



**LIAISON MEMORANDUM  
NUMBER 12-25**

**To:** Agency Liaison and Payroll Officers

**From:** Cindy Rougeou  
Executive Director

**Re:** December 31, 2012 Calendar Year End Close

**Date:** December 3, 2012

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In preparation of the issuing of annual member statements, it is critical that all agencies report 2012 earnings and contributions, with required contribution payments, by **January 15, 2013**. This is necessary for member statements to be accurate and timely.

In accordance with La. R.S. 11:531B (1), all monthly reports and remittances are due within 15 days after the close of each calendar month. Any payment and/or report received after the 15th will be considered delinquent. While it is extremely important for your agency to report timely every month, it is even more critical at year-end.

LASERS encourages you to visit our website at [www.lasersonline.org](http://www.lasersonline.org) where you can receive up-to-date news from LASERS, subscribe to receive Liaison Memoranda via email, and access numerous publications for employers including current and archived Liaison Memoranda. You can also access our Employer Self-Service portal via our website to update your agency contact information.

Please distribute this information to the appropriate person(s) within your agency to ensure that contributions are submitted by the deadline. If you have difficulty meeting this deadline, or should you have questions concerning LASERS Employer Self-Service, please contact Kelly Leggette at 225.922.0405 or Mona Joseph at 225.922.0123.

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