



Members who have reached eligibility for disability retirement (see *TRSL Disability Retirement* brochure for eligibility requirement details) can apply for disability retirement. To apply for disability retirement, submit a completed *Application for Disability Retirement (Form 12)*. It is the applicant's responsibility to ensure that all required documents are submitted to TRSL.

What you need to do (write your Social Security number on each document):

- Complete the *Application for Disability Retirement (Form 12)*.
- Attach medical documentation:
 - *Disability Report by Supervisor (Form 12A)*
 - *Physician's Report of Disabling Condition (Form 12C)* — for every doctor listed on Form 12 and every referral doctor listed on every Form 12C
- Attach copies of any additional medical records supporting the disability claim.
- Attach copy of your job description or job standards.
- Attach copies of Social Security (SS) cards, as issued by the Social Security Administration, birth certificates for you, your spouse, each minor or other eligible children, all named beneficiaries, and death certificate of spouse (if applicable). *Your estimated benefits will not be processed until we receive a copy of your SS card.*
- Attach a certified copy of all divorce judgments, judgments of termination of community property, or judgments of separation of property. Also, include a certified copy of all domestic relations orders or judgments of community partition, if applicable.
- Have employer certify all questionable years and sick leave used (via online update processes).
- Contact other state retirement system if you have a reciprocal agreement.

If you are approved by the State Medical Disability Board:

- Submit a completed *Authorization for Direct Deposit (Form 15D)* directly to TRSL. (*Your first retirement benefit payment is a paper check and will be mailed to your home address.*)
- Submit a completed W4-P federal withholding form directly to TRSL.
- Discuss with your employer: resignation, insurance deductions, payment of unused leave.

What your employer needs to do:

After your employment ends, your employer will need to submit the following:

- Agency Certification (Form 11B)* — after termination
- Certification of ANNUAL LEAVE, if applicable — can be submitted anytime online
- Certification of QUESTIONABLE YEARS — can be submitted anytime online
- Certification of SICK LEAVE — can be submitted anytime online

Additional forms that may be needed:

Additional forms to be completed and attached to *Application for Disability Retirement (Form 12)*, if applicable.

- Statement of Dependent's Marital Status (Form 13M)*, if applicable, to receive additional benefit for having a minor child
- Student Attendance Certification (Form 13C)*, if applicable, to receive additional benefit for having a minor child
- Notification of Workers' Compensation benefits from Workers' Compensation provider. Louisiana Revised Statutes 11:221 mandates the offset of disability benefits for persons receiving Workers' Compensation benefits.

Date-of-birth verification documents on reverse side.



Verification of your date of birth, as well as that of your spouse and/or beneficiary, is required as part of your application for retirement. The best evidence is either:

1. A birth certificate or hospital birth record established during the first few years of life and certified by the custodian of the record, or
2. A church baptismal record established during the first few years of life that shows the date of birth.

If you do not have either of these records in your possession, try to obtain one. If a church record was made of your birth or baptism, it is probably still on file at the church. If you cannot obtain one of the documents listed above, furnish at least two of the documents listed below. Try to obtain a record that was established early in life. Additional evidence of age may be requested if the documents you submit are not sufficient.

1. A school record of enrollment in two different schools on dates at least five years apart should be acceptable as two different records. Records must be signed by the principal of the school or superintendent of schools. Records are not acceptable if signed by a teacher.
2. A state or federal census record (established near your date of birth)
3. A statement showing the date of birth signed by the physician or midwife who was in attendance at the birth
4. A notarized copy of the birth entry in a family Bible
5. An insurance policy that shows age or date of birth
6. Marriage record that shows age at the time of marriage and the year it took place. This record must be at least 20 years old.
7. A passport
8. Certified military service record
9. A child's birth certificate that shows age of parent(s)
10. A record from the Social Security Administration verifying date of birth
11. Any dated legal document, at least 20 years old, that gives the individual's age or date of birth. Acceptance is subject to approval of the Board of Trustees of the Teachers' Retirement System of Louisiana.
12. A driver's license

In addition to the documents listed above, the following documents, for those born in a foreign country, may be submitted:

1. A foreign passport
2. An immigration record established upon arrival in the United States
3. A naturalization record (citizenship paper)
4. An alien registration card