

**LAFAYETTE PARISH SCHOOL SYSTEM  
CONTRACTOR/CONSULTANT SERVICES EARNINGS  
VERIFICATION OF STATE RETIREMENT STATUS**

**TRSL (Teachers' Retirement System of LA) / LSERS (LA School Employees Retirement System)  
LASERS (LA State Employees' Retirement System)**

**\*\*Retirement status must be verified on all Contractor/Consultant earnings before payment is processed.\*\***

**TO BE COMPLETED BY ADMINISTRATOR HIRING CONTRACTOR/CONSULTANT**

Brief description of position to be filled: \_\_\_\_\_

Will this be considered a substitute preK-12 classroom teacher: \_\_\_\_\_ YES \_\_\_\_\_ NO

Administrator's Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

---

**TO BE COMPLETED BY CONTRACTOR/CONSULTANT**

Name of Contractor/Consultant: \_\_\_\_\_ SS #: \_\_\_\_\_

*Check any that apply:*

Are you currently an active or vested member of: \_\_\_\_\_ TRSL \_\_\_\_\_ LSERS \_\_\_\_\_ LASERS

Are you a retired member of: \_\_\_\_\_ TRSL \_\_\_\_\_ LSERS \_\_\_\_\_ LASERS

\*\* If you are a member of one of the state retirement systems listed above, payment will have to be processed through the LPSS Payroll Department on the supplemental payroll run on the 12<sup>th</sup> of the month. Prior to payroll processing, as the Contractor/Consultant you will need to register with the Human Resources Retirement Office to be enrolled in the retirement system. Failure to register will delay payment.

**I verify the above information is true and correct. It will be my responsibility to notify the LPSS Human Resources Retirement Office of any changes in my retirement status.**

\_\_\_\_\_  
Contractor/Consultant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**HUMAN RESOURCES RETIREMENT OFFICE VERIFICATION**

**PAYS RETIREMENT:** \_\_\_\_\_ **DOES NOT PAY RETIREMENT:** \_\_\_\_\_ **NOT APPLICABLE:** \_\_\_\_\_  
(REQUIRES NOTES)

**NOTES:** \_\_\_\_\_

**VERIFIED STATUS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**A complete copy of this form must be provided to the Contractor/Consultant and a copy must be attached to the contract.**