

## INSTRUCTIONS

Use this form if you wish to authorize a trusted person to manage your TRSL affairs on your behalf.

To establish a new power of attorney, complete all three sections. Print in ink or type all entries except signatures. You, the principal, must sign section 2 in ink before a Notary Public. TRSL cannot accept a Form 02-15PA in which your agent signs section 2 on your behalf. Your agent must sign section 3 in ink before a Notary Public.

If you wish to submit an existing power of attorney instead, TRSL must receive either an original, or a true copy, or a certified copy of the existing power of attorney. In this case, complete sections 1 and 3, leaving section 2 blank. Your agent must sign section 3 in ink before a Notary Public. Your trusted person cannot accept the appointment before you appoint him or her as your agent.

It is advisable to verify commission of your Notary Public before signing the forms.

## FREQUENTLY ASKED QUESTIONS

### What is a true copy of a power of attorney?

A true copy is a copy certified by the same notary public before whom it was originally executed.

### What is a certified copy of a power of attorney?

A certified copy is a copy that is certified by a clerk of court when you file the original with the court.

### What if I want to appoint more than one agent?

If you want to appoint more than one agent, separate forms must be submitted for each agent. In this case, each agent will be authorized to act independently from other agents.

### May I sign documents and conduct TRSL business myself if I have appointed an agent?

You may sign TRSL documents yourself even after appointing an agent.

### May I revoke a power of attorney?

You may revoke a power of attorney in writing. However, a new power of attorney does not automatically revoke previous ones.



# Power of Attorney and Agent's Affidavit of Acceptance

**02-15PA**  
rev. 04/23

**HOW TO SUBMIT:**

**DROP OFF or MAIL**  
8401 United Plaza Blvd, Ste 300  
Baton Rouge LA 70809

**Submit ORIGINAL form ONLY.**  
**No copies, faxes, or scans accepted.**

## Section 1 Retiree/Member/Beneficiary/Survivor (PRINCIPAL) information

Name: Last, first, MI, suffix (Jr., III, etc.)	Social Security number (###-##-####)
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## Section 2 - Affidavit designating new power of attorney

State of \_\_\_\_\_ Parish/County of \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared the above-named Principal to me well known, who declared that he/she does appoint \_\_\_\_\_, a resident of \_\_\_\_\_ Parish/County, state of \_\_\_\_\_, as his/her agent and attorney-in-fact to act in his/her name, place, and stead in the matter to conduct, manage, and transact all and singular his/her affairs, business, concerns, and matters relative to payments disbursed to him/her by the Teachers' Retirement System of Louisiana.

Principal's signature (DO NOT PRINT OR TYPE)	Daytime telephone (include area code)
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SWORN TO AND SUBSCRIBED before me, Notary Public in and for the parish/country and state aforesaid, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public identification/Bar roll number	Notary Public name (print)	Notary Public (signature)
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## Section 3 Agent's affidavit accepting existing power of attorney

State of \_\_\_\_\_ Parish/County of \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared \_\_\_\_\_, who accepts the authority given in the power of attorney for the above-named Principal, understands that this power of attorney ceases at the death of the Principal, and accepts full responsibility for notifying TRSL of the death of the Principal and returning any checks to TRSL that were received after the death of the Principal.

Agent's name: Last, first, MI, suffix (Jr., III, etc.)		Agent's Social Security number (###-##-####)
Street / PO box		City, state, zip
Daytime telephone (include area code)	Email address	Relationship to Principal
Agent's signature (DO NOT PRINT OR TYPE)		Date signed (mm/dd/yyyy)

SWORN TO AND SUBSCRIBED before me, Notary Public in and for the parish/country and state aforesaid, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public identification/Bar roll number	Notary Public name (print)	Notary Public (signature)
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