick and annual leave. These payments are calculated based on information TRSL currently has on file, which is subject to change as determined by your employer.

Until TRSL receives verification from your employer, you will receive monthly estimated benefit payments. TRSL generally begins paying estimated benefits after the retirement option affidavit and the *Direct Deposit of Benefits* (Form 15D) have been returned to TRSL.

When will my benefit be finalized?

TRSL will finalize your benefit once all required information is received from you and your employer(s). Until that time, you will receive an estimated benefit.

Other information about estimated benefit payments:

- Once your benefit is finalized, TRSL will retroactively pay you additional retirement benefits due, if any, going back to your date of retirement.
- Retroactive payments are paid in the month the final benefit is calculated, prior to the finalized benefit being issued.

When will I have access to my retirement benefits made by direct deposit?

Benefits are deposited directly into your checking or savings account on the first of the month. However, when the first of the month falls on a weekend or a holiday, some financial institutions post the deposit to your account the next business day.

Changing banks? To change your banking institution and/or account information, submit a new direct deposit form (Form 15D) with your new financial institution's information. Be sure to complete the appropriate form for your deposit. Direct deposit forms are available at www.TRSL.org on our "Forms" web page.

How do I cancel my retirement application?

You can cancel your retirement application by sending TRSL a signed and dated written request by mail or fax.

Remember, once a retirement benefit payment has been cashed (or direct deposited), you are considered retired and cannot cancel your retirement application or change your retirement date.





What happens to my sick & annual leave?

Sick leave

Sick leave is a benefit of employment, and is subject to the authority of your employing agency. However, unused sick leave is an important part of your retirement because it can increase your monthly benefit when converted to service credit.

TRSL converts your unused sick leave to service credit after you have submitted an official application for retirement and your final benefit is calculated. For more information, see our brochure *Sick Leave & Conversion to Service Credit* at www.TRSL.org.

What you should know about sick leave:

- Unused sick leave cannot be used to attain eligibility for retirement. Eligibility must first be attained; then unused sick leave credit is used to calculate the final amount of your retirement benefit.
- The amount of unused sick leave that can be used to compute your benefit depends on when the sick leave was earned. Different laws govern sick leave credit earned on or before June 30, 1988; earned between July 1, 1988 and June 30, 1990; and earned on or after July 1, 1990.
- The amount of sick leave that an employer allows a member to accumulate may be different from the amount state law will allow for retirement benefit computation credit.
- At its discretion, your employer may pay you up to 25 days of unused sick leave at your daily rate of pay upon retiring or entering DROP.

Annual leave

For state employees

Employees of Louisiana state agencies, colleges, universities, community colleges, and technical colleges may receive credit for unused annual leave at no cost, with certain restrictions.

The formula for computing unused annual leave is as follows: divide the annual leave days remaining by the days of the contract to determine the percentage of the year for retirement credit.

Unused annual leave can be converted to service credit for use in computing your retirement benefit; it cannot be used to attain retirement eligibility.

What you should know about annual leave:

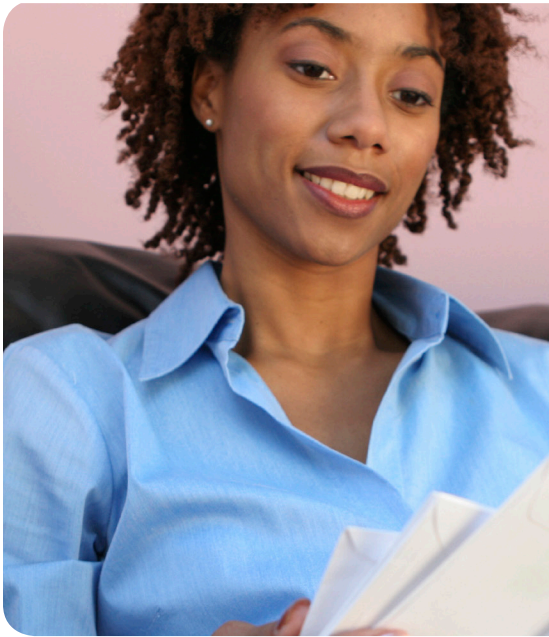
- Members who were first eligible to retire after June 30, 1990, can convert unused annual leave earned after that date to service credit by purchasing the leave at actuarial cost.
- For a member to obtain credit for unused annual leave, TRSL must receive official certification of the member's accrued annual leave for which an attendance record was maintained by the employer.
- Members who earn annual leave (usually 12-month employees) are usually paid for 300 hours or 37.5 days of annual leave by their employers upon termination of employment. The number of days for which a member is paid is deducted from the number of days certified as unused by the employer.

For school board employees

Employees of school boards are eligible to receive credit for unused annual leave if it is purchased at actuarial cost. This leave must have accrued under established leave regulations, and an employee attendance record must have been maintained by the employer.

School board employees are eligible to purchase unused annual leave for which they are not entitled to payment.

At its discretion, the employer can pay up to 50% of the purchase price to convert unused annual leave to service credit. However, if the employer makes such a payment for one employee, it must do the same for all employees.



How do I get an estimate?

Log in to TRSL's secure Member Access. Use the retirement calculators, pre-loaded with your information, to get a benefit estimate.

Or, complete and submit to TRSL a *Benefit Estimate Request* (Form 10), available at www.TRSL.org.

How can I view or update my account information?

The easiest and most convenient way to see your TRSL account information is through TRSL's secure Member Access.

If you haven't registered for Member Access, visit www.TRSL.org and follow the easy registration instructions.

Working members

- View annual member statements
- Estimate your benefit with calculators that load your account information
- Update your name
- Update your mailing address
- Update your email address
- Apply for retirement

Retired members

- View your benefit history
- View and print your 1099-R tax document
- Update your email address
- Change your federal income tax withholding

www.TRSL.org

What is an annual member statement?

