



LSPRS-PP54

BENEFIT ESTIMATE REQUESTS

To provide for a level of uniformity, consistency and achieve reasonable turnaround time, Active Employees, who are within two years of retirement eligibility, may request up to, but not more than, two Retirement Benefit Estimates, within a rolling twelve-month period. The Retirement Benefit Estimate will be calculated for a future retirement date, not being more than three years from the date of the request. All salary, leave balances, and leave without pay information will be obtained from DPS. LSPRS will not use projected or assume pay increases or leave balances. Actual pay, leave, and employment related information will be reported to LSPRS by DPS and/or State Payroll.

LSPRS provides an online retirement benefit estimate calculator that may be used by all parties, it is available at: <http://lsprs.org/benefit-calculator/>. The calculator may be used in conjunction with the Retirement Benefit Estimate obtained from the Retirement System to assist in retirement planning.

Summary:

- Active Employee must be within two years of retirement eligibility
- No more than two benefit estimate retirement dates within a rolling 12-month period
- The future retirement date may not exceed three years from date of request
- LSPRS will use current leave balances
- LSPRS will use current salary data from DPS, not incorporating projected or assumed salary increases

Authorized By: 

Kevin P. Reed, Executive Director

Date: January 24, 2020

Approved: Pursuant to LSPRS PP50, Amendments, the Executive Director elects to amend the Office Policy and Procedure Manual to include the above LSPRS PP54, Benefit Estimates Request. Also, in compliance with LSPRS PP50 the Assistant Director confirms in writing that this policy is reasonable and in compliance with law.


Kimberly A. Gann, Assistant Director

Submitted/Approved by the Board of Trustees on February 18, 2020 in compliance with LSPRS PP50 which states *"The Amendment shall continue in full force and effect provided it is submitted for review and approval to the Board and the Board has not rejected it within the following twelve-month period."*

Retirement Benefit Estimate Request

Name: _____ **Date of Request:** _____
(Please Print Name)

Within a rolling 12-month period, you may request estimates for up to two proposed retirement dates.

Do you intend to take terminal leave* prior to retirement? Yes No

***Please note that terminal leave is approved by DPS and your LSP command staff. You must follow LSP's policy regarding terminal leave. Please consult with your supervisor regarding your specific intent, your intended dates, and approval of your terminal leave.**

First Proposed Retirement Date

Retirement Date (COB): _____

Retirement Types

(Please check which types of estimates you would like; you may choose more than one.)

- Regular
- IBO (Initial Benefit Option)
- BackDROP – 1 Year
- BackDROP – 2 Years
- BackDROP – 3 Years

For terminal leave, state intended dates:

From _____

through _____

Second Proposed Retirement Date

Retirement Date (COB): _____

Retirement Types

(Please check which types of estimates you would like; you may choose more than one.)

- Regular
- IBO (Initial Benefit Option)
- BackDROP – 1 Year
- BackDROP – 2 Years
- BackDROP – 3 Years

For terminal leave, state intended dates:

From _____

through _____

Please provide contact information:

Email Address: _____
(where to send estimate)

Phone Number: _____

Estimates will be provided to the email address indicated on this form. Expect your estimate from 2 to 4 weeks after request is received. Your completed form may be emailed to info@lsprs.org.