

LOS ANGELES COMMUNITY COLLEGE DISTRICT
RESIGNATION / RETIREMENT INCENTIVE
FORMS CHECKLIST
Option 1A or 1B

Resignation / Retirement at the end of Spring 2003, start of Fall 2003 or beginning of Spring 2004

Please complete the following forms that apply to you. (Some forms, such as the Notice of Participation and Resignation form will be required of everyone who participates in either option 1A or 1B. Other forms may or may not apply to you. Please read the Instructions that accompany each form to determine if it applies to you. Specific directions accompany each form.)

Submit the Notice of Participation in Retirement Incentive form to the Human Resources Division at the District Office on or before **January 11, 2004**. Submit all other documents as indicated below:

Completed:	Form Title	Form Number	Submit Documents to:
	Notice of Participation in Resignation / Retirement Incentive form		Human Resources
	Disclaimer		Human Resources
	Resignation Form	C315	Human Resources
	Los Angeles County Schools Employment Authorization for State Teachers' Retirement System Retirant form	503-708	Human Resources
	Substitute Status form	C300	Human Resources
	Hourly Substitute Availability	C 566	Human Resources
	Application for Retiree Health Benefits	C 896	LACCD Benefit Service Center
	STRS Award Letter		LACCD Benefit Service Center
	Medicare Card		LACCD Benefit Service Center
	Kaiser Permanente Senior Advantage Election Form (Kaiser Enrollees/Dependents Age 65 and over)	3306-0001-06	LACCD Benefit Service Center
	Request for Conversion of Group Life Insurance form <i>If interested for life insurance conversion, to be submitted to Fortis Benefits directly within 31 days from date of resignation.</i>	55961	Fortis Benefits Insurance Company
	Voluntary Life to Age 65 Portability Employee Application form	49	Fortis Insurance Company
	Service Retirement Application	SR 0059 MS 1125A	STRS Membership Services Center
	Pre-Retirement Option, Election, Change Cancellation	SR 0307 SR 0365 MS 1125A	STRS Membership Services Center
	STRS Express Benefit Report <i>(Employee completes the top portion only.)</i>	SR 0554E	Retirement Unit
	Direct Deposit Authorization	MS 1130	STRS Membership Services Center
	Income Tax Withholding Preference	AD 0908	STRS Membership Services Center
	Insurance Premium Deduction	MS 0556	STRS Membership Services Center
	Redeposit or Purchase, Permissive/Nonqualified Service Credit	MS 0287	STRS Membership Services Center
	Retirement Application Change Request	MS 1328	STRS Membership Services Center
	Beneficiary Designation	MS 0002	STRS Membership Services Center
	Eligible Rollover Distribution Notice	MS 1357	STRS Membership Services Center

In addition, all retirees must enroll in Medicare at age 65.

Addresses:

LACCD Human Resources or Retirement Unit:	770 Wilshire Blvd, Los Angeles, CA 90017
LACCD Benefit Service Center:	21943 Plummer Street, Chatsworth, CA 91311
Fortis Benefits Insurance Company:	P.O.Box 3530 Syracuse, New York 13220
Kaiser Permanente Service Center:	P.O. Box 232400, San Diego, CA 92193-2400
STRS Membership Services Division:	P.O. Box 15275-C, Sacramento, CA 95851