Member statements detail the salaries, contributions, and service credit reported by your employer(s) as well as your accumulated funds and total service credit for the most recently completed fiscal year. Member statements for the most recent fiscal year are available for viewing online through Member Access in August.

For members with at least five years of TRSL service credit, the statement may also contain a retirement benefit estimate based upon employment information on record. Your current beneficiary designation and your home address as last reported to TRSL are also listed on the statement.

What do I do if my member statement is incorrect?

Check your statement carefully. Contact your employer if you believe the information on your statement is inaccurate. An uncorrected error could affect your future retirement benefit. Ask your employer to submit corrections to TRSL and contact TRSL about any problem that cannot be resolved by your employer.

Correction of errors

Your employer has three years to correct any errors in salary reported to TRSL by paying the correct amount of employee and employer contributions plus interest. So it's important to notify them as soon as you notice any discrepancies in salary, service credit, or contributions.

For any corrections to earnings or salary made more than three years after a contribution report is due, TRSL will require that the actuarial cost of the service credit be paid by the responsible parties (you and/or your employer).

Appeals

You can file an appeal if you feel your rights under state law and/or the policies of TRSL have been violated. It is the duty of the TRSL Board of Trustees to hear such appeals and issue timely written decisions in these cases.

Appeals can be made in writing to:

**TRSL Board of Trustees
P.O. Box 94123
Baton Rouge, LA 70804-9123**

REGULAR PLAN

KEY PLAN PROVISIONS

Membership	Most TRSL members are in the Regular Plan which includes those employed in any of the classifications defined by law as a “teacher.”
Contribution Rate	8.0% of salary
Retirement Eligibility (see page 10)	<p>There are different eligibility requirements for members who joined TRSL:</p> <ul style="list-style-type: none">• prior to July 1, 1999;• between July 1, 1999 - December 31, 2010;• between January 1, 2011 - June 30, 2015; and• on or after July 1, 2015.
Benefit Formula (see page 10)	$\begin{array}{c} \text{Years of service} \\ \times \\ \text{final average compensation (FAC)} \\ \times \\ \text{benefit factor (2.0\% or 2.5\%)} \end{array}$
Disability Retirement	Members can apply for disability retirement if they acquire a permanent disability while actively employed and meet all eligibility requirements. See our <i>TRSL Disability Retirement</i> handbook for more information.
Survivor Benefit	The spouse and minor children of a member may be eligible for survivor benefits if the member dies while actively employed and had at least five years of TRSL service credit. See our handbook, <i>Death and Survivor Benefits</i> .

PLAN B

KEY PLAN PROVISIONS

Membership	Includes school food service employees who work in the 20 parishes that have not withdrawn from Social Security coverage. See page 12 for a list of Plan B parishes.
Contribution Rate	5.0% of salary. Plan B members also contribute to the old-age portion of Social Security and become eligible for unreduced Social Security benefits when reaching the required age for Social Security retirement.
Retirement Eligibility (see page 12)	There are different eligibility requirements for members who joined TRSL: <ul style="list-style-type: none">• prior to July 1, 2015• on or after July 1, 2015.
Benefit Formula	$\begin{array}{c} \text{Years of service} \\ \times \\ \text{final average compensation (FAC)} \\ \times \\ 2.0\% \text{ benefit factor} \end{array}$
Disability Retirement	Members can apply for disability retirement if they acquire a permanent disability while actively employed and meet all eligibility requirements. See our <i>TRSL Disability Retirement</i> handbook for more information.
Survivor Benefit	The spouse of a member may be eligible to receive survivor benefits if the member dies while actively employed and had at least 20 years of TRSL service credit. Social Security pays minor child benefits. See our handbook, <i>Death and Survivor Benefits</i> .

Prepare NOW for retirement LATER:

Register for Member Access

- Check your personal account information for accuracy.
- Get an estimate of your TRSL benefit.
- Use self-service features to update your address and apply for retirement.

Keep your personal information current

- **Name change** (Active members): *Active Member Name Change Request* (Form 2NC)
- **Address Change:**
 - » **Active members:** *Active Member Change of Address Authorization* (Form 2AC)
 - » **Retirees, survivors, and beneficiaries:** *Retiree Change of Address Authorization* (Form 15C)

Keep your beneficiary information current

- **Active members:** *Beneficiary Designation* (Form 3)
- **Retirees** (Option 1 retirees only): *Change of Beneficiary for Option 1 Retiree* (Form 3A)

Submit required documents

- If you're near retirement, submit birth certificates, Social Security cards, and divorce documents now, so we'll already have them when you're ready to go.

Register for a TRSL workshop or webinar

- Register at www.TRSL.org. Find out about your retirement. Get your questions answered.

Find us online

- Our website, www.TRSL.org, has tons of information, brochures, and forms that will guide you through the retirement process.
- **Email:** web.master@trsl.org
- **Facebook:** *Teachers' Retirement System of Louisiana*
- **Twitter:** [@TRSLonline](https://twitter.com/TRSLonline)

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This is an electronic document. The Teachers' Retirement System of Louisiana did not incur any printing costs.

Questions about your retirement?

We're here to help!

Physical address:

8401 United Plaza Blvd, Ste 300
Baton Rouge LA 70809-7017

Mailing address:

PO Box 94123
Baton Rouge LA 70804-9123

Telephone: 225-925-6446

Toll free (outside Baton Rouge area):
1-877-ASK-TRSL (1-877-275-8775)

Email: web.master@trsl.org

Web: www.TRSL.org

Facebook: facebook.com/TRSLonline

Twitter: [@TRSLonline](https://twitter.com/TRSLonline)

