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## Type II Charter Schools Retirement Reporting and Processing (RR&P) Required Documentation

LACOE offers:

- CalSTRS and/or CalPERS retirement reporting
- Funding disbursement, after sufficient funds have been reserved for CalSTRS and/or CalPERS

All documents and forms should be submitted electronically to [sfs\\_bcsu@lacoed.edu](mailto:sfs_bcsu@lacoed.edu)

### Documents

- Charter Petition
- Copy of Articles of Incorporation bearing the seal of the Secretary of State, if your Charter is affiliated with a Non-Profit Public Benefit Corporation
- Board Minutes Approving charter school
- Federal Tax ID letter

### Forms

- [General Application for Charter Schools](#) (digital/e-signature)
- [Certification of Signatures](#) (wet signature)
- [Charter School Funds Distribution](#) (digital/e-signature)
- [Charter School Intentions](#) (digital/e-signature)
- [Bulletin Distribution Form](#) (digital/e-signature)
- [Introduction & Authorized Signatures](#) (wet signature)
- [Resolution to Issue Funds](#) (digital/e-signature)
- [Electronic Funds Transfer \(EFT\) Payment Enrollment](#) ([Instructions](#)) (wet signature)
- Voided Check

### CalSTRS Forms *(if elected)*

- [CalSTRS Activation Packet](#) (wet signature)
- [Pre-Tax Receivable Resolution - CalSTRS](#) (wet signature)

### CalPERS Forms *(if elected)*

- [EPMC Resolution - CalPERS](#) (wet signature)
- [Pre-Tax Receivable Resolution - CalPERS](#) (wet signature)
- [CalPERS Applicant Questionnaire](#) (wet signature)
- [CalPERS Certification Form](#) (digital/e-signature)
- School's By-Laws