

## HR Pros PRINT MATERIAL ORDER

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

1.  **The New Member Guide Package** (Quantity: \_\_\_\_\_ )
  - New Member Guide
  - Sworn Statement form
  - Plan D and Plan E Summary Plan Description books
  - Beneficiary Form
2.  **Sworn Statement Form** (Quantity: \_\_\_\_\_ )
3.  **Beneficiary Form** (Quantity: \_\_\_\_\_ )
4.  **Looking Ahead Brochure** (Quantity: \_\_\_\_\_ )  
This brochure describes LACERA's workshops. Order enough to pass out to your employees.
5.  **Looking Ahead Poster** (Quantity: \_\_\_\_\_ )  
Poster shows LACERA's retirement workshops. Post in your office and lunch room.
6.  **Employer Disability Retirement Folder - 2010** (Quantity: \_\_\_\_\_ )  
Forms and brochures for Disability Retirement.
7.  **Survivor & Death Benefits Q&A Brochure** (Quantity: \_\_\_\_\_ )
8.  **Survivor & Death Benefits Information Card** (Quantity: \_\_\_\_\_ )  
A helpful resource card to hand out to your employees.
9.  **Application for Survivor Benefits** (Quantity: \_\_\_\_\_ )  
(Service-Connected Death).
10. **Summary Plan Description Brochures**
  - Plans A, B, C** (Quantity: \_\_\_\_\_ )
  - Plan D** (Quantity: \_\_\_\_\_ )
  - Plan E** (Quantity: \_\_\_\_\_ )
  - Safety Plans A & B** (Quantity: \_\_\_\_\_ )

**Submit Order**Complete, save, and email this form to LACERA's Procurement Department: [procurement@lacera.com](mailto:procurement@lacera.com